

**STUDENT POLICIES & RESOURCES HANDBOOK/CODE OF CONDUCT 2017-18**

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**TULSA COMMUNITY COLLEGE  
MISSION STATEMENT, VISION STATEMENT AND CORE VALUES**

**TULSA COMMUNITY COLLEGE MISSION**

Tulsa Community College betters its community through the intellectual achievement, creative energy, and responsible citizenship of its students, faculty, and staff by their engagement in teaching, learning, and service opportunities that transform and enrich lives. Tulsa Community College commits to innovative, flexible, and affordable public higher education that responds to a dynamic global environment.

**TULSA COMMUNITY COLLEGE VISION**

TCC will excel as an inclusive, engaged center of life-long learning that transforms the world by empowering learners intellectually, culturally, and socially. Accordingly, our priorities are as follows:

- TCC academic programs will be timely and timeless.
- TCC will foster a dynamic, collaborative intellectual environment wherein students are fully engaged in the learning process, thereby becoming independent, globally aware, life-long learners.
- TCC will nurture the development of the whole student.
- TCC will promote professional development among faculty and staff.
- TCC will enrich the community through active participation and dedicated leadership in the public sphere.
- TCC will secure the financial and human resources necessary to achieve our vision.

**TULSA COMMUNITY COLLEGE CORE VALUES**

As an educational institution charged with providing lifelong learning opportunities for its students and its community, Tulsa Community College identifies **integrity** and **quality** as the cornerstones upon which all other values rest - shaping both priorities and decision making throughout the institution.

- **Student Success**
- **Excellence**
- **Stewardship**
- **Innovation**
- **Diversity**

## **INTRODUCTION**

The Student Policies and Resources Handbook is produced to provide information to students at Tulsa Community College regarding policies and procedures relative to their admission, enrollment, class attendance and participation in college activities. This information is intended to enhance the student's experience at TCC and give assistance in matters related to a student's rights and responsibilities. An attempt is made to include major student policies and procedures; however, some sections of Board policy that are not relevant to students may have been omitted in this publication. Inadvertent omission of regulations from this publication does not waive the student's responsibility for these regulations. These policies and procedures are also subject to change by the authority of the Tulsa Community College Board of Regents and/or other governing agencies. Additional information and assistance may be obtained through the Office of the Senior Student Affairs Officer or any Campus Dean of Student Affairs Office.

## **ACADEMIC POLICIES**

### **Academic Integrity Policy**

#### **About This Policy**

Students at Tulsa Community College are expected to behave as responsible members of the college community and to be honest and ethical in their academic work. TCC strives to provide students with the knowledge, skills, judgment, and critical thinking needed to function in society. To falsify or fabricate the results of one's research; to present the words, ideas, data, or work of another as one's own; or to cheat on an examination corrupts the essential process of higher education and is a disservice to the student, faculty, and staff community. All members of the TCC community share the responsibility and authority to challenge and report acts of academic dishonesty.

#### **Guidelines for Academic Integrity**

- Students assume full responsibility for the content and integrity of the coursework they submit.
- Students must do their own work and submit only their own work on examinations, reports, and projects unless otherwise permitted by the instructor.
- Students are encouraged to contact their instructor about appropriate citation guidelines.
- Students may benefit from working in groups. However, students must not collaborate or cooperate with others on graded assignments, examinations, or other academic exercises unless clearly directed to do so by the instructor.
- Students must follow all written and/or verbal instructions given by instructors or designated college representatives prior to taking examinations, placement assessments, tests, quizzes, and evaluations.
- Students are responsible for adhering to course requirements as specified by the instructor in the course syllabus.

#### **Forms of Academic Dishonesty**

Actions constituting violations of academic integrity include, but are not limited to, the following:

##### **Cheating**

Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

- Examples of cheating include, but are not limited to:
  - Copying from another's assignment or receiving unauthorized assistance from another during an academic exercise or in the submission of academic material.
  - Using a cell phone, calculator, computer, or other materials when not authorized

by the instructor.

- Collaborating with another student or students during an academic exercise without the consent of the instructor.

### **Plagiarism**

Representing the words or ideas of another as one's own in any academic exercise.

- The following are considered to be forms of plagiarism:
- Word-for-word copying of another person's ideas or words.
- Misciting or incorrectly quoting another person's ideas or words.
- Interspersing one's own words within a document while, in essence, copying another's work.
- Rewriting another's work, yet still using the original author's fundamental idea or theory.
- Inventing or counterfeiting sources.
- Submitting another's work as one's own.
- Neglecting quotation marks on material that is otherwise acknowledged.

### **Misuse of Academic Materials**

The misuse of academic materials includes, but is not limited to:

- Stealing or destroying college or library reference materials, or computer equipment and/or programs.
- Stealing or destroying another student's notes or materials, or having such materials in one's possession without the owner's permission.
- Receiving assistance in locating or using sources of information in an assignment when such assistance has not been authorized or is forbidden by the instructor.
- Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
- Unauthorized alteration, forgery, or falsification of academic records.
- The sale or purchase of examinations, papers, projects, or assignments.

### **Complicity and facilitating Academic Dishonesty**

Knowingly contributing, helping, or attempting to help another's acts of academic dishonesty.

### **Fabrication**

Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

### **Multiple Submission**

Unauthorized submission of academic work for which academic credit has already been earned and when such submission is made without authorization.

**Academic Misconduct Procedure**

Academic integrity is a foundational value of TCC. When an incident of Academic Misconduct occurs, the faculty member has the autonomy to address the incident directly and immediately. This includes any grade implications. The faculty will then file an Academic Misconduct report. The Office of Judicial Affairs may also respond with appropriate institutional sanctions. This includes, but is not limited to probation, suspension, or expulsion in addition to possible educational sanctions which will be added to a student's conduct file. When an incident of Academic Misconduct occurs outside of class or is reported after the fact, the Office of Judicial Affairs will investigate the situation. Once a finding has been determined, the Office of Judicial Affairs will relay information to the responsible faculty member for any academic grade determinations.

A student has a right to appeal all proceedings. Similar to the investigatory process, the student has a 2-pronged appeal opportunity (grade and/or conduct sanctions). In order to appeal the grade, the student must follow the Grade Appeal Process. If the student wants to appeal the institutional sanction(s), the student may appeal the conduct decision through the conduct appeal process.

**Academic Counseling and Advising Policy**

Tulsa Community College through its counseling and advising program may, at its discretion, prescribe the program of courses and the number of credit hours of any student enrolling in the College. Such prescribed program will fit the needs and abilities of the student as demonstrated by previous academic record and evaluative examinations administered by the College.

### **Academic Program Dismissal**

An academic program may place on probation, temporarily suspend or dismiss a student from a program of study for academic and/or performance reasons. Each academic program has specific procedures governing this process which a student can access by contacting that particular academic program office.

## **English Proficiency**

Tulsa Community College diligently strives to provide students with faculty who have competence in written and oral communication. A careful review of application statements and a series of interviews, with an emphasis on the applicant's language skills, enable TCC to recommend faculty who display a proficiency in English in accordance with Oklahoma State Regents for Higher Education Resolution No. 1073.

**Grades**

After the close of the course, final grades are placed on the student's records and may be obtained via the MyTCC portal at [www.tulsacc.edu/](http://www.tulsacc.edu/). Official transcripts with updated academic standing are available for students approximately two (2) business days after the faculty grade-posting deadline at the close of the semester/term. For courses ending throughout the term, final grades normally appear on the unofficial student transcript one (1) week after the course end.

## Course Grade Appeal Procedures

The Tulsa Community College Course Grade Appeal Procedures are based on the following principles:

- A student has a right to appeal a grade that the student believes was contrary to procedures as specified in the course syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same instructor to other students in the same course, or used different standards than what is listed on the syllabus of record.
- A student's grade should reflect the student's mastery of the subject matter of the course.
- Students are entitled to a fair and impartial evaluation of their work.
- Students and faculty should communicate regularly and openly about course requirements, assignments, tests, grading procedures, and grades.
- The college faculty is responsible for creating the curriculum and establishing the standards by which students will be evaluated in each course.
- Faculty members are entitled to the presumption that the grades they assign are an accurate reflection of the performance of the students in their courses.
- A course grade may only be changed by the course instructor or by the final recommendation of the Grade Appeal Board. College administrators may not alter any students' grades.

Both students and faculty members have rights and responsibilities in the grading process:

- Students who wish to appeal a final grade are responsible for demonstrating that the grade they received was contrary to procedures as specified in the course syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same instructor to other students in the same course, or used different standards than what is listed on the syllabus of record. The following questions outline reasons for an appeal:
  1. Were errors made in calculating the final grade?
  2. Was the student clearly informed of the process the instructor used to determine the final grade?
  3. Did instructor consistently and fairly apply the grading system to all students?
  4. Did the instructor change the grading system during the semester in a way that put the student at a serious disadvantage or without adequately communicating the change to the students in the class?
  5. Were all students given a chance to improve their grades when grade adjustment opportunities were made available during the course of the semester?
  6. Did the instructor single the student out for discriminatory or random treatment?

- Faculty members have a responsibility to provide their students with syllabi that clearly explain how student grades will be assigned.
- Faculty members are responsible for providing their students with timely feedback on their performance on tests, papers, projects, and other graded assignments.
- Faculty members are responsible for keeping course records, final exams, and other materials on which grades are based (that have not been returned to students) for one long semester.
- Faculty members have a right to have the grades they assign upheld unless it is clearly demonstrated that a grade was contrary to procedures as specified in the course syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same instructor to other students in the same course, or used different standards than what is listed on the syllabus of record.
- Both faculty members and students have a right to have grade appeals resolved in a timely fashion (as prescribed in the timelines given in this document).
- Both faculty members and students have a responsibility to attempt to resolve grade disputes informally.

### **Grading Disputes during a Semester**

Faculty members and students should communicate regularly and openly about all grading issues. A student who is dissatisfied with an instructor's grading decision during a semester should first discuss the issue with the instructor and attempt to resolve the matter informally. A student who believes that a grading issue has not been satisfactorily resolved should speak with the instructor's department chair or program director<sup>1</sup> about the matter. The department chair should work with both the student and the instructor to address the issue.

Students may not file a formal course grade appeal during the semester. Grading issues that remain unresolved during the semester may become the basis for a formal course grade appeal once the semester has ended and a final course grade has been assigned. The formal process may be used only for grading issues that impact the final course grade. For example, if a student disagrees with a grade given on a particular assignment but changing the grade on that particular assignment will not affect the student's final course grade, then the issue is not appropriate for a formal appeal. In this situation, the student may submit a student concern form about the instructor's grading practices to the department chair but may not file a formal course grade appeal.

### **Disputes about Final Course Grades**

Disputes about final course grades may reflect either disagreements that have carried over from the semester or new issues that have arisen as the result of a late-semester project or test or the final exam. A student who is dissatisfied with a grading decision should attempt to resolve the matter by contacting the instructor. The student may contact the department chair to facilitate communication between the student and the instructor and to help resolve the dispute.

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<sup>1</sup> For the remainder of this document, the term "department chair" may also refer to program directors within workforce development departments.

The student must present clear documentation that a grade was contrary to procedures as specified in the course syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same instructor to other students in the same course, or used different standards than what is listed on the syllabus of record.

The following questions outline reasons for an appeal:

1. Were errors were made in calculating the final grade?
2. Was the student clearly informed of the process the instructor used to determine the final grade?
3. Did instructor consistently and fairly apply the grading system to all students?
4. Did the instructor change the grading system during the semester in a way that put the student at a serious disadvantage or without adequately communicating the change to the students in the class?
5. Were all students given a chance to improve their grades when grade adjustment opportunities were made available during the course of the semester?
6. Did the instructor single the student out for discriminatory or random treatment?

The instructor's grade stands unless the Grade Appeal Board determines by the preponderance of the evidence that the grade was contrary to procedures as specified in the course syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same instructor to other students in the same course, or used different standards than what is listed on the syllabus of record.

### **Grounds for a Formal Course Grade Appeal**

A student may file a formal course grade appeal if the following conditions are met:

- The student has attempted to resolve the dispute informally.
- The grading issues at stake impact the final course grade. (A course grade appeal may not be filed until the term has ended and a final course grade has been assigned.)
- The student believes that his or her final course grade was assigned contrary to procedures as specified in the course syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same instructor to other students in the same course, or used different standards than what is listed on the syllabus of record.
- The formal course grade appeal is filed no later than four weeks after the start of the subsequent semester (whether fall, spring, or summer). Students who fail to file a grade appeal within the time limit may ask the department chair for an exception, but the exception must be based on extraordinary circumstances.

### Filing the Formal Course Grade Appeal

1. A student can file a formal course grade appeal by completing the *Course Grade Appeal Form* and submitting it to the main office of the appropriate school either in person or via TCC e-mail (for example, to the office of the School of Business and Information Technology) or to the Academic and Campus Services Office on any campus. The school or ACS office will route the appeal form to the appropriate department chair. The form asks the student to provide a written statement that clearly and specifically states the grounds on which the grade appeal is based. The student must explain why he or she believes that the assigned grade was contrary to procedures as specified in the course syllabus or was assigned on some basis other than performance in the course, by using standards different from those applied by the same instructor to other students in the same course, or used different standards than what is listed on the syllabus of record or address any of the following questions that pertain to the appeal:
  - Were errors were made in calculating the final grade?
  - Was the student clearly informed of the process the instructor used to determine the final grade?
  - Did instructor consistently and fairly apply the grading system to all students?
  - Did the instructor change the grading system during the semester in a way that put the student at a serious disadvantage or without adequately communicating the change to the students in the class?
  - Were all students given a chance to improve their grades when grade adjustment opportunities were made available during the course of the semester?
  - Did the instructor single the student out for discriminatory or random treatment?

The student must attach supporting documentation to the form, such as the following:

- a copy of the course syllabus
- a copy of the graded assignment on which the formal course grade appeal is based (if available)
- examples of the student's other graded work from the course, including papers, projects, homework, tests, and other assignments (if available)
- any other documents the student believes are relevant to the resolution of the course grade appeal, including email correspondence between the student and instructor. Communications from other students will only be allowed in rare instances when it directly pertains to the grade and are allowable at the discretion of the Grade Appeal Board.

The burden of providing documentation resides with the student who files the course grade appeal. Without documentation attached to the *Course Grade Appeal Form*, the Grade Appeal Board may decline to review the appeal.

### **Informal Resolution**

Upon receipt of a *Course Grade Appeal Form*, the department chair should contact both the student and the instructor involved to attempt to resolve the dispute informally. If the instructor is no longer with the college or is unavailable, the department chair shall appoint another instructor to represent faculty interests in the appeal.

The faculty member representing the absent instructor shall act as a good faith representative of the faculty whose goal is to resolve the grading dispute fairly. The instructor may agree to resolve the dispute informally if he or she believes it is appropriate. For example, if the dispute involves a computational or clerical error and the instructor representing the absent faculty member agrees with the student, he or she may simply sign the *Change of Grade Form* to change the grade rather than force a Faculty Grade Appeal Panel to resolve the issue. The department chair will inform the student of the status of the appeal. The results of the informal resolution will be documented on the grade appeal form.

### **Instructor Response**

When informal resolution is not successful, the department chair shall give the instructor a copy of the *Course Grade Appeal Form* submitted by the student and ask the instructor involved to prepare a written response to the appeal. The instructor's response should be submitted to the department chair within fourteen (14) working days and should include the following:

- a copy of the course syllabus
- a copy of the class grade book for the student
- a copy of any relevant graded assignments that had not been returned to the student
- a written statement responding to the issues raised by the student
- any other documents that are relevant to the resolution of the course grade appeal including emails and/ or address any of the following questions that pertain to the appeal:
  - Were errors were made in calculating the final grade?
  - Was the student clearly informed of the process the instructor used to determine the final grade?
  - Did instructor consistently and fairly apply the grading system to all students?
  - Did the instructor change the grading system during the semester in a way that put the student at a serious disadvantage or without adequately communicating the change to the students in the class?
  - Were all students given a chance to improve their grades when grade adjustment opportunities were made available during the course of the semester?
  - Did the instructor single the student out for discriminatory or random treatment?

The department chair should continue to pursue an informal resolution to the dispute if he or she believes that a resolution is possible. The chair may share the instructor's response with the student in hopes of finding common ground between the two. If appropriate, the chair may wish to give the

student the opportunity to address issues raised in the instructor’s response that the student has not previously addressed. Upon receipt of the instructor’s response, the department chair will inform the student as to the status of the appeal.

**The Grade Appeal Board**

If attempts at informal resolution of the grading dispute fail, the department chair shall send all relevant documentation to the chair of the Grade Appeal Board for review at its next scheduled meeting. The board shall be comprised of faculty members, a representative from Student Affairs, and a representative from the Student Government Association, whose appointments and terms are described below.

**The Chair**

The deans of the academic schools shall chair the Grade Appeal Board on a rotating basis and will serve a two-year term as a non-voting member. Should a grade appeal case come before the board from that dean’s school during his or her term as chair, the incoming dean shall chair the board during the review of the case to ensure the grade appeal process is fair and impartial.

*Terms of Office*

The following order of terms was selected at random for service as chair of the Grade Appeal Board:

<u>School</u>	<u>Term (calendar years)</u>
Child Development and Education	2016-2018
Science and Mathematics	2018- 2020
Liberal Arts and Communications	2020-2022
Engineering and Applied Technology	2022-2024
Health Sciences	2024-2026
Business and Information Technology	2026-2028
Visual and Performing Arts	2028-2030

**The Membership**

The following appointments and lengths of terms shall determine the composition of the Grade Appeal Board. Annual training will be provided and documented in consultation with general counsel.

*Faculty*

One faculty member from among the full-time faculty of each academic school shall be selected to serve on the Grade Appeal Board for the initial length of term identified below. After the initial appointment, all subsequent appointments will be for three-year terms.

<u>School</u>	<u>Length of Initial Term</u>
Business and Information Technology	3 years
Child Development and Education	2 years
Engineering and Applied Technology	3 years
Health Sciences	2 years
Liberal Arts and Communications	3 years
Science and Mathematics	2 years
Visual and Performing Arts	3 years

### *Student Affairs*

The Senior Student Affairs Officer or her designee shall appoint one director from Student Affairs to serve as the Student Affairs representative to the Grade Appeal Board for a three-year term. Two other directors shall be named as substitute members should the appointee be unavailable to attend a meeting of the board.

### *Student Government Association*

The Student Government Associations, through consultation, shall appoint one student representative to the Grade Appeal Board for a one-year renewable term. Two other students shall be named as substitute members should the appointee be unavailable to attend a meeting of the board.

### *Quorum*

The Grade Appeal Board must have a quorum of five voting members in order to meet and conduct business. The quorum must consist of three faculty members representing Academic Affairs, one director representing Student Affairs, and one student representing Student Government Association. Regular meetings will be scheduled but held only when grade appeals have been submitted to the board for review.

### **Responsibilities and Procedures**

The chair of the Grade Appeal Board is responsible for ensuring that the grade appeal process is completed in a timely fashion. Exceptional circumstances to this timeline may be determined by the chair. The chair also is responsible for ensuring that the instructor has at least a week to prepare a response to the grade appeal.

The Grade Appeal Board is responsible for determining the facts in the dispute and making a judgment on the merits of the course grade appeal. The board shall review the materials submitted both by the student and the instructor. The board may request any other information it deems necessary, including additional instructor records and input from third parties.

The board will conduct its review based on the written materials supplied by the parties and whatever other information the board may request. The board's deliberations shall take place in

private. Documents generated by the Grade Appeal Board will be filed and kept confidential following the conclusion of the board's review.

Once the members of the Grade Appeal Board have determined that they have sufficient information to make a decision, they will vote either to grant or reject the grade appeal. A simple majority is sufficient to decide the issue. If the board grants the appeal, it determines the appropriate course grade for the student. The chair shall prepare a written report stating the board's decision and the justification for that decision. This report is the only written decision from the board concerning the grade appeal case and should reflect the majority opinion of the Grade Appeal Board. Copies of the report must be conveyed to the student, the instructor, the department chair, and the dean or associate dean of the respective school from which the appeal was filed. If the board determines that the student's grade shall be changed, the chair of the Grade Appeal Board will prepare a *Grade Change Form* and submit it to the department chair for processing with the board report attached. The stated reason for the change of grade will be "the determination of the Grade Appeal Board." The chair will sign the form instead of the course instructor, and the department chair will notify the student of the outcome of the appeal.

Sometimes a course grade appeal raises issues that go beyond the resolution of grading issues. These issues could include questions about compliance with ADA guidelines, concerns about an instructor following departmental or college procedures, or questions of a student's academic integrity. At its discretion, the Grade Appeal Board may prepare a supplementary report addressing those issues and present it to the department chair, copied to the dean or associate dean.

### **Appealing the Board's Decision**

The decision of the Grade Appeal Board is final.

**EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY****Notice of Non-Discrimination**

Tulsa Community College is committed to establishing an environment for its students and employees that fosters inclusion, values equity and diversity, embraces and respects the dignity of people, and provides equal educational and employment opportunity. In compliance with all applicable federal and state laws and regulations the College does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational programs, activities, or services. The Civil Rights Compliance Administrator, 3727 E. Apache Room SU2554, Tulsa, Oklahoma; Phone 918-595-8487; email: [TCCnondiscrimination@tulsacc.edu](mailto:TCCnondiscrimination@tulsacc.edu) has been designated to handle inquiries regarding non-discrimination policies. The Title IX Coordinator, 6111 East Skelly Drive Room 627, Tulsa, Oklahoma; Phone 918-595-7842; email: [TCCTitleIX@tulsacc.edu](mailto:TCCTitleIX@tulsacc.edu) has been designated to handle inquiries regarding sex discrimination, including sexual harassment, sexual assault, pregnancy, and domestic violence.

**Affirmative Action**

It is one part of the operational policy of Tulsa Community College to practice nondiscrimination in employment. It is against the policy of the Community College to discriminate against, or exclude from participation in benefits or activities either on the staff or in the student body, any person on the grounds of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information or any other basis protected by applicable discrimination laws.

Specific policies relating to these areas are written to assure equal opportunity. The Chief Human Resources Officer and the Senior Student Affairs Officer are monitoring these areas to assure that the administrative policy is applied to each area and that all persons are granted equal opportunity.

*Affirmative Action Compliance Statement*

Tulsa Community College, in order to comply with Title VI and Title VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972 and other appropriate federal laws and regulations, stamps or prints on all brochures, recruiting material, purchase orders, and any other documents distributed by the institution, the statement that it does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Any member of the student body of Tulsa Community College who desires to review the college's Affirmative Action Policy or to file a complaint that the policy has been violated may do so with the Civil Rights Compliance Administrator.

## **Grievance Procedure**

### *Right to File Complaint*

Tulsa Community College has an Equal Opportunity policy that prohibits discrimination on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law. This prohibition of discrimination includes, but is not limited to admissions, employment, financial aid and educational programs, activities or services.

A current or former employee or student who has a complaint alleging a violation of the Equal Opportunity policy (including complaints of discrimination based upon harassment or failure to accommodate a disability) shall have the right to file a written Complaint with the Civil Rights Compliance Administrator. The complaint should be filed in the Office of Diversity & Inclusion; Northeast Campus Room 2412, 918-595-8487. The Complainant should provide appropriate contact information and respond promptly to requests for information relating to the complaint.

### *Administrative Resolution*

The Civil Rights Compliance Administrator may ask the Complainant if he or she would like to first try to resolve the complaint administratively without the appointment of a Committee. If the Complainant is agreeable to proceeding administratively, then the Civil Rights Compliance Administrator, with the assistance of other College officials as may be appropriate, will attempt to resolve the matter. At any time, however, the Complainant may notify the Civil Rights Compliance Administrator that he or she no longer desires to have the Complaint handled administratively and request that a committee be appointed.

### *Formal Resolution*

If the Complaint is to be handled formally, the Civil Rights Compliance Administrator will promptly request (usually within five (5) business days of receiving the written Complaint or request to proceed formally) that the President of the College appoint a committee to hear the Complaint. If the Complainant believes that the Civil Rights Compliance Administrator has failed to timely request the appointment of a committee, then the Complainant may notify the President of the College.

### *Proceedings by Committee*

The Committee will hear evidence regarding the alleged complaint and investigate the matter in a prompt and impartial manner. The Complainant shall have the right to present witnesses, documentation and other materials for consideration by the Committee. After thorough investigation, the Committee will render a decision (usually within 10 business days of appointment) regarding the validity of the complaint.

*Conflict of Interest*

Members on the Committee will be impartial and unbiased, and should report to the President or Civil Rights Compliance Administrator any conflicts of interest or other matters which might affect their ability to be impartial and unbiased.

*Remedial Action*

The Committee will promptly advise the President of the College of its findings within two (2) business days. The President will advise the Complainant of the decision of the Committee within three (3) business days. The President will work with the Civil Rights Compliance Administrator to remedy the situation, to prevent future discrimination, and to take any appropriate disciplinary action.

*Appeal from the Committee Decision*

An appeal from the decision of the Committee may be made by the Complainant to the President. Such appeal must be in writing, signed and dated by the Complainant, and submitted to the President within seven (7) calendar days after the notice is sent to the Complainant of the decision of the Committee which is being appealed.

The notice of appeal shall set forth in detail the basis for such appeal and the specific relief which the Complainant requests. Grounds for an appeal may include, but are not limited to, the following:

- Insufficient evidence to support the decision;
- A procedural or substantive error that significantly prejudiced the rights of the Complainant;
- Significant new information;
- Bias, prejudice, conflict of interest or other factors which might have improperly influenced the decision of the Committee.

Except as required to explain the basis of new information, an appeal normally shall be limited to a review of the record of the Committee and supporting documents for one or more of the following purposes:

- To determine whether the hearing before the Committee was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the Complaining party a reasonable opportunity to prepare and to present information;
- To determine whether the decision reached by the Committee was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to support the decision;

- To determine that the decision of the Committee was not improperly influenced.
- To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known at the time of the original decision or for some other justifiable reason was not presented earlier.

The President or the President's designee, may take any of the following actions relating to the appeal:

- Uphold the decision of the Committee;
- Vacate the decision of the Committee and enter a new decision;
- Modify the decision of the Committee;
- Vacate the decision of the Committee and remand the matter to the Committee for further consideration;
- Vacate the decision of the Committee and refer the matter to a newly appointed Committee.

Absent extenuating circumstances, the President or the President's designee will render a decision on the appeal within ten (10) business days and promptly notify the Complainant thereof. The decision of the President or the President's designee shall be final and there shall be no further appeal.

#### *Standing Grievance Panel*

The President shall appoint a standing Grievance Panel from which the committees shall be appointed to hear and investigate complaints that are to be resolved formally. The Grievance Panel shall consist of 12-20 employees of the College, and should include employees from all campuses and a variety of employee classifications.

A committee appointed from the Panel will typically have 3-5 members. In special circumstances, the President may appoint employees to the committee who are not on the Panel. The special circumstances might include unavailability of a sufficient number of the panel members, or particular knowledge, expertise or experience of one or more employees not on the panel.

Members of the panel shall undergo training in matters related to discrimination laws and proper investigation procedures. Legal Counsel for the College shall be available to advise the panel members in such areas.

*Confidentiality*

The Committee members and all other persons involved in the complaint, investigation and hearing process shall take reasonable precautions to maintain the confidentiality of the identity of Complainant and any witnesses, the details of the complaint, the evidence reviewed and the witnesses interviewed, except as reasonably necessary or prudent to conduct a thorough investigation.

*Protection from Retaliation*

No person shall retaliate against the complainant or any other person participating in the investigation and resolution of the complaint because of the person's involvement in the process. Complaints of retaliation should be filed and resolved under this Grievance Procedure in the same manner as complaints of discrimination. Any person found to violate this prohibition against retaliation shall be subject to disciplinary action.

*Designees*

To insure the process proceeds in a timely manner, the President and the Civil Rights Compliance Administrator may designate one or more employees of the College to fulfill their duties or functions under this procedure in the event they are unavailable.

*Office for Civil Rights*

If the Complaint is not resolved at the College level, then a student may choose to file a complaint with the Office for Civil Rights.

**Office for Civil Rights, Kansas City Office**

**U.S. Department of Education**

**8930 Ward Parkway, Suite 2037**

**Kansas City, MO 64114-3302**

**(Phone) 816-268-0550**

**(TTY) 877-521-2172**

**Web Address: <http://www.ed.gov/ocr/>**

## **CHILDREN ON CAMPUS**

### **Minors on Campus**

Tulsa Community College is an institution of higher education. TCC Facilities are generally not an appropriate environment for minors unless they are matriculated students or enrolled in a program specifically designed for children and appropriately supervised by adults with the proper training and credentials. However, Tulsa Community College recognizes that, faculty, staff, students, and other adults may on occasion bring a child to campus for limited periods of time. In doing so, students, faculty, and staff must recognize and respect the needs of other community members for a quiet and productive work and educational setting.

#### **A. Supervision Required**

Faculty, staff, students, and other adults who bring a child to TCC Facilities maintain the sole responsibility for the safety of that child. No child may be left alone on campus at any time for any reason. The responsible adult is accountable for the child's safety and behavior and must ensure that the child complies with the directions of College personnel. TCC Facilities may not be used for unsupervised child care.

The College retains the right in its sole discretion to prohibit faculty and staff from bringing a child on TCC Facilities who is not participating in a College program. There are risks to bringing children to campus and to College-sponsored events. Faculty, staff, students and other responsible adults are responsible for any and all injuries or damages sustained to or by a child accompanying them while on TCC Facilities or on College-sponsored trips or other events.

#### **B. Revocation**

Allowing faculty, staff, students and other adults to bring a child on TCC Facilities campus or on College-sponsored trips is a privilege extended by Tulsa Community College. The College may revoke this privilege at its discretion at any time for any reason, including the College's determination that the provisions of this policy have been violated, the privilege has been abused, the child's presence poses a safety risk to the child or others, or the child's presence is interfering with the College's learning environment. Anyone who is concerned with the presence of a child on campus or at a College-sponsored activity should report the concerns.

### **Reporting Child Abuse**

Oklahoma Law is very clear that professionals who maintain strict ethical guidelines related to confidentiality, such as doctors, nurses, teachers, and mental health professionals, are required to report child abuse and neglect just as every other person in the state. The duty to report supersedes professional confidentiality codes when there is reason to believe that a child is abused or neglected.

Failure to report suspected abuse is a crime. No person, regardless of their relationship to the child or family, is exempt from reporting suspected abuse. A person reporting in good faith, however, is immune from both civil and criminal liability. By law, reporting child abuse is an

individual responsibility. As the individual who suspects abuse, you are legally responsible for making certain that the report is made to OKDHS. Promptly contact OKDHS, Child Welfare Services in the county where the child is located or call the statewide, 24-hour hotline number. It is critical to accurately reflect the nature of the abuse. Do not overstate, nor minimize, the extent of the suspected abuse. Telephone reports are acceptable.

**Statewide 24-Hour Child Abuse Hotline 1-800-522-3511**

**CLASS CANCELLATION PROCEDURES**

There occasionally are circumstances such as extreme weather conditions or emergencies that may require the College to cancel classes and/or close campuses for a short period of time. During these times, this information will be shared with the local TV and radio stations for general announcement. Information will also be posted on the TCC website at [www.tulsacc.edu](http://www.tulsacc.edu).

If this situation occurs, persons should not attempt to call the College to leave a message or confirm specific class closings. Normally, if classes are closed because of inclement weather or emergency conditions, all classes at all locations will be canceled.

TCC Alerts is another College resource to communicate emergency and weather related information about college closings to all students, faculty and staff. Available message formats include voice message, email and text. TCC Alerts is a free service; however, if you select to receive text message (SMS) alerts, you may incur standard text messaging charges depending upon your calling plan and carrier. Sign up information can be found on the TCC website under the Campus Police link.

## **COLLEGE IDENTIFICATION CARDS**

### **Student ID Cards**

Students are required to be in possession of their TCC ID cards at all times while on College premises or at College functions. A TCC identification card is required for accessing many College services and facilities. All students are encouraged to get their ID card at New Student Orientation or upon enrollment in their first semester. Students are prohibited from loaning this ID card to any other person for any reason. Likewise, it is prohibited to use any other ID card except the one issued by the College for situations when the College ID card is required. ID cards can be obtained in any campus Student Life Office.

## COMPUTER SERVICES

### Acceptable Use Statements/Standards

Access to computing resources is a privilege granted to all TCC faculty, staff, and students. Use of TCC computing resources is limited to purposes related to the College's mission of education, research, and community service.

Certain responsibilities accompany that privilege, and understanding them is important for all computer users. Since the use of TCC computing resources are in the public domain, all users are subject to having all of their activities on this system monitored and recorded by college personnel. Any data created or accessed through college resources is considered to be the property of TCC and may be used in disciplinary or college proceedings.

All users of TCC's computing resources (i.e., hardware, software, network, and information systems) will comply with the following standards:

#### *Legal and Ethical Usage*

College computing resources may not be used to violate or be in violation of any municipal, state, or federal law; or to interfere with or disrupt the orderly educational process of Tulsa Community College; or to exhibit conduct or activity generally considered to be grossly offensive or totally unacceptable to society at the time and place and manner of the commission of the activity. Computing resources shall be used in accordance with the high ethical standards of the College community. Examples of unethical use, which also may involve illegality, include but are not limited to:

- Violation of computer system security
- Destruction of or damage to hardware, software, or data belonging to TCC or other users
- Harassment of other users
- Unauthorized use of computer accounts, files, and data which do not belong to the user
- Unauthorized use of access codes assigned to others
- Intentional use of computer telecommunication facilities in ways that impede the computing activities of others
- Violation of another user's privacy
- Disruption, alterations, or unauthorized monitoring of electronic communications
- Academic dishonesty (plagiarism, cheating)
- Violation of software license agreements and other copyrights
- Unauthorized copying or use of copyrighted material
- Violations of network usage. Tulsa Community College accesses the Internet through OneNet; therefore, the OneNet Acceptable Use Policy applies to all internet usage.

#### *Security and Confidentiality*

Users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Under no conditions should a user make visible, available, or provide his/her password, account, or I.D. to another person. Remember that the Internet is a public arena and is NOT secure.

#### *Reasonable Usage*

TCC endeavors to maximize the available computing resources within financial and physical constraints. Everyone is expected to make reasonable use of limited resources. Unreasonable usage can include the unnecessary storage of disk files, careless execution of intensive programs, and the generation of excessive printer output or electronic mail. If you need multiple copies of your output, use a copying machine, not computer printers. Remember, hard copy output devices are not printing presses. As a courtesy to other people using the networks, do not transfer large amounts of data between computing systems. Also note that the computing resources are for instructional and research use, not for personal, recreational, or commercial use. Use of connect time, information storage space, printing, or processing capacity should be confined to a reasonable length of time. Refrain from overuse of interactive network utilities (such as those on Internet). Refrain from reconfiguring the computer settings.

#### *Sanctions*

If a user is found to have violated these statements, the College is authorized to take action consistent with its existing policies and procedures including, but not limited to, suspension and/or revocation of access to computing resources as well as enforcing any policies and procedures stated in the Student Code of Conduct and Policy Handbook for Tulsa Community College and the Policies, Practices and Procedures Handbooks for Full-Time Professional Staff, Part-time Instructors, and Staff Employees.

## **Copyright Infringement & Peer-to-Peer Statement**

*(Effective July 1, 2010)*

Tulsa Community College expects that all students and employees adhere to the United States Copyright Act (title 17 United States Code) and the related acts, which further define the proper use of copyrighted materials and peer-to-peer file sharing. Unauthorized distribution of copyrighted materials (sharing copyrighted music and other materials with others) is not allowed and may subject the student and/or employee to civil and criminal penalties. Please refer to Federal Laws from [www.copyright.gov](http://www.copyright.gov) for copyright infringement, remedies and penalties. Also refer to Oklahoma Laws that apply to the use of computing and networking.

- All students, faculty and staff should familiarize themselves with the copyright laws and their fair use provisions.
- Faculty, staff and students who face litigation over copyright infringement should not assume that the College would defend them nor be responsible for judgments.
- TCC suggests that both students and employees use legal methods to gain access to copyrighted materials.
- TCC restricts access to peer-to-peer Web sites from the TCC network. TCC allows access to sites that allow legal alternatives for downloading music, movies and other copyrighted materials.

### **Annual Disclosure**

In compliance with state and federal copyright laws and the Higher Education Opportunity Act of 2008 (HEOA), Tulsa Community College adheres to a Copyright Infringement and Peer-to-Peer policy listed below.

1. TCC informs students, faculty and staff about copyright laws and the TCC's policies related to violating copyright laws and peer-to-peer file sharing. Twice per calendar year TCC informs students, faculty and staff by use of the TCC Web site, flyers/brochures posted on bulletin boards and by sending an informative email about copyright infringement and peer-to-peer and TCC policies concerning these.

a. What are copyright infringement and peer-to-peer file sharing?

- Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed or made into a derivative work without the permission of the copyright owner. In general, copyright infringement occurs whenever someone makes a copy of any copyrighted work, such as songs, videos, software, cartoons, photographs, stories or novels without permission (i.e., a license) from the copyright owner. Copyright laws can be found online at [www.copyright.gov/laws](http://www.copyright.gov/laws).

- Peer-to-Peer is a network where computers communicate directly with each other, rather than through a central server. Often referred to simply as peer-to-peer, or abbreviated P2P, it is a type of network in which each workstation has equivalent capabilities and responsibilities in contrast to client/server architectures, in which some computers are dedicated to serving other computers. A "network" is a group of two or more computer systems linked together by various methods.

b. Summary of penalties for violation of Federal copyright laws.

- Unauthorized distribution of copyrighted materials, including peer-to-peer file sharing, may subject the individual to civil and criminal liabilities. Those who copy and distribute copyrighted material without legal permission may be found liable for civil or criminal copyright infringement. Civil penalties may include actual damages and profits or statutory damages (ranging from \$750 to \$30,000 per work that is infringed). Moreover, the court can also award reasonable attorney's fees and costs and increase the damages in the case of a willful infringement. Criminal penalties can include fines and imprisonment.

c. Summary of TCC's policies on copyright and peer-to-peer file sharing including disciplinary actions for violators.

- Employees of TCC will be informed of the violation and asked to correct the copyright or peer-to-peer violation. If future violations are found, they will be referred to their appropriate supervisory chain to include notification to their respective cabinet member.
- Potential Student Disciplinary Actions

**First violation:** Students will be warned and asked to correct the copyright or peer-to-peer violation as soon as possible.

**Second violation:** Immediate suspension of privileges to the College's Telecommunication Systems.

**Third violation:** Students will be referred to a Dean of Student Affairs for further disciplinary action which may include suspension from the College

## COUNSELING

TCC is committed to the well-being of our students. We believe that a healthy student, free of excessive worries and life stressors, is a successful and happy student. To support this belief, TCC has partnered with Business Health Services (BHS) to create a robust Student Assistance Program (SAP). The SAP is free to all currently enrolled TCC students and is designed to help student address issues that could be getting in the way of academic performance. The SAP can help students with problem assessment, crisis assistance and referrals to community resources for long term needs.

Common reasons to call your SAP:

- Depression / Anxiety
- Suicidal Thoughts
- Burnout / Anger
- Substance Abuse
- Relationships
- Health or body image issues
- Academic or career stress
- Balancing school and parenting
- Struggling with daily responsibilities

In accordance with federal and state laws, BHS will keep all student information confidential with the exception of situations that may pose a threat to the student, the campus environment or situations involving abuse or neglect of a child or disabled adult. In addition, TCC is committed to ensuring that all students and employees are aware of their options should they experience an instance of discrimination based on gender. Those who wish to report an incident or concern directly to the college may do so by contacting the Title IX Office at 918-595-7842 or [TCCTitleIX@tulsacc.edu](mailto:TCCTitleIX@tulsacc.edu).

Students also have access to the MyBHS Portal, which contains a variety of resources to help improve your overall well-being, including articles, videos, health assessments, quizzes and interactive tools. You can view program announcements, access Live Chat, read monthly newsletters, tip sheets and more. Visit [www.BHSONline.com](http://www.BHSONline.com); click on the MyBHS Portal link at the top of the screen to sign into your portal. Enter MyBHS username: "TCCSTUDENT" and click the "Login Now" button.

**DENIAL OF ADMISSION OR READMISSION OF APPLICANTS**

The Senior Student Affairs Officer shall have authority to deny admission or readmission of applicants to attend the College after review and consideration of any applicant's previous action or law violation, misconduct, rule violations, or any acts interfering with the orderly conduct of the College, separately or in combination. In making determinations on the admission or readmission of applicants, the College is controlled by the rules established by the Oklahoma State Regents for Higher Education.

## **DISABLED RESOURCES**

### **Disability Service Offices**

Tulsa Community College partners with students to provide educational opportunities to achieve academic success through individualized academic support resources offered by the Education Access Center and Resource Center for the Deaf and Hard of Hearing. Through partnerships with different entities on any TCC campus or location, both Centers strive to create a universally accessible college environment. A variety of academic support resources are available to students to enhance their academic success. If you have a need for academic support resources, please contact the Education Access Center or Resource Center for the Deaf and Hard of Hearing at the information indicated below:

#### Education Access Center (EAC)

Metro Campus, Room MC 331B

909 S. Boston Avenue Tulsa, Oklahoma 74119

(918) 595-7115 Voice

E-mail: [eac@tulsacc.edu](mailto:eac@tulsacc.edu)

#### Resource Center for the Deaf and Hard of Hearing (RCDHH)

Northeast Campus, Room 2163

3727 E. Apache, Tulsa, Oklahoma 74115

(918) 595-7428 Voice; (918) 595-7434 TTY; (918) 894-5724 VP; (918) 809-1864 Text

E-mail: [rcdhh@tulsacc.edu](mailto:rcdhh@tulsacc.edu)

### **Policies and Procedures**

These are a summary of Tulsa Community College's Policies and Procedures in regards to Academic Accommodations for Students with Disabilities (this information can be found in its entirety in the Education Access Center Office at the Metro Campus or the college website under the Disabled Student Resources link:

#### *Purpose*

It is the policy of Tulsa Community College (TCC) to offer educational opportunities and experiences to all students enrolled at the College on the basis of individual merit without interference from illegal, arbitrary, or capricious acts or omissions. TCC will not tolerate discrimination against any student because of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, genetic information, or any other basis protected by applicable discrimination law in its policies, practices, or procedures.

TCC embraces and commits itself and its faculty and staff employees to follow provisions of state and federal law prohibiting discrimination against persons with disabilities, including, but

not limited to, the American with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act of 1973.

In order to assist applicants to and students of TCC regarding needed academic accommodations, TCC has empowered its Education Access Center Director with the authority to review complaints of potential disability discrimination and also has created the Disability Resources offices with the specific charge of working with students, staff and faculty to help ensure that appropriate steps are engaged in by the College in each case. The names of the current administrative officials overseeing those offices, and their addresses and telephone numbers, are identified in the Office of the President, the Vice President for Student Affairs, the Associate Vice President of Student Affairs, Office of the Provosts, the Office of the Deans of Student Services, the Offices of the Associate Deans, and the Office of the Directors of Academic and Campus Services.

This policy statement is intended to formalize procedures already established for the provision of academic accommodations for students with disabilities and to outline mechanisms for resolving complaints concerning the provision of such academic accommodations. This policy statement is intended to supersede and control over any other policy of the College concerning whether the College is appropriately providing classroom accommodations to a student with a disability.

TCC will take steps as are necessary to ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to, discrimination in activities, programs or services operated by the College because of the absence of educational auxiliary aids. Auxiliary aids may include, but are not limited to, taped texts, interpreters, or other effective methods of making orally delivered materials available to students with hearing impairments and visual impairments, classroom equipment adapted for use by students with manual impairments, and other similar services and action.

Academic requirements that are essential to the program of instruction being pursued by a student with a disability or to any directly related licensing requirement will not be regarded as discriminatory.

### **Academic Accommodations and Services**

Students must initiate their request for reasonable academic accommodation through the Education Access Center (EAC). Accommodations are provided on an individual basis dependent on the need for services and documentation of disability. Students will meet with an EAC professional staff member for an initial intake and to jointly identify appropriate academic accommodations. Students should update their request for accommodations each semester, or as needed. The list of academic accommodations below is not an all-inclusive list. If additional academic accommodations are needed, the student and EAC staff member will determine eligibility based on the student's documentation.

- Academic Advisement & Counseling

- Adaptive Computer Learning Center
- Advocacy
- Alternative Format Books
- Alternative Testing
- Assistive Technology & Training
- Developmental Courses (advising referrals)
- E-mail Usage
- Equipment
- Faculty Notification
- Note-Taking Services (peer volunteers)
- Reader Services
- Special Classroom Seating
- Tutoring and Tutor Referrals
- Workshops

### **Student Disability Appeals Process**

Students may register complaints or grievances regarding attitudinal barriers, and accessibility issues they encounter in Tulsa Community College activities, programs or services. This procedure has been implemented to:

- Identify a formal means for students to contest the denial of accommodations, curricular modifications or course waivers.
- Address attitudinal barriers and accessibility issues regarding TCC activities, programs and services.
- Provide feedback from students to improve the delivery of academic support services.

The appeals process in its entirety may be found online at <http://tulsacc.edu/dr> or in Education Access Center Office at Metro Campus.

### **Complaints Regarding Disability-related Harassment or Discrimination**

The ADA Compliance officer will confirm receipt of the formal complaint by email. The ADA Compliance Officer will review the complaint and conduct an investigation as needed. The complainant shall have the responsibility to engage in an interactive process by responding to requests for information from the ADA Compliance Officer.

After gathering information, the ADA Compliance Officer may make a determination of findings through an administrative decision, or convene an Accommodation Appeals Committee\* to consider the complaint. The complainant will be notified in writing when a determination has been made by either an administrative decision of the ADA Compliance Officer or Accommodation Appeals Committee. The ADA Compliance Officer is responsible for notifying

the complainant and other stakeholders of the decision within ten (10) business days of receiving the complaint.

**Actions may include:**

- Uphold the original decision of the disability resource office or EAC Director
- Modify the original decision of the disability resource office or EAC Director
- Vacate previous decision and enter a new decision
- Vacate the previous decision and request a new determination by the disability resource office

**The complainant shall be informed of their right to appeal the decision directly to the Senior Student Affairs Officer. The appeal should be submitted in writing, signed and dated by the complainant within ten (10) calendar days of the notice of the decision. The Senior Student Affairs Officer may at their discretion meet with others. The Senior Student Affairs Officer may:**

- Uphold the decision of the ADA Compliance Officer/Accommodation Appeal Committee
- Modify the decision of the ADA Compliance Officer/Accommodation Appeal Committee Vacate the decision and enter a new decision
- Vacate the decision and request a new determination by the disability resource office

**The complainant will be notified in writing of the appeal decision. The decision of the Senior Student Affairs Officer shall be final and there shall be no further college appeal. The student will be notified of external agencies where complaints may be filed.**

**The Accommodations Appeals Committee:**

- When the ADA Compliance officer determines a complaint should be referred to the committee, 3-5 members of the Accommodations Appeals Standing Committee will be called on to serve. At least one member from each represented group should be included. The ADA Compliance Officer is an ex-officio member of the committee.
- Accommodations Appeals Standing Committee of 9-12 members representing:
  - Faculty
  - Professional Staff
  - Classified Staff
- Training will be provided to the Accommodations Appeals Standing Committee.

**Grievances**

Individuals who believe they have been discriminated against on the basis of disability should file a complaint with the TCC Director of Civil Rights Compliance. Complaints of discrimination received by the ADA Compliance Officer will be forwarded directly to the TCC Director of Civil Rights Compliance. A general complaint process is available to all students with the Dean of Student Affairs located on each main campus. If the complaint is regarding an

accommodation it will be forwarded to the appropriate disability resource office to initiate the informal complaint process.

## **Assistance/Service Animal Policy**

### *Policy Overview*

Tulsa Community College is committed to compliance with state and federal laws regarding individuals with disabilities. All requests for assistance or service animals should be directed to the Education Access Center at TCC's Metro Campus. The College will determine, on a case by case basis, and in accordance with applicable laws and regulations, whether the animal is a reasonable accommodation on campus. In doing so, the College must balance the needs of the individual with the impact of animals on other campus patrons. Where it is not readily apparent that an assistance/service animal, the College may require that documentation be provided on the letterhead of a treating physician or mental health provider, which permits the College to determine:

- 1) that the individual has a disability for which the animal is needed;
- 2) how the animal assists the individual, including whether the animal has undergone any training;
- 3) and the relationship between the disability and the assistance that the animal provides.

### *Assistance/Service Animals Permitted on Campus*

Individuals with disabilities may be accompanied by their assistance/service animals on all Tulsa Community College's campuses and locations where members of the public or participants in activities, programs or services are allowed. By law, an assistance/service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Other species of animals, whether wild or domestic, trained or untrained, are not assistance/service animals.

The work or tasks performed by an assistance/service animal must be directly related to the individual's disability. Examples of such tasks include, but are not limited to, assisting an individual with low vision with navigation, alerting individuals who are hard of hearing to the presence of people or objects, pulling a person's wheelchair; or providing assistance with stability or balance to an individual with a mobility disability. Federal law does not require the individual to provide documentation that an animal has been trained as an assistance/service animal. The College may, however, ask if the animal is required because of a disability, as well as what work or task the animal has been trained to perform.

### *Exceptions*

The College may exclude an assistance/service animal from campus if its behavior poses a direct threat to the health or safety of others or when its presence fundamentally alters the nature of an activity, program or service. Furthermore, the College may ask an individual with a disability to

remove a service animal from campus if the animal is out of control and the individual does not take effective action to control it, or if the animal is not housebroken.

#### *Responsibilities of Individuals with Assistance/Service Animals*

The College is not responsible for the care or supervision of an assistance/service animal. Individuals with disabilities are responsible for the control of their assistance/service animals at all times and must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws. An assistance/service animal shall be restrained with a harness, leash, or other tether, unless an individual's disability precludes the use of a restraint or if the restraint would interfere with the assistance/service animal's safe, effective performance of work or tasks. If an assistance/ service animal is not tethered, it must be otherwise under the individual's control, whether by voice control, signals, or other effective means. Individuals are responsible for ensuring the immediate clean-up and proper disposal of all animal waste, licensure, leash control, cleanup rules, animal health, and community relationships. Although the College may not charge an individual with a disability an assistance/service animal surcharge, it may impose charges for damages caused by an assistance/service animal in the same manner the College imposes charges for damages caused by students. Individuals must comply with all applicable laws and regulations, including vaccination, licensure, animal health and leash laws, as well as the University's rules in lease provisions regarding vaccination.

#### *Exceptions*

The College may exclude an assistance/service animal from TCC campuses and locations if the animal is not housebroken, would cause substantial physical damage to the property of others, would pose a direct threat to the health or safety of others, would fundamentally alter the nature of an activity, program or service, or is not being cared for by the individual.

## **DRUG AND ALCOHOL POLICY**

The Federal Drug-Free Workplace Act of 1988 became effective March 18, 1989, and by Executive Proclamation of the Governor of Oklahoma, dated March 31, 1989, all Oklahoma agencies, boards and commissions are directed to adopt and issue policies implementing its provisions. In addition, the Drug-Free Schools and Communities Act (DFSCA) and Part 86 of the Department of Education's General Administrative Regulations require each institution of higher education to certify that it has developed and implemented a drug and alcohol abuse education and prevention program.

The Tulsa Community College Board of Regents has complied by enacting the following policy:

- The unlawful manufacture, distribution, dispensation, possession nor use of drugs or alcohol in the workplace, on College property, or as part of College-sponsored activities is strictly prohibited. Provided however, the use of alcohol may be permitted by the College at College-sponsored or College-authorized activities as approved by the Senior Vice President and Chief Academic Officer and the Vice President for Administration.
- Students or employees who violate this policy are subject to both the institution's sanctions and to criminal sanctions provided by federal, state and local law.

The Board of Regents directs the President to develop procedures and programs to ensure compliance for the College community.

### **Drug and Alcohol Prevention Program for Student and Employees**

Tulsa Community College recognizes its responsibility as an educational institution to promote a healthy and productive learning environment. To that end, and based on the policies established by the Tulsa Community College Board of Regents and state and federal laws, the College has established a program to aid in the prevention of drug and alcohol abuse by its students and employees.

The Associate Vice President for Human Resources and the Senior Student Affairs Officer have been assigned the coordination of this policy for TCC. Should you have any questions regarding this policy, please feel free to contact either of them at 918-595-7856 or 918-595-7901, respectively, or by visiting their offices at the Conference Center.

#### *Activities Prohibited by Tulsa Community College*

Tulsa Community College prohibits the unlawful manufacture, distribution, possession or use of illegal drugs and alcohol in the workplace, on College property, or as part of College-sponsored activities. Provided however, the use of alcohol may be permitted by the Collage at College-sponsored or College-authorized activities as approved by the Senior Vice President and Chief Academic Officer and the Vice President for Administration.

*Health Risks*

Serious health risks associated with the use of drugs or the abuse of alcohol include, but are not limited to: addiction to or dependency upon the substance, memory loss, liver failure, kidney failure, cancer of the kidney or liver, personal injuries while under the influence, infectious diseases, including AIDS (if needles or other delivery devices are shared), a lowered immune system, heart damage, loss of ability to concentrate or reason, personality changes, insanity, hallucinations, delusions, depression, inability to sleep or to remain awake, loss of judgment, and death. The use of drugs or alcohol before or during pregnancy can lead to birth defects or death to the children involved.

*Available Counseling, Prevention, and Educational Programs*

The following counseling, prevention, and educational programs are available to employees and students.

- TCC has partnered with Business Health Services (BHS) to create a robust Student Assistance Program (SAP). The SAP is free to all currently enrolled TCC students and is designed to help student address issues that could be getting in the way of academic performance. The SAP can help students with problem assessment, crisis assistance and referrals to community resources for long term needs.

Common reasons to call your SAP:

Depression / Anxiety  
 Suicidal Thoughts  
 Burnout / Anger  
 Substance Abuse  
 Relationships  
 Health or body image issues  
 Academic or career stress  
 Balancing school and parenting  
 Struggling with daily responsibilities

In accordance with federal and state laws, BHS will keep all student information confidential with the exception of situations that may pose a threat to the student, the campus environment or situations involving abuse or neglect of a child or disabled adult. In addition, TCC is committed to ensuring that all students and employees are aware of their options should they experience an instance of discrimination based on gender. Those who wish to report an incident or concern directly to the college may do so by contacting the Title IX Office at 918-595-7842 or [TCCTitleIX@tulsacc.edu](mailto:TCCTitleIX@tulsacc.edu).

- Students also have access to the MyBHS Portal, which contains a variety of resources to help improve your overall well-being, including articles, videos, health assessments, quizzes and interactive tools. You can view program announcements, access Live Chat, read monthly newsletters, tip sheets and more. Visit [www.BHSONline.com](http://www.BHSONline.com); click on the

MyBHS Portal link at the top of the screen to sign into your portal. Enter MyBHS username: "TCCSTUDENT" and click the "Login Now" button.

- Student and employees may obtain educational literature with respect to alcohol and drug abuse from Student Life, Student Wellness Services or the Human Resources department.
- Employees also may obtain educational literature with respect to alcohol and drug abuse from the Employee Assistance Program or Human Resources department.
- Students needing assistance on a voluntary basis is encouraged to contact Student Health Services for a confidential meeting. Any assistance provided is confidential and includes referral to outside professional services.
- Students may also be referred for assistance by their instructor, counselor, or Dean of Student Affairs. Anyone referred for assistance must make an appointment with Student Wellness Services. Failure to make an appointment upon referral may result in disciplinary action in accordance with College policies.
- The College makes the Victims Impact Panel (VIP), and educational program offered annually, available to students, faculty, and staff. The College has established the Center for Addiction Prevention & Recovery Services and sanctioned the TACKLE (Recovery Support) student organization at the Northeast Campus to provide additional support.
- Student Wellness Services and Student Life partner to provide educational programming such as Red Ribbon Week throughout the academic year.

### *Legal Sanctions*

Federal and state laws impose severe penalties on those who illegally possess, use, or distribute drugs or alcohol. The potential sanctions may depend on the quantity of the drug involved and whether the charge is made under state or federal law. Potential sanctions include, but are not limited to, fines, incarceration, and/or community service requirements. Convictions become a part of an individual's criminal record and may preclude certain career opportunities. In addition to the criminal penalties, a person may become liable for personal injuries or property damage, which occur because he/she illegally sells or, in some circumstances, furnishes illegal drugs or alcohol to another person. This liability may include injuries or death of the person to whom the illegal drugs or alcohol were furnished, and may include liability to third persons who are injured or suffer property damage by the actions of a person who was illegally furnished drugs or alcohol.

### *Enforcement*

The College will impose disciplinary sanctions on students and employees who unlawfully manufacture, distribute, possess or use illegal drugs or alcohol in the workplace, on College property, or as part of a College-sponsored event. Violations of these standards of conduct can result in referral for criminal prosecution, a requirement of satisfactory completion of an appropriate drug or alcohol rehabilitation program, suspension or expulsion from the College, and disciplinary action up to and including termination from employment. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

Employees are required to notify their supervisor of a criminal conviction of a drug-related offense no later than five (5) calendar days following the conviction. Employees have the responsibility to refrain from performing sensitive safety functions while a prohibited drug is in their system.

Information related to the Drug and Alcohol Prevention Program is distributed annually to employees and students; is available online through MyTCC in the student and employee handbooks; and is available for review the following offices: Student Life, Student Wellness Services, Human Resources and Campus Police.

**HAZING**

Tulsa Community College prohibits hazing as set forth in Oklahoma law and Statute Title 21, Section 1190. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. Any hazing activity described in Subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates Subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year of all the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

Any individual convicted of violating the provisions of Subsection A of this section shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.

*For purposes of this section:*

- "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;
- "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, low-point beer as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual;
- "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep

deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

## **INFECTIOUS DISEASES POLICY**

### **Communicable Diseases Policy**

The College administration will comply with all Federal and State laws applicable to College employees, students and job applicants with communicable, life threatening diseases, including but not limited to AIDS, HIV, hepatitis-B (HBV) and tuberculosis. The TCC Board recognizes that employees and students with a communicable, life-threatening disease may wish to continue their employment or education activities. The Board also recognizes that the College must satisfy its legal obligation to provide a safe work environment for all employees, students, customers, and other visitors to our premises.

The TCC Board is committed, insofar as is reasonably possible, to providing a working and educational environment free of health hazards to its employees, students, customers and other visitors. As long as the weight of medical evidence supports with reasonable medical certainty that a particular disease is not communicable by the casual contact normally found in the workplace and/or classroom, the workplace and/or classroom will not be considered to be hazardous as a result of the presence of an afflicted student or employee. The confidentiality of information regarding individuals afflicted with a communicable, life-threatening disease shall be respected.

Through the President and Chief Executive Officer, the Administration will develop procedures and regulations concerning communicable life-threatening diseases in accordance with this policy. Such procedures and regulations will be published in the Student Code of Conduct.

#### *Communicable Diseases Practices and Procedures*

The purpose of these procedures is to establish guidelines to be followed when a College employee or student is diagnosed or becomes infected with a communicable, life-threatening disease, including but not limited to AIDS, HIV, hepatitis-B (HBV) and tuberculosis. The College recognizes that employees and students with a communicable, life-threatening disease may wish to continue their employment or education activities. The College also recognizes that it must satisfy its legal obligation to provide a safe work environment for all employees, students, customers and other visitors to our premises.

#### *General Procedures*

The administration is committed, insofar, as is reasonably possible, to providing a working and educational environment free of health hazards to its employees, students, customers and other visitors. As long as the weight of medical evidence supports, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace and/or classroom, the workplace and/or classroom will not be considered to be hazardous as a result of the presence of an affected student or employee.

The College will comply with all Federal and State laws applicable to its employees, students and job applicants with communicable, life-threatening diseases. The confidentiality of

information regarding individuals afflicted with a communicable, life-threatening disease shall be respected. College employees are to take all reasonable precautions to ensure such confidentiality. If an employee other than the affected employee inappropriately releases confidential medical information, other than to those administrators who have a bona fide need to know, he or she shall be subject to disciplinary action, which may include termination of employment. In certain situations, specific government reporting requirements or a medical justification may necessitate the disclosure of that information.

As long as an employee with a communicable, life-threatening disease is able to perform job duties satisfactorily, and the weight of medical evidence indicates that the condition is not a threat to self or others, the employee is to be treated consistently with others in the workplace. Similarly, as long as a student with a communicable, life-threatening disease is able to pursue an education within the established academic standards and medical evidence indicates that the condition is not a threat to self or others, the student is to be treated consistently with other students. Discrimination against and/or harassment of the employee and/or student may result in disciplinary action. In determining such employee's or student's ability to continue in employment or education activities, the College will consider making reasonable accommodations to the employee's or student's condition, consistent with applicable federal, state and local laws.

Health care workers, personal service workers, and food service workers employed by the College will follow guidelines issued by the Centers for Disease Control for the prevention of transmission of AIDS and other communicable diseases. The College will make educational materials on communicable, life-threatening diseases available for students and employees.

*Procedure for Individuals Afflicted with a Communicable, Life-threatening Disease*

An individual with a communicable, life-threatening disease which, according to the weight of medical evidence, is a threat to self or others shall be required to inform the proper College personnel of such condition. Failure to do so may cause the employee to be terminated and/or the student to be administratively withdrawn from classes.

*Employees*

An employee will inform the immediate supervisor if he/she has been diagnosed as having a communicable, life-threatening disease that constitutes a threat to self or others. It will be the responsibility of that supervisor to inform the administrator within the normal channel of communication of this situation. The College may request from the employee, and the employee will provide, a medical report from a licensed physician, which may be reviewed by a physician designated by the College. The College reserves the right to request that the employee be examined a second time by a physician designated by the College. Medical reports or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating each case will include the Assistant Vice President for Human Resources and other members of the College administration, in conjunction with the employee and, if desired, the employee's physician. A determination will be made, based on reasonable medical judgments given the state

of medical knowledge, concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk and the probability the disease will be transmitted and will cause varying degrees of harm. If, upon the request of the Chief Human Resources Officer, the employee refuses or otherwise fails to provide the medical report, the employee may not be allowed to return to work until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided monthly or as required by the College. The employee may be placed on appropriate leave status or terminated in accordance with established College policy, if it is determined that his/her continued association poses an unacceptable risk to self or to others.

### *Students*

A student will inform the Dean of Student Affairs if he/she has been diagnosed as having a communicable, life-threatening disease that constitutes a threat to self or others. It will be the responsibility of the Dean of Student Affairs to notify the appropriate administrator(s) within the normal channel of communication of this situation. In the event the student is a minor and the minor's parents are aware of the disease, the student's parents shall have a concomitant duty to so inform. If the student is a minor, the College, through the Campus Dean of Student Affairs, shall notify the parents or legal guardians of the student's illness by certified mail, return receipt requested. The College shall request from the student (or, if the student is a minor, from the parents of the minor), and the student or student's parents will provide a medical report from a licensed physician, which may be reviewed by a physician designated by the College. The College reserves the right to request that the student be examined a second time, by a physician designated by the College. The medical report or medical evidence will be used to assess each reported illness on a case-by-case basis. Those evaluating the case will include the Campus Dean of Student Affairs and appropriate administrative personnel, in conjunction with the student (the student's parents or legal guardians if the student is a minor) and, if desired, the student's physician. A determination shall be made, based on medical evidence, concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk and the probability the disease will be transmitted and will cause varying degrees of harm.

If upon the request of the Campus Dean of Student Affairs Services, the student refuses or otherwise fails to provide the medical report, the student may not be allowed to return to the College until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided every six (6) months or as required by the College.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to self or the others.

**Blood Borne Pathogens**

Blood borne pathogens are potentially infectious body fluids, which include Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other infectious blood borne diseases. The College has implemented a plan that will help protect anyone that might encounter one of these body fluids. Any person who should encounter any form of body fluid of a person or persons other than themselves should report this to the Campus Police immediately. Care should also be taken to prevent other persons in the area from contacting the body fluid. Additional information regarding blood borne pathogens may be obtained in the Risk Management office on each campus.

## **NURSING MOTHERS IN THE WORKPLACE ACT**

The College supports the rights of nursing mothers in the workplace in compliance with the Patient Protection and Affordable Care Act. Mothers returning to work following the birth of a child will be provided reasonable break periods to express breast milk. Human Resources will work with nursing mothers to help determine a private, functional area (other than a restroom) to express milk. The same consideration will be available to students who are nursing mothers. Lactation spaces are available in the following locations:

### **Pregnancy Accommodations**

TCC does not discriminate against any student based on pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary and students will be given the opportunity to make up missed work. A student is allowed to return to the same academic and extracurricular status as before the medical leave began. Students needing accommodations can seek assistance from the Title IX Office, 918-595-7842, [TCCTitleIX@tulsacc.edu](mailto:TCCTitleIX@tulsacc.edu).

Tulsa Community College supports the rights of nursing mothers. Mothers returning to school following the birth of a child will be provided reasonable break periods to express breast milk. Lactation rooms are available in the following locations:

### **Metro Campus**

Lactation room          Academic Building, Room MC 2017

### **Northeast Campus**

Lactation room          Academic Building, Room 1326

### **Southeast Campus**

Lactation room          Building 8, Room 8156

### **West Campus**

Lactation room          Student Center, Room SC 108

### **Conference Center**

Lactation room          Room CC412

### **Owasso Campus**

Lactation room          Room 2319

**OFF-CAMPUS SPEAKERS POLICY**

Off-campus speakers must be approved either by the Campus Provost or his or her designated representative. Procedures for scheduling off-campus speakers are maintained in the Campus Student Activities Office. Whenever it appears appropriate, such as in the case of the questionability of a speaker or forum, the Campus Provost or his representative may require either or all of the following:

- That the meeting be chaired by a person approved by the Campus Provost or his or her representative;
- That no discrimination is practiced, that all activities are in accordance with the College's affirmative action plan, and that no activity is in violation of federal, state, or municipal laws or ordinances or policies of the various subdivisions of government.
- Overall, there must be an objective of ideas and issues so that students are exposed to many points of view.

## **PARKING AND TRAFFIC MANAGEMENT**

The Board of Regents of Tulsa Community College recognizes that all students, faculty, and staff have accessible and adequate parking available to them during the time that they are present at any Tulsa Community College facility. It is understood that the access to parking is not a guaranteed right but a privilege that requires the cooperation of all persons concerned. It is also acknowledged that parking cannot be provided in any degree without some expense being incurred. This expense must be borne by the users of the service and cannot be assumed to be provided at no cost. The cost will be determined by a fee structure that will be equal insofar as is possible to all users. The President of Tulsa Community College will continually promote the development of safe, adequate, and accessible parking at all of its facilities and will support the improvement and maintenance of these facilities. The President of Tulsa Community College or his/her designee is directed to develop, maintain, and facilitate a parking and traffic management system that will provide for the safe and orderly operation of parking services at all facilities owned, leased or controlled by the College.

### **Administrative Procedures, Rules and Regulations**

#### *Philosophy*

It is the desire of Tulsa Community College that all students, faculty, and staff have accessible and adequate parking available to them during the time they are present at any TCC facility. It is understood that the access to parking is not a guaranteed right but a privilege that requires the cooperation of all persons concerned. It is also acknowledged that parking cannot be provided in any degree without some expense being incurred. This expense must be borne by the users of the service and cannot be assumed to be provided at no cost. The cost will be determined by a fee structure that will be equal insofar as is possible to all users. Tulsa Community College will continually strive to promote the development of safe, adequate, and accessible parking at all of its facilities and will attempt to support the improvement and maintenance of these facilities.

#### *Introduction*

The purpose of the Tulsa Community College Parking and Traffic Management Rules and Regulations is to acquaint the TCC community with the nature of the parking system at the College and to clearly state the various parking regulations, which affect the system. They are adopted to promote an orderly flow of traffic, accessibility by emergency vehicles, and the safety of persons using institutional facilities. The use of a motor vehicle on College property is a privilege, not a right, and is made available only under the procedures established in the parking information and regulations of Tulsa Community College. Copies of these regulations shall be made available for persons using TCC parking facilities.

The Department of Campus Police is responsible for administering and enforcing campus parking. The campus police officers attempt to assist students, faculty, and staff members or visitors at any time. Although the campus police officers make regular tours of all parking lots, the College can assume no responsibility for the care and protection of any vehicle and its contents at any time the vehicle is operated or parked on the campus. The cooperation of all

persons who use the TCC parking lots is needed to maintain adequate control and supervision of these areas. The regulations set forth have evolved in an effort to provide the maximum benefit for all concerned. Everyone driving on campus is expected to comply with the spirit as well as the letter of these regulations. All parking is available on a first come, first served basis. Entrance to the parking area does not ensure the availability of parking space but grants the privilege of parking in a specified area when space is available. Failure of the Department of Campus Police to strictly enforce any parking and traffic regulations shall not be construed as a waiver for the future enforcement of the regulations.

### **Parking Fees**

A parking fee will be assessed to all students, faculty and staff of Tulsa Community College in order to construct, maintain, and operate surface parking at TCC facilities. Exceptions to the parking fee requirement will be made to individual students, faculty, or staff who are willing to attest in writing to the fact that they will not, at any time, be driving any type of motor driven vehicle or bicycle to a Tulsa Community College owned or leased facility or using in any way the parking service at that facility. This waiver of payment for parking fees will be considered and approved on a case-by-case basis and will be approved only by designated TCC administrative staff. Violators of the waiver system will be subject to penalties and/or disciplinary action by the College. Students and staff parking on campus facilities will be required to display a current Tulsa Community College parking permit on their vehicle. Permits will be issued by Campus Police during the registration period. The parking permit will be displayed from inside the vehicle and placed so that it is located on the top right side of the vehicle's rear window. Visitors and vendors are exempt from fee assessment.

### **Students**

Parking fees will be assessed to all students using the semester credit hour as the basic unit rate with a maximum assessment of twelve (12) hours for a regular semester. This will be the standard for the entire fee structure. Students enrolled in summer school will be assessed for the hours in which they are enrolled with a maximum or cap of six (6) semester hours. Students enrolled in a one semester hour class will be assessed a parking fee for one semester hour unit. The total parking fee will be determined by multiplying the number of semester credit hours in which the student is enrolled by the base-parking fee per credit hour. The total parking fee will be paid by the student at the same time tuition and fees for each semester are paid.

Persons enrolled in non-credit Special Programs classes will be assessed based on the number of "clock hours" that a class meets. Clock hours will be converted to the semester credit hour equivalent. One semester credit hour is generally considered to be equivalent to sixteen (16) clock hours. The maximum fee or cap is based on twelve (12) converted hours and a minimum is based on five (5) converted hours. The parking fee for a non-credit course will be assessed on this basis.

*Refund for Parking Fees*

Refunds for parking fees will be made to students on the same basis as refunds for tuition and fees. Students who withdraw from credit or non-credit classes after the deadline for refunds for tuition and fees will not be entitled to receive a refund on parking fees.

Faculty and staff refunds will not be made on a prorated basis if the employee works any part of the pay period affected.

*General Regulations*

All persons using TCC parking facilities are subject to all applicable laws dealing with traffic and parking situations. In addition, the following regulations, adopted by TCC, specifically apply to TCC traffic and are applicable to all members of the College community including: faculty, staff, students, visitors, and vendors.

The individual motor vehicle operator (driver) is responsible for all parking citations written against that vehicle. If a member of faculty, staff or student body is identified with a vehicle cited for reported violations that have been returned by a visitor, the College will assume that it is the faculty/staff or student member, and not the visitor, who is operating the vehicle on campus. In such event, the faculty, staff or student member will be held accountable for the citations.

*Designated Parking*

**Handicapped:** Parking areas are marked by signs within the various parking lots and are restricted to vehicles displaying current authorized handicapped permits.

A temporary permit may be applied for in Student Wellness Services by persons with temporary physical limitations (surgery, recovery, etc.) and for persons with permanent disabilities while they are awaiting the issuance of a permanent permit from the Department of Public Safety.

These parking spaces are strictly reserved for use by disabled individuals 24 hours a day, seven days a week. It shall be unlawful for any person to place or park a motor vehicle in any parking space that is designated and posted as a reserved area for the parking of a motor vehicle operated by or transporting a physically disabled person unless such person has applied for a permit. Title 47 11-1007

**Motorcycle:** Parking is provided in specially designated areas of the parking lots. A parking permit is available at Campus Police.

**Bicycle:** Racks are provided in the parking lots for any two-wheeled vehicle that is not self-propelled. Bicycles will not be parked inside buildings, on walkways or vegetation, chained to trees, doors or railings, or on ramps that provide access for disabled individuals. Bicycles parked in violation will receive notice of violation or be impounded.

**Students, Faculty, and Staff:** Parking is available to all students, faculty, and staff in any of the parking areas within the various campus parking lots except those areas reserved for specifically designated vehicles.

*Parking Regulations*

- Drivers must park their vehicles within properly marked spaces on paved or gravel surfaces taking no more than one vehicle space.
- Unauthorized parking in a designated space is prohibited and could cause the vehicle to be towed or booted.
- Parking in No Parking Zones, Fire Zones, or along any of the roadway curbing is prohibited.
- Driving into or parking a vehicle in any area of the campus which has been closed by the use of barricades, chains, or other traffic control devices is prohibited.
- Parking a vehicle in such a location as to obstruct a properly parked vehicle is prohibited.
- Parking a motorcycle, motor scooter, motorbike, or moped type vehicle in the bicycle racks is prohibited.
- Blocking a drive, driveway, wheelchair ramp, loading dock, or dumpster is prohibited.
- Parking in an unmarked area is prohibited.
- A current parking permit must be displayed to park on TCC facilities.
- Drivers who are improperly parked will be cited for a violation of College parking regulations.

*Traffic Regulations*

- Pedestrians have the right-of-way at all marked crosswalks.
- Driving a motor vehicle on pedestrian paths, sidewalks, or any part of the campus not designated as a roadway is prohibited.
- A maximum speed limit of 10 mph is assigned unless otherwise designated.
- All accidents involving motor vehicles that occur on campus property must be reported immediately to the Department of Campus Police office.
- All posted directional signs must be adhered to.
- Full stops are to be made at all stop signs. Directions from traffic control personnel and campus police officers must be adhered to.
- All vehicles must be operated safely -- not recklessly or carelessly.

*Pedestrian Responsibilities*

Every pedestrian crossing a roadway at any point other than within a marked crosswalk (e.g., within an unmarked crosswalk at an intersection) shall yield the right-of-way to all vehicles upon the roadway. Every pedestrian will use utmost caution in crossing a roadway and shall cross only at marked crosswalks. Pedestrians crossing other than marked crosswalks should do so only after determining that there is no traffic coming from any direction and that they can cross safely. Students and staff at Metro Campus will use marked crosswalks at each intersection to cross the street.

*Removal of Vehicle*

The College reserves the right to remove vehicles when illegally and/or improperly parked and assumes no responsibility for damages incurred in moving any vehicle. Any vehicle remaining on College property for more than 72 hours will be considered abandoned. Abandoned vehicles will be towed at the owner's expense. Towing a vehicle may also occur when a vehicle is:

- Blocking a fire hydrant;
- Blocking a drive, loading area, roadway, dumpster, or other vehicle;
- Creating a real or potential safety hazard;
- Parked in violation of posted signs.

The College reserves the right to immobilize vehicles when improperly parked in designated spaces after three violations. Students, staff or other repeat offenders wishing to have the wheel lock removed, must appear at TCC Campus Police and pay an administrative removal fee in the amount of \$50.00 plus any other fees or fines. Unauthorized removal or attempted removal of the wheel lock (boot) may result in arrest or prosecution.

If it becomes necessary to remove an illegally and/or improperly parked vehicle, it will be towed away from the campus by an independent wrecker service. The towed vehicle's owner or driver will be responsible for all towing fees. The owner of the vehicle shall be required to show proof of ownership.

*Traffic Parking Citations*

Traffic citations may be issued for any violation of the Oklahoma Vehicle Laws, Municipal Codes, and/or the College Parking Regulations.

Fines

Illegal and/or improper parking on campus \$5.00;  
 Exceeding the speed limit \$10.00;  
 Handicapped parking violation \$50.00;  
 Reckless driving \$25.00;  
 Failure to stop at stop sign \$15.00;  
 Failure to yield right-of-way to pedestrian \$15.00;  
 Pedestrian failure to yield right-of-way in an unmarked crosswalk to moving vehicle \$15.00;  
 Breach of Waiver of Payment agreement \$50.00;  
 Improper Parking in Designated Space \$50.00;  
 Removal of Wheel Lock "Boot" \$50.00.

*Payment of Fines*

It is the driver's responsibility to pay the fine in any TCC campus Bursar's office or to appeal the citation in any TCC Campus Police office within ten (10) days from the date of violation.

Failure to pay the fine within ten (10) days from the date of violation will result in the amount of fine being doubled. Failure to pay the fine may prevent a student from receiving his/her degree,

transcript, grades, or permission to register. Fines exceeding \$100.00 will be subject to administrative review.

### *Traffic Appeals Committee*

Each TCC campus will appoint persons from that campus to a Traffic Appeals Committee (TAC) for the purpose of considering appeals by persons on that campus to citations issued by the Department of Campus Police. The TAC will be composed of six (6) persons as follows: Three (3) students to be appointed by the Campus Student Association, two (2) faculty to be appointed by the Campus Provost, and one (1) staff member to be appointed by the Campus Dean of Student Affairs. At least two alternates from each area should also be appointed to fill in for student/staff on leave. The term of appointment will be for one (1) semester term. Each member may serve one (1) additional term. The TAC meetings will be held at least one time per month at a time and place to be determined by the campus police supervisor. The campus police supervisor will be an ex officio, non-voting member of the TAC and will coordinate the meetings and act as a resource person to the committee.

### Procedures

1. The person requesting appeal must file a written request in the College Department of Campus Police within ten (10) class days of the date of the citation.
2. The nature or reason for the appeal must be clearly stated in writing on the Traffic Appeal Request Form (TARF) and signed by the person making the request.
3. The TARFs will be collected by the Campus Police Supervisor and given to the TAC chairperson at the time of the meeting.
4. The TAC will select its own chairperson and recorder. The chairperson will conduct the meeting and disposition of the appeals will be decided on a case by case situation by majority vote. Four (4) committee members will constitute a quorum. The votes will be reconsidered until a majority decision is reached.
5. The disposition of the appeal will be communicated on a Traffic Appeals Disposition Form (TADF) in writing and mailed to the person making the appeal within three (3) days following the meeting of the TAC. The decision of the TAC will be final.

### *Parking Fee Waiver*

The parking fee waiver is the means that a student or faculty/staff member has to waive the required fee to park at any TCC owned or operated facility during the period covered by the fee waiver. Students and staff with questions concerning the parking fee or the waiver should contact Campus Police. Students must file the Parking Fee Waiver form prior to fee payment for each enrollment period in the Campus Police office. It shall be the responsibility of the staff member to renew their application for a parking fee waiver at the beginning of the fall semester. All parking fee waivers for staff will expire on August 31 of each year regardless of when they were approved. It shall also be the responsibility of students and staff to inform the Campus Police Office in writing, of any changes in their driving/parking status during the time the parking fee waiver is in force (Metro MC 1005, Northeast 1134, Southeast 2108, West I182, and in the lobby of the Conference Center).

If after filing a waiver, a student or employee wishes to pay for his or her parking, because of a change of circumstances, or for other reasons, the student should be directed first to the Bursar and the employee should be directed to Human Resources to be assessed the parking fee. They should return to the Campus Police Office to remove the waiver from the file. Campus Police will maintain an up to date computer generated list of students, faculty, and staff who have waived the parking fee.

#### *Parking Fee Exemption*

The parking fee exemption is the means that a part-time or full-time employee has to exempt the required fee to park at any TCC owned or operated facility during the period covered by the exemption. Since parking fees for employees remain constant throughout the year, conditions must be met before an exemption will be granted. Certain stipulations exist for each condition as follows:

- Nine and ten month faculty who do not teach during the summer months can request an exemption from the parking fee during the summer months through Human Resources.
- Full-time employees enrolling in a class can request an Employee Parking Fee Exemption through the Bursar's office. Verification of full-time employment will be required to grant the exemption.
- Full-time students who become part-time employees can request an Employee Parking Fee Exemption through the Human Resources department at the time of employment. The student must present a copy of the paid fees showing that parking has been paid in full to be granted the exemption.

Exemptions must be renewed each semester. The decision on granting an exemption will be based on the employee and/or student's status at the time of the request.

## **SAFETY AND SECURITY**

Safety on campus is a natural source of concern for parents, students and college employees. Education is the business of Tulsa Community College. It can only take place in an environment in which each student and employee feels safe and secure. TCC recognizes this and employs a number of security measures to protect the members of its community.

Although Tulsa and the surrounding community are perceived to have a relatively low crime rate, crime prevention remains a high priority. TCC does its part to ensure the safety of its students and employees. A professionally trained and supervised police force, and the students and employees themselves all share in the responsibility of making each TCC campus a safe place to study, work and achieve.

### **Department of Campus Public Safety/Campus Police**

TCC provides full-service police protection to the campus community through its Campus Police. The jurisdiction of the college includes but is not limited to four campuses of over 200 acres, 30 major buildings and parking lots, and a Conference Center. Campus Police also provides security at the Education Outreach Center, Owasso High School, and at Glenpool's City Hall whenever classes are being held.

The safety and security of students, faculty and staff is a College priority. TCC's Campus Police works with other departments within the College to maintain a safe and secure environment for the more than 20,000 students attending TCC's many locations. This large campus community shares the same concerns, problems, and opportunities for crime as local communities. To deter crime and keep TCC's campuses safe, students and staff must be aware of persons to contact in an emergency, campus support services, and crime prevention methods.

TCC's campus police officers are vested with full law enforcement powers and responsibilities identical to Tulsa's local police department. Officers are trained at the Council of Law Enforcement, Education, and Training, and have additional training in firearms, first aid, and legal procedures. Title 74, Section 360 of the Oklahoma statutes provides authority by which TCC Campus Police officers derive all power by law as Peace Officers of the State of Oklahoma to arrest, bear arms, conduct investigations, and perform enforcement duties. TCC's Department of Campus Police has an excellent relationship with city, state, and federal law enforcement agencies in its jurisdiction having developed longstanding dual commissioning and mutual aid agreements between each other. The department is a member of both the Oklahoma and International Associations of Campus Law Enforcement Administrators and Chiefs of Police, (IACLEA).

Campus police officers are responsible for crime reports, investigations, emergencies, traffic accidents, and enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and other incidents, which require police assistance.

Campus Police has developed Mutual Aid Agreements with other municipal, county, and state law enforcement agencies to assist with major crimes or incidents on campus that might be beyond the current strength or resources of the department. Students and staff are encouraged to report all crime to the campus police and the appropriate police agencies in an accurate and timely manner. The Tulsa Community College Emergency Operations and Response Plan identifies the College's emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination with other governmental levels when required. Planning is based on the Incident Command System (ICS), the National Incident Management System (NIMS), National Response Plan and various U.S. Department of Homeland Security Presidential Decision Directives (HSPD-5 and 8).

### **Campus Security Programs and Procedures**

#### *Procedure to Test Emergency Response and Evacuation*

Physical Facilities staff evaluates College emergency systems each semester and lockdown drills, annually per campus. The evaluation includes the activation of fire and tornado systems at each campus to determine if audible alarm signals, strobes, PA and voice messaging components are functional and to repair or replace same if not. The evaluation includes the Campus engineer, the Facility Manager, members of the alarm company, the fire department, and other vendors as needed. The Campus Public Safety committee schedules fire and tornado drills each semester at all TCC locations.

#### *Mass Notification System*

Students and staff can access the college website to register on the multiple-mass-communication emergency alert and notification systems. Go to: <http://www.tulsacc.edu> for more detailed information on the official TCC mass communication systems plus related emergency procedures on response to an active shooter on campus, fire, and weather emergencies. Additional video resources on threat assessment, risk analysis, and behavioral strategies are included under the Critical Incident tab and have been used to train students, faculty and staff.

#### *Reporting Emergencies and Non-Emergencies*

TCC Campus Police encourages all persons to report any life or death type emergency via 9-1-1 on campus phones. The Campus Police department is currently undergoing changes and has developed **918.595.8888** as our central dispatch line for all campuses. This number may be called at any time. General emergencies involving other criminal activity, suspicious behavior, traffic accidents or safety concerns should be reported directly to **918.595.8888** or at any Campus Police office as follows:

**Metro Campus Room 1005 or at 918.595.7263**

**Northeast Campus Room 1134 or at 918.595.7562**

**Southeast Campus Room 2108 or at 918.595.7762**

**West Campus Room I 182 or at 918.595.8158**

**Conference Center in the lobby or at 918.595.7997**

*Crime Prevention*

Campus Police has experienced significant success in reducing crime in the TCC campus community. Through a cooperative effort between campus police, the campus provosts, Dean of Student Affairs, student health services nurses, facility managers and engineers, faculty, student government, and a host of other persons, organizations and departments; programs on personal safety and security, rape prevention and response, date rape, substance abuse, self-defense and resistance to hate crimes, burglary, larceny and vandalism are conducted at least two times a semester on each campus. TCC does not have any off campus student organizations or residence halls. However, a new security system has been added including motion and alarm sensors and video cameras in strategic areas. Access control points are being developed and perimeter doors are being monitored. Campus doors are secure and most are monitored during non-business hours. This is an ongoing project at each campus meant to control access and provide students and staff greater safety and security. Listed below are some of the steps taken to keep students and staff safe:

- New Student and Staff Orientation
- 24-hour campus patrol, including parking lots;
- Off-campus site patrol;
- Video and burglar alarms in strategic areas;
- Escort service to parked vehicles;
- After hours building occupation;
- Crime prevention seminars for students and staff;
- Crime prevention tips regularly in "TCC Connection" and on campus monitors, bookmarks, and pamphlets;
- After hours building check in and out;
- Posted daily reports outside department offices;
- Special alerts and timely notices;
- Bicycle registration;
- Periodic inspection of grounds, lighting, and other environmental concerns;
- Emergency phones on parking lots;
- Crime log available for public viewing during regular business hours.

Recent seminars include:

- Sexual Harassment
- Armed Intruder seminar
- On-going Lockdown training at each campus
- Women's Self Defense
- Active Shooter/Homeland Security
- Emergency Preparedness for students and staff
- Distracted Driving
- Alcohol Awareness
- Suicide Prevention
- Fight Like A Girl – Self Defense presentation

- Conflict Resolution
- Anti-Hate
- Disaster Management
- Domestic Violence Intervention
- Campus Safety and Threat Assessment
- Crystal Darkness (Dealing with Meth)
- Fire Safety

### *Personal Safety*

To assist in providing a safe and healthful work environment for employees, students, and visitors, TCC has established a workplace safety program. TCC Risk Management has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Reports and concerns about workplace safety issues may be made anonymously if the employee/student wishes. All reports can be made without fear of reprisal. Contact the Risk Management Office to report any immediate concerns or issues.

### *Student/Staff Responsibility in Personal and Campus Safety*

While numerous efforts are made by the Campus Police to advise and assist students and staff of personal and campus safety measures, safety is ultimately each person's responsibility. The following simple and common sense precautions should be followed:

- Lock your vehicle and take the keys with you;
- Walk to your vehicle with a classmate or friend or ask a campus police officer to escort you to your vehicle;
- Use emergency phones on parking lots for assistance;
- Lock valuables in the trunk or glove box of your vehicle;
- Report suspicious-looking individuals or unusual incidents immediately to the Department of Public Safety/Campus Police by dialing 911 on campus phones;
- The cooperation and involvement of everyone in the TCC community enhances each person's safety and security.

### *General Security Procedures*

TCC campuses are well lighted. Lighting and landscape tours are conducted annually by representatives of the Campus Safety Committee, including the Campus Provost, Dean of Student Affairs, Dean of PACE, Director Academic & Campus Services, Facility Manager, Building Engineer, Student Health Nurse and a police supervisor. Safety and security concerns are identified and recommendations for improvements made.

TCC students, faculty and staff each have access to academic, recreational and administrative facilities on campus. The general public may attend cultural and recreational events on campus, with access limited to facilities in which these events are scheduled.

The College trespass policy, enforced by Campus Police, is as follows: that persons entering college property who commit a crime or disrupt the educational process may be issued a six-month notice to leave the premises. When issued, the recipient is entitled to a hearing and appeal process as addressed by Oklahoma state statute Title 21, Section 1376. Campus Police officers may serve verbal or written trespass notices on nonmembers of the College community present on campus and may make an immediate arrest of persons in secure areas for which they have no legitimate business. If a person served with a prior trespass notice reappears on campus, or if a person has no legitimate purpose in a building, he or she is subject to immediate arrest.

Firearms and dangerous weapons of any type are not permitted on campus, except when carried by bona fide law enforcement officers within their jurisdiction or as otherwise provided under Oklahoma (Title 21 Section 1277) and federal law.

### **Reporting Crimes on Campus**

Any student or staff member who sees or experiences a crime or other emergency in the TCC community should report immediately to Campus Police or appropriate police agencies in an accurate and timely manner. Phone numbers for Campus Police are displayed above and on each of the campuses. Although we encourage the reporting of campus criminal activities directly to TCC Campus Police, in some instances members of the campus community may choose to file a report with another law enforcement agency by dialing 911 or by reporting to one of the Campus Security Authorities. Tulsa Community College officials, who learn about sexual assaults, as well as other crimes, must tell the victims that they can take their complaints to the police. TCC officials will help the victims if asked to do so and will assist the student in notifying these authorities, if the student requests their assistance.

In the event a crime is reported on campus, Campus Police responds immediately. All reported crimes are investigated. Follow-up investigations are conducted and other law enforcement agencies are involved as necessary. Offenders are dealt with swiftly and firmly through the county court system and TCC when appropriate.

### **Campus Security Authorities**

*List of College Staff with Significant Responsibility for Student and Campus Safety/Activity*  
Campus Security Authorities have been designated by TCC as the Dean of Student Affairs at each campus, and includes but is not limited to, the Director Campus Police and Police Supervisors, the Vice President for Administration, and the Associate Vice President of Student Affairs. Any crime report made to a Campus Security Authority can be immediately transmitted to the TCC Campus Police via fax, e-mail or conventional campus mail. Victim support services are available, and Campus Police works with the local police to ensure timely notice is provided to students regarding crimes reported to either police or Campus Security Authorities and considered to represent a threat to others.

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime

victims will receive valuable referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. Help is always available. Seek and you will find assistance.

### **Voluntary Confidential Reporting of Crimes, On Campus Locations**

For those wishing to make a report of criminal incident, be they victim, witness, or third party, reports may be made in confidence to the following offices where further options will be discussed with the reporting party, call 595.8888.

**TCC Campus Police Office, Metro Campus, 909 South Boston, Room 1005, 595.7263.**

**TCC Campus Police Office, Northeast Campus, 3727 E. Apache, Room 1134, 918/595.7562.**

**TCC Campus Police Office, Southeast Campus, 10300 E. 81Street, Room 2108, 595.7762.**

**TCC Campus Police Office, West Campus, 7505 W. 41Street, Room I182, 595.8158.**

**TCC Campus Police Office, Conference Center Lobby, 6111 E. Skelly Dr, 595.7997.**

**TCC Dean of Student Affairs, Metro Campus, Room 317, 918/595.7148.**

**TCC Dean of Student Affairs, Northeast Campus, Room S216, 595.7468.**

**TCC Dean of Student Affairs, Southeast Campus, Room 2201, 595.7668.**

**TCC Dean of Student Affairs, West Campus, Room I150, 595.8007.**

### **Senior Student Affairs Officer, Conference Center Room 621, 918/595.7901.**

For those who wish to remain anonymous, yet still make a report of a crime, reports may be made anonymously by phone at 918/595.7262.

Currently, TCC staff designated as counselors do not capture and report crime statistics related to crimes disclosed confidentially to them. They will however recommend that the person report the crime to law enforcement, campus police or to a campus security authority.

### **Missing Student Notification**

While Tulsa Community College does not maintain on-campus housing facilities, or have students residing in on-campus housing, the College is interested and wishes to ensure the safety of all of its students. To that end, Campus Police, working in conjunction with the Dean of Student Affairs, Directors of Student Union, and faculty have been identified as the groups to which individuals should report that a student has been missing 24 hours, after contacting local law enforcement authorities. Campus Police will follow up with local law enforcement authorities immediately after a missing student report has been received. Campus Police will determine if our student's parents have been contacted and will report its findings to the Dean of Student Affairs. Each student will have the option to register a confidential contact person to be notified in the case that the student is determined to be missing that that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Missing student reports will be referred immediately to local law enforcement even

if the student did not register a contact person. Parents of students less than 18 years of age and not emancipated will be advised. This requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation. The Dean of Student Affairs will contact the Associate Vice President of Student Affairs with information pertinent to the matter.

### **Police Crime Log Information**

Crime Log information is made available to anyone asking to see it at any Campus Police office. A hard copy of the Crime Log is located at each Campus Police office and is available upon request. The Crime Log is also available online. The only exceptions in the posting of crimes reported and/or investigated are:

1. If the disclosure is prohibited by law, or
2. If the disclosure would jeopardize the confidentiality of the victim.

Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of information would:

- a. Jeopardize an ongoing investigation,
- b. Jeopardize the safety of an individual,
- c. Cause a suspect to flee or evade detection, or
- d. Result in the destruction of evidence.

The information temporarily withheld from the log for any of the aforementioned justifications will be posted once the possibility of adverse or harmful effects are no longer likely to occur.

The College community is also kept abreast of select incidents on campus and in the nearby community through the semi-monthly student newspaper, The Connection. Reporters from The Connection contact Campus Police for the Crime log and schedule meetings to discuss cases of interest and Clery educational opportunities co-hosted by Campus Police throughout the year.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Director, Campus Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued by means of various rapid response state-of-the-art mass-communication technologies to students, faculty and staff:

> Bulk e-mailings originating from the Provost, SEC, to all My TCC, student and employee email accounts, or in text message form using the new TCC Alerts system.

> Posters or Crime Alert Flyers will be placed in the various campus buildings, on the front perimeter doors, and on elevator landings at each floor by Campus Police.

Campus Police will cooperate with local law enforcement, as per our Mutual Aid Agreements, when necessary; and/or will open an investigation itself. However, Campus Police will request assistance from local law enforcement if they lack resources with which to conduct a proper investigation. The monthly college newspaper, The Connection, is not a reliable method of alerting with a "timely warning" due to its publication dates.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Office of External Affairs could post a notice on the college-wide web site ([www.tulsacc.edu](http://www.tulsacc.edu)), thereby providing the community with immediate notification. The website is immediately available via computer to all faculty, students and staff.

Anyone with information warranting a timely warning should report the circumstances to Campus Police by phone (918/595.4725), or in person at any Campus Police office (Metro Campus Room 1005, Northeast Campus Room 1134, Southeast Campus Room 2108, West Campus Room I 182, and Conference Center in the lobby. Timely Warnings of situations that may pose a threat to others are also generated from reports made to Campus Security Authorities. The Dean of Student Affairs and Campus Police Supervisors at each TCC campus, as well as the Vice President for Administration & Chief Technology Officer are identified as Campus Security Authorities. Students, faculty and staff may also contact the local police or sheriff's office to report a crime.

### **Campus Sex and Violent Offender Crimes Prevention Act Sex Offender Registry and Access to Related Information**

A separate website can now be viewed electronically for habitual sex and violent crime offender registration/information at <http://www.doc.state.ok.us/>

TCC Campus Police, in complying with the notification requirements of the federal "Campus Sex Crimes Prevention Act" would like to notify the local community that *sex and violent offender registration information* for any student or employee of the College may be found at any Campus Police office. Additionally, information on any sex or violent offender who are also residents of the Tulsa metropolitan area may be found at the Tulsa Police Department website. Click here for an online listing of currently registered sex or violent offenders in the Tulsa area (<http://www.tulsapolice.org>). Please note that other local municipal police departments may also be able to assist with current listings.

Oklahoma state law O.S. Title 57, S 583-593, requires that anyone required to register as a sex or violent offender do so with both their local law enforcement (municipal and county) agency at their residence and also with the police or security department of any institution of higher learning at which they are enrolled as a student (full-time or part-time), or are an employee (full-time or part-time), of the institution of higher learning.

*Sex and Violent Offender Registration*

The Campus Police Office is also the location to register for any affiliates who have not done so but who are required to register by the “Oklahoma Sex or Violent Offenders Registration Act”. Any affiliates who have not done so, but who are required to register by the “Oklahoma Sex and Violent Offenders Registration Act”, may download the appropriate TCCPD registration form in Adobe PDF format:

*Sex Offender Registration Report*

*Violent Offender Registration Report*

Completed forms must be delivered in person (registrants must bring a valid photo ID) to the Campus Police office located at the campus you will attend.

*Oklahoma Sex Offender Registry*

Part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), 20 USC S 1092(f), also provides that Campus Police advise the College community where it may obtain sex offender registration information.

Access the State Department of Correction Sex and Violent Offender Lookup database at, [http://www.doc.state.ok.us/DOCS/offender\\_info.htm](http://www.doc.state.ok.us/DOCS/offender_info.htm).

You can also access the general offender webpage containing public information by accessing, <http://www.doc.state.ok.us/>.

The National Sex Offender Registry Web site maintained by the U.S. Department of Justice is found at <http://www.nsopr.gov/>.

Registration Notes:

Any person subject to the provisions of the Sex and Violent Offenders Registration Act who changes an address shall give written notification to the Department of Corrections and the local law enforcement authority of the change of address and the new address no later than three (3) business days prior to the abandonment or move from the current address.

If the new address is under the jurisdiction of a different local law enforcement authority, the offender shall notify the new local law enforcement authority of any previous registration.

The new local law enforcement authority shall notify the most recent registering agency by Teletype or letter of the change in address of the offender.

Notification of “local law enforcement authority” means both:

- The municipal police department, if the person resides or intends to reside or stay within the jurisdiction of any municipality of this state, or the county sheriff, if the person resides or intends to reside or stay at any place outside the jurisdiction of any municipality within this state, and
- The police or security department of any institution of higher learning within this state if the person enrolls as a full-time or part-time student, or is a full-time or part-time employee of the College.

Upon Registration:

Upon registration of any person designated as a habitual or aggravated sex or violent offender, pursuant to O.S. Title 57 S 583-593, a local law enforcement authority shall notify, by any method of communication it deems appropriate, anyone that the local law enforcement authority determines appropriate, including, but not limited to:

- The family of the habitual or aggravated sex or violent offender;
- Any prior victim of the habitual or aggravated sex or violent offender;
- Residential neighbors and churches, community parks, schools, convenience stores, businesses and other places that children or other potential victims may frequent;
- The notification may include, but is not limited to, the following information;
- The name and physical address of the habitual or aggravated sex or violent offender;
- A physical description of the habitual or aggravated sex or violent offender, including, but not limited to, age, height, weight and eye and hair color;
- A description of the vehicle that the habitual or aggravated sex or violent offender is known to drive;
- Any conditions or restriction upon the probation, parole or conditional release of the habitual or aggravated sex or violent offender;
- A description of the primary and secondary targets of the habitual or aggravated sex or violent offender;
- A description of the method of offense of the habitual or aggravated sex or violent offender;
- A current photograph of the habitual or aggravated sex or violent offender;
- The name and telephone number of the probation and parole officer of the habitual or aggravated sex or violent offender.

The local law enforcement authority shall make the notification provided for in this subsection regarding a habitual or aggravated sex or violent offender available to any person upon request.

Federal laws governing the privacy of educational records (Family Education Rights and Privacy Act or FERPA for short) do not prevent campus security agencies or other administrators from

disclosing information concerning registered sex offenders enrolled at, employed by TCC or by outside contractors with operations on the TCC campuses. FERPA has been so amended to make that clarification.

### **Sexual Assault Prevention and Response**

Tulsa Community College prohibits sexual assault on its campuses and in connection with College-sponsored activities. To that end, the Tulsa Community College Board of Regents hereby authorizes and directs the College administration to implement an educational sexual assault program and disciplinary procedures aimed at the prevention of sex offenses on campus and in connection with College-sponsored activities.

The program shall include education programs to promote the awareness of rape, acquaintance rape, and other sexual assault offenses and shall address the possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding such offenses. The administration is further authorized and directed to develop and distribute procedures to be followed once a sex offense has occurred, such procedures to include all substantive, informational, and notification requirements established by law.

*In the event a student or employee is sexually assaulted, the victim should do the following:*

- Go to a safe place;
- Get immediate medical attention;
- Avoid bathing, douching, changing clothes, or any other activity that might destroy evidence of the assault;
- Save all torn or stained garments and other materials that might be used as evidence;
- Call a family member or friend to provide support during the medical examination and police report procedure;
- Report the assault to local police or TCC Campus Police. Reporting involves telling what happened, where it happened, and providing a description of the attacker.

Reporting the assault does not require prosecution. Campus police and the Dean of Student Affairs are available to assist with these reporting procedures and will comply with a student's request for assistance in notifying authorities. Normally, when a sexual assault is reported, Tulsa police contact "Call Rape" on behalf of the victim. "Call Rape" generally pays for evidence collection thru Hillcrest Hospital (S.A.N.E.) and assists with victim/family counseling, mental health services, victim compensation, and legal referrals. A student may request a change in academic schedule after a sexual assault incident. A change will be made if reasonably available.

#### *Procedures for Disciplinary Action*

Any violation of the College's sexual assault policy is specifically prohibited. Any student or employee who wishes to file a complaint may do so according to the established procedures. Regardless of whether law enforcement or criminal justice authorities choose to prosecute an act

involving a TCC student or employee, the College may impose disciplinary action regarding the matter as a violation of student code or College policy. During a campus disciplinary proceeding, the accuser and the accused will be entitled to the same opportunities to have others present. The College may impose disciplinary sanctions on a student and/or an employee who rapes or commits other sexual offenses on its campuses or in connection with College-sponsored activities, forcible or non-forcible, including but not limited to forms of rape and/or sexual battery.

Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from the College or termination of College employment. The College will inform both the accuser and the accused of the outcome of any disciplinary proceedings brought alleging a sexual assault.

This procedure is provided in compliance with the Family Educational Rights and Privacy Act (20 USC 1232g).

### ***Support and Assistance Resources***

<b>TCC Campus Police</b>	<b>On Campus Emergency: 8888</b>	<b>Office: 918.595.7263</b>
<b>Tulsa Police</b>	<b>Emergency and non-emergency: 911</b>	
<b>DVIS/Call Rape</b>	<b>918.743.5763</b>	

### *Oklahoma Crime Victim Rights*

As a victim of violent crime, individuals have certain rights under Oklahoma's Crime Victim Rights Act. For more information on your rights and other useful resources visit [www.ok.gov/dac](http://www.ok.gov/dac) and click on the Just for Victims tab.

### *Domestic Violence*

Domestic violence is any violent or controlling behavior by a person toward a spouse or partner. Although the partner is the primary target, domestic abuse also affects the children in the household, extended family members, and even the community at large. If anyone has ever been hit or abused by spouse, domestic partner, or boy/girlfriend and they want to report it as a crime; they should immediately call the local police. Once the police report is filed the victim may also request an emergency protective order. If the protective order is issued to a member of the College community they should share a copy of the order with Campus Police. Community based resources for dealing with domestic violence includes DVIS at 743-5763, located at 4300 S. Harvard Ave., Suite 100, Tulsa, Ok. Additional resources for DVIS can be found at their web site [www.dvis.org](http://www.dvis.org).

## **Jeanne Clery Disclosure Campus Security Policy and Campus Crime Statistics Act**

Tulsa Community College Department of Campus Public Safety/Campus Police annually discloses information about crime on and around each of its campuses and describes programs and policies designed to make our community safer. This report is required of all colleges and universities and is often referred to as the Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act).

### *Policy for Reporting the Monthly and Annual Disclosure of Crime Statistics*

The Annual Security Report (ASR) is written by the Director of Campus Police. It is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The hard copy print version of the annual report is updated annually. TCC Campus Police submits a report to the Oklahoma State Bureau of Investigation and the FBI's Incident Based Reporting program (SIBRS) on a monthly basis. Clery Act mandated crime statistics for the most recent three-year period at Metro, Northeast, Southeast and West campus are listed below. These statistics reflect incidents reported to Campus Security Authorities, non-campus properties, on campus and public areas. Local law enforcement agencies with concurrent jurisdiction are only able to provide crime statistics for a much larger geographical area that may include a campus and as such are not displayed in this report but may be found at the Tulsa Police web site [www.tulsapolice.org](http://www.tulsapolice.org).

### *Notice of Availability of Annual Campus Crime (Your Right to Know) Report*

Each year e-mail notification is made to all enrolled students and employees by the Campus Police. Each student, faculty and staff member is furnished an e-mail address at the college website to access this report. Availability of the print version is also imparted to the community through posters and in the college newspaper, The Connection. Prospective students and employees are informed of the report and how it may be secured. The Annual Security Report (ASR) is also made available to the general public upon request. A copy of the e-mail notification follows. The Clery Crime Statistical report for each campus follows the ASR.

## **Sexual Misconduct**

### **Sexual Harassment**

It is the policy of Tulsa Community College, revised August 14, 1996, that sexual harassment of staff, faculty, students and visitors at any of the College's locations or during College activities shall not be tolerated. This policy is in keeping with the spirit and intent of various local, state, and federal guidelines, which address the issue of fair employment practices, ethical standards, and enforcement procedures. It is also the policy of the College that false accusations of sexual harassment shall not be tolerated. False accusations of sexual harassment are grievous and can have serious and far-reaching effects upon the careers and lives of individuals.

The College is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. However, it is not the intent of this policy to limit the legitimate exercise of an individual's freedom of speech or infringe upon the academic freedom of the College community.

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

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

In the process of developing this policy, the College recognized the difficulty of an individual to determine what does and does not constitute sexual harassment. It is the responsibility of the staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive or exploitative.

In order to implement this policy in the spirit in which it is written, any staff person who feels he/she has been the victim of sexual harassment shall report the incident to his/her supervisor, then he/she should report it to the Chief Human Resources Officer. All student incidents should be reported directly to the Dean of Student Affairs. It is the responsibility of each supervisor within his/her area of control, the Chief Human Resources Officer and the Deans of Student Affairs to forward reports of sexual harassment to the Director of Civil Rights (Executive Vice President for Business and CFO) promptly upon having knowledge of the same. The Supervisors, Chief Human Resources Officer or the Dean of Student Affairs who receives a report of sexual harassment should carefully investigate the matter, questioning individuals who

may have knowledge of either the incident in question or similar problems. The investigation, findings and any corrective action should be documented as thoroughly as possible and such documentation provided to the Director of Civil Rights (Executive Vice President for Business and CFO).

If the staff member or student feels that further action is necessary, the complaint should be reduced to writing and filed with the Director of Civil Rights.

No individual shall be subjected to any form of retaliation or discipline for reporting sexual harassment. Any attempt to penalize or retaliate against a person for filing a complaint of sexual harassment or participating in the investigation thereof will be treated as a separate and distinct violation of this policy. Appropriate disciplinary action for violations of this policy may include a range of actions up to and including termination or dismissal. The administration shall distribute and publish this policy and adopt such procedures as may be necessary for its implementation and enforcement.

#### *Sexual Assault*

Tulsa Community College prohibits sexual assault on its campuses and in connection with College-sponsored activities. To that end, the Tulsa Community College Board of Regents hereby authorizes and directs the College administration to implement an educational sexual assault program and disciplinary procedures aimed at the prevention of sex offenses on campus and in connection with College-sponsored activities. The program shall include education programs to promote the awareness of rape, acquaintance rape, and other sexual assault offenses and shall address the possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding such offenses. The administration is further authorized and directed to develop and distribute procedures to be followed once a sex offense has occurred, such procedures to include all substantive, informational, and notification requirements established by law.

#### *Programs and Procedures for Preventing and Dealing with Incidents of Sexual Assault*

Tulsa Community College prohibits sexual assault on its campuses and in connection with College-sponsored activities. To that end and based on the policies established by the Tulsa Community College Board of Regents and state and federal laws, the College has taken the following proactive measures to minimize or reduce the occurrence of these offenses. The Director of Public Safety/Campus Police has been assigned the coordination of these procedures for TCC.

#### *Available Counseling, Prevention, and Educational Services*

The following counseling, prevention, and educational services are available to students and employees:

TCC is committed to the well-being of our students. We believe that a healthy student, free of excessive worries and life stressors, is a successful and happy student. To support this belief,

TCC has partnered with Business Health Services (BHS) to create a robust Student Assistance Program (SAP). The SAP is free to all currently enrolled TCC students and is designed to help student address issues that could be getting in the way of academic performance. The SAP can help students with problem assessment, crisis assistance and referrals to community resources for long term needs.

Common reasons to call your SAP:

- Depression / Anxiety
- Suicidal Thoughts
- Burnout / Anger
- Substance Abuse
- Relationships
- Health or body image issues
- Academic or career stress
- Balancing school and parenting
- Struggling with daily responsibilities

In accordance with federal and state laws, BHS will keep all student information confidential with the exception of situations that may pose a threat to the student, the campus environment or situations involving abuse or neglect of a child or disabled adult. In addition, TCC is committed to ensuring that all students and employees are aware of their options should they experience an instance of discrimination based on gender. Those who wish to report an incident or concern directly to the college may do so by contacting the Title IX Office at 918-595-7842 or [TCCTitleIX@tulsacc.edu](mailto:TCCTitleIX@tulsacc.edu).

Students also have access to the MyBHS Portal, which contains a variety of resources to help improve your overall well-being, including articles, videos, health assessments, quizzes and interactive tools. You can view program announcements, access Live Chat, read monthly newsletters, tip sheets and more. Visit [www.BHSONline.com](http://www.BHSONline.com); click on the MyBHS Portal link at the top of the screen to sign into your portal. Enter MyBHS username: "TCCSTUDENT" and click the "Login Now" button.

Any student or employee may obtain educational literature regarding many forms of sexual assault from Student Wellness Services or the Campus Police. As an additional service to students, the Campus Police provide the following:

- On-campus 24-hour emergency 911 telephone service;
- Professional officers trained in crime prevention;
- Campus police escorts to automobiles when classes are in session (day and night);
- A daily report outside the Campus Police Office notifying students and employees of incidents or warnings that may affect the TCC community.

Any student or employee who wishes assistance (on a voluntary basis) may contact TCC's Department of Public Safety/Campus Police, Student Development Office, Student Health

Services, or the Employee Assistance Program office. All contact and any assistance provided is confidential and includes referral to outside professional services.

In the event a student or employee is sexually assaulted, the victim should do the following:

- Get immediate medical attention;
- Avoid bathing, douching, changing clothes, or any other activity that might destroy evidence of the assault;
- Save all torn or stained garments and other materials that might be used as evidence;
- Call a family member or friend to provide support during the medical examination and police report procedure;
- Report the assault to local police or TCC Campus Police. Reporting involves telling what happened, where it happened, and providing a description of the attacker.

Reporting the assault does not require prosecution. Campus authorities are available to assist with these reporting procedures.

Normally, when a sexual assault is reported, Tulsa police contact "Call Rape" on behalf of the victim. "Call Rape" generally pays for evidence collection and assists with victim/family counseling, victim compensation, and legal referrals. A student may request a change in academic schedule after a sexual assault incident. A change will be made if reasonably available.

#### *Procedures for Disciplinary Action*

Any violation of the College's sexual assault policy is specifically prohibited. Any student or employee who wishes to file a complaint may do so according to the established procedures. Regardless of whether law enforcement or criminal justice authorities choose to prosecute an act involving a TCC student or employee, the College may impose disciplinary action regarding the matter as a violation of student code or College policy. During a campus disciplinary proceeding, the accuser and the accused will be entitled to the same opportunities to have others present. The College may impose disciplinary sanctions on a student and/or an employee who rapes or commits other sexual offenses on its campuses or in connection with College-sponsored activities, forcible or non-forcible, including but not limited to forms of rape and/or sexual battery.

Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from the College or termination of College employment. The College will inform both the accuser and the accused of the outcome of any disciplinary proceedings brought alleging a sexual assault. This procedure is provided in compliance with the Family Educational Rights and Privacy Act (20 USC 1232g).

## **SPEECH AND ADVOCACY**

Students have the right of free expression and advocacy; however, the time, place, and manner of exercising speech and advocacy shall be regulated in such a manner as to ensure orderly conduct, non-interference with College functions or activities, and identification of sponsoring groups or individuals.

Any activity which interrupts the scheduled activities or processes of education may be classified as disruptive; thus, anyone in any way responsible for action leading to disruptive activity may be in violation of College regulations and/or state law. The following conditions shall formally be sufficient to classify behavior as disruptive:

- Blocking or in any other way interfering with access to any facility of the College;
- Any type of physical or violent behavior that would interfere with College functions and activities, such as causing others to demonstrate violent behavior or violence through intimidation or threat or persuasion accompanied by physical force or acts.

## **STUDENT COMPLAINTS**

### **Other Complaints**

Any regularly enrolled student of Tulsa Community College, or any member of the community at large, may file a complaint that a violation of College policy has been committed. Such a complaint must be registered in writing to the Director of Public Safety/Campus Police or Supervisor of Public Safety/Campus Police, Dean of Student Affairs, or Campus Provost. Ultimately, a complaint must be reduced to writing and signed by the complaining party. If the complaint involves allegations of discrimination under federal laws such as Section 504, Sexual Harassment, Title VI or Title IX, the complaint shall be filed in accordance with College policy.

## **STUDENT CONSUMER INFORMATION**

Tulsa Community College makes available to students and the public a consumer information resource site. The information contains a broad range of topics to provide essential Understandings and tools to encourage a successful academic experience, as mandated by federal requirements set forth in the Higher Education Act of 1965 (amended in 1988 and 2008). This information can be found on the college website: [www.tulsacc.edu/studentconsumerinformation](http://www.tulsacc.edu/studentconsumerinformation)

## **STUDENT EMAIL**

TCC students are provided a free college email account. This is one of the official means through which college information is shared. It is strongly recommended that students check their college email accounts on a regular basis.

**STUDENT HOLDS**

The College may place a hold on the release of a student's records for failure to comply with a requirement or meet an obligation of the offices of Admissions/Enrollment Services, Bursar, Financial Aid, Learning Resource Center, Student Life, or other College offices. A hold placed on a student for disciplinary action or for violations of the Student Code of Conduct can only be released by the Campus Dean of Student Affairs. Without the release of the "hold," a student may be prohibited from re-enrollment at the College. It is the responsibility of the student to contact the office which placed the hold on his/her records to determine if the hold can be released and the process by which that is accomplished.

## STUDENT INSURANCE

The following information is provided to inform students and parents about the insurance coverage that the College may purchase, and how the coverage may apply to students. The descriptions of coverage are not intended to, nor do they supplement, amend or modify any insurance policy terms and conditions. The College reserves the right at all times to modify its insurance coverage, terms, conditions and limits without notice to any person or entity, including students, faculty or staff. Students may wish to make adjustments in their own coverages if they feel that it would be appropriate to their interests.

Students should insure their property. The College does not have property insurance for student possessions, and it accepts no responsibility for any personal possessions or property of students. If you believe the College is responsible for your loss, you must file a written claim with the Office of Risk Management as soon as possible and within 30 days of the loss. The claim must include:

- Your name
- Campus address
- Home address
- Date of loss
- Cause of loss
- Items lost or damaged (describe, including age, condition and value, and whether they can be repaired or must be replaced.)

The administration is given approval to offer information on accident insurance coverage to students. Participation in the program is NOT mandatory and it is offered as a service only to those who desire to purchase such insurance. Contact the Risk Management office for more information.

## STUDENT LIABILITY

Individuals can be held liable for causing bodily injury, property damage or financial loss to others.

The College is not liable for the actions of its students, nor is it possible for the College to obtain liability insurance on behalf of its students. Students especially should be aware that if they are sued for injuries or damages caused to others in the course of an event, the Colleges' insurance does not provide coverage.

If you are aware of any accident that could lead to a claim (law suit) you must report it immediately. Failure to report the incident or accident could compromise the College's ability to defend you if you were acting as agent for the College.

The College provides Professional Liability Coverage for students enrolled in college sponsored courses, internships and rotations that require the coverage. The student liability policy has a policy limit of \$1,000,000, for third party liability expenses only, in excess of all other

collectible insurance. The Risk Management Office administers these insurance policies. These policies do not extend to participants in non-sponsored activities.

#### WORKERS' COMPENSATION

Students who are employed by the College, and who are injured in the course of their work for the College are eligible for Workers' Compensation. If a student is injured on the job, the student should contact his/her supervisor immediately to report the injury and complete an accident investigation form. Questions should be directed to the student's supervisor and the Human Resources Office.

#### TRAVEL ACCIDENT

The College provides limited travel accident insurance, including medical evacuation and repatriation to students traveling on College or academic business, worldwide. Worldwide travel assistance services are also available through travel programs. Contact the Director of Global Learning or Director of Risk Management for details.

## STUDENT RECORDS

### Family Educational Rights and Privacy Act (FERPA)

#### *Access to Student Records*

Student records at Tulsa Community College are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) as Amended in 1995. The Act affords students certain rights with respect to their educational records. These rights include annual notification of rights, the right of students to request access to their personal records and also the right to request the amendment of the student's education records that the student believes are inaccurate. The student must submit in writing a request precisely noting the record for review. Additionally, students have the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

Education records include any record maintained by the institution that contains information that is personally identifiable to a student (in whatever format or medium) with some narrowly defined exceptions:

- Records in the "sole possession of the maker" (*e.g.*, private advising notes).
- Law enforcement records created and maintained by a law enforcement agency for a law enforcement purpose.
- Employment records (unless the employment is based on student status). The employment records of student employees (*e.g.*, work-study, wages, and graduate teaching associates) are part of their education records.
- Medical/psychological treatment records (*e.g.*, from a health or counseling center).
- Alumni records (*i.e.*, those created after the student graduated or left the institution).

The Act affords students the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA:

**Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605**

#### *FERPA Release*

To authorize disclosure of an educational record to a third party, the student must download and complete the [FERPA Release Form](#) and submit to an Enrollment Services or Financial Aid Office on any campus.

Please note that the form must be signed in person and witnessed by an Enrollment Services or Financial Aid staff member. Students who are unable to come to campus may submit the form via their college email address to any campus Enrollment Services Office. The student must call to obtain the appropriate email address.

The FERPA release form may be revoked at any time by completing a new FERPA release and selecting the revoke option.

### **Directory Information**

The Family Educational Rights and Privacy Act (FERPA) further provides that certain portions of a student record may be deemed directory information and be released to a third party without the written consent of the student. TCC designates the following as directory information:

- student name
- mailing address
- degrees or certificates earned
- major
- last term of attendance
- honor and/or awards

A directory is developed each term listing student name, city, and state, to comply with the Oklahoma Records Act. The College receives inquiries for Directory Information from a variety of sources, including educational partners, new media, and prospective employers.

A student may request the College not to release directory information. The request must be in writing, signed by the student, and submitted to the Enrollment Services Office prior to the end of the fourth week of a term or the end of the second week of a summer term. Students registering after this deadline may sign an information withholding request at the time of enrollment.

### *Disclosure Conditions*

The College may release a student's directory information without the written release of the student as allowed by FERPA. The College is authorized to obtain or provide educational records as allowed by law.

One exception which permits disclosure without prior consent is disclosure to school officials with "legitimate educational interest." A school official has legitimate educational interest if the official has a "need to know" information from your educational record to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of these duties, include academic program administrators, and staff and agencies under contract with the College.

Other examples of the exceptions to the release requirement include:

- Disclosure to another institution where the student seeks to enroll or is enrolled.
- Disclosure to DOE, state/local education authorities.
- Disclosure in connection with the receipt of financial aid.
- Disclosure to state/local officials in conjunction with legislative requirements.
- Disclosure to organizations conducting studies to improve instruction, or to accrediting organizations.
- Disclosure to parents of *dependent students* (IRS definition).
- To comply with a judicial order or lawfully issued subpoena.
- Disclosure for a health/safety emergency (must document what the emergency was and to whom the information was released).
- Disclosure to the alleged victim of a crime of violence, such as information from disciplinary proceedings.
- *Only* when found in violation, and *only* for crimes of violence—release of name, sanction and outcome can be made to anyone.

#### *Process to Request Inspection, Review or Correction of Student Records*

Students should submit to the Assistant Vice President of Enrollment Management/Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The College must comply with a request to inspect and review records within 45 days of the receipt of a request.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

#### *Correction of Student Records*

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights.

A student must request the Registrar's Office of Tulsa Community College to amend a record in writing. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.

The College may comply with the request or it may decide not to comply. If it decides not to comply, the College will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.

Upon written request, the College will arrange for a hearing and notify the student, reasonably in advance of the date, place and time of the hearing.

The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the institution. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals may assist the student, including an attorney retained at his or her expense. The College may be represented by College Legal Counsel.

The College will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. If the College decides that the information in the student's record is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.

If the College decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement from the student will be maintained as a part of the student's education records as long as the contested portion is maintained. If the College discloses the contested portion of the record, it must also disclose the student's statement.

## **HIPAA**

The HIPAA Privacy and Security Policy establishes a framework within which TCC complies with state and federal requirements to achieve confidentiality and security of TCC Confidential Information.

All persons involved with the creation, collection, handling, and/or dissemination of TCC Confidential Information are subject to the conditions of this policy. This includes all employees, temporary workers, Insurance/Benefit Coordinators, Board Members, Business Associates, students, contractors and anyone who may access or view TCC Confidential Information.

General Rules:

TCC shall use and disclose PHI only as permitted or required under the Privacy Rule, and other federal or state laws and regulations.

### *Family Members and Friends*

TCC may, but is not required to, disclose limited relevant PHI to a family member or friend who has been specifically identified by the Participant or who is directly involved in the care of the

Participant, or the payment for care. Disclosure should only occur after verification of identity and authority, and should utilize the minimum necessary rule defined herein.

#### *Authorizations*

TCC may disclose PHI pursuant to an authorization provided by the Participant that satisfies all of the Privacy Rule's requirements for a valid authorization. All uses and disclosures must be consistent with the terms and conditions of the authorization.

*Legal, Specialized Government Functions, Workers' Compensation, or Public Health Requests*  
PHI may be disclosed in the following situations without a Participant's authorization, when certain requirements are satisfied. TCC shall have procedures describing the specific requirements that must be met before these types of disclosures may be made. The requirements shall include prior approval of the TCC Privacy Officer or legal counsel. These disclosures are:

- a. regarding victims of abuse, neglect or domestic violence;
- b. for treatment purposes;
- c. for judicial and administrative proceedings;
- d. for law enforcement purposes;
- e. for public health activities;
- f. regarding an individual who has died;
- g. for cadaveric organ-, eye- or tissue-donation purposes;
- h. for certain limited research purposes;
- i. to avert a serious threat to health or safety;
- j. for specialized government functions; and
- k. that relate to workers' compensation programs.

#### Maintaining Confidentiality of Health Information

TCC shall not use or disclose PHI except as permitted or required by federal and state statutes or rules. Disclosure of PHI shall be performed by trained personnel in accordance with applicable laws, regulations and TCC' policies and procedures.

## **STUDENT RIGHT TO KNOW ACT**

The Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542) requires Tulsa Community College to provide information about retention and graduation rates, financial assistance programs, campus crime information and basic institutional information.

Information regarding the college Title IV program, academic program information along with refund and withdrawal processes can be found on the TCC website under the Campus Police, Costs and Payments, Financial Aid, and Consumer Information links. Graduation/completion rates are available in any TCC Enrollment Services Office. Additionally, part of this information is available in the TCC Academic Catalog and the TCC Student Policies & Resources Handbook.

## **SMOKING/NO SMOKING AND OTHER TOBACCO USE POLICY**

### **Tobacco-Free Environment**

Tulsa Community College actively promotes the health and well-being of its students, faculty, staff, and administrators. Numerous Federal studies demonstrate a correlation between tobacco use and health concerns. Therefore, in compliance with Executive Order 2012-01 by the Governor of the State of Oklahoma, Tulsa Community College prohibits the use of any tobacco products on all college-owned, leased, or contracted property, including but not limited to all buildings, land and vehicles owned, leased or contracted for use by Tulsa Community College. The President and Chief Executive Officer of Tulsa Community College or his/her designee is directed to develop, maintain, and facilitate procedures that will provide for the health and safety of its students, faculty, staff, and administrators on all property owned, leased, or contracted by the College as it relates to prohibiting the use of any tobacco products and developing appropriate sanctions.

Legal Reference: Oklahoma State Statute, Title 21, Section 1247  
Oklahoma Governor Executive Order 2012-01  
Oklahoma State Statute, Title 63, Section 1-1523

### **Tobacco-Free Environment Administrative Procedures**

Scientific studies have shown that public health is endangered by both direct and indirect tobacco smoke and the use of smokeless tobacco products. Therefore, in an effort to better ensure a healthier and safer environment for our students, faculty, staff and guests, the College will implement the following procedures.

Tulsa Community College prohibits smoking or the use of tobacco products on all property owned, leased or contracted for use by Tulsa Community College. This includes both indoor and outdoor areas such as, but not limited to, classrooms, laboratories, offices, work areas, vestibules, hallways, enclosed walkways, restrooms, elevators, stairwells, sidewalks, parking lots, and green spaces, etc. This policy also includes vehicles owned, leased, or rented for College business.

The prohibition includes, but is not limited to, cigarettes, cigars, chewing tobacco, pipes, hookahs, e-cigarettes, dip, snuff, smokeless pouches, or any form of loose leaf or rolled tobacco.

The administration will communicate this information through signage, posters, internal and external communications and other appropriate means to ensure that students, faculty, staff and guests are aware of Tulsa Community College's Tobacco-Free Environment.

The administration may provide support for students, faculty, and staff who wish to stop using tobacco products by making available resources for each group through Student Wellness Services, Human Resources, and information through the College's website.

*Sanctions*

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. Complaints regarding violations of this policy will be handled as follows:

- If a violation occurs in a building, the person with responsibility for the area should ask the violator to discontinue the behavior. If the violator refuses, the person will ask the violator to leave. If the violator refuses to leave, the person will call Campus Police.
- If a Police Officer finds a person violating the Tobacco-Free Environment Policy, he/she will inform the person that Tulsa Community College is a Tobacco-Free Environment and ask the person to discontinue the behavior. If the person refuses, the Officer will obtain the person's identification. Student violations will be referred to the Dean of Student Affairs. Employee violations will be referred to the supervisor or Human Resources.
- If a Police Officer has issued repeated warnings to the same person, a \$10 fine may be levied against that person. In the case of a guest, a No Trespass order may also be issued.
- If the violator is a student, the matter shall be referred to the Dean of Student Affairs to be handled as a violation of College policy.

If the violator is a faculty or staff member, the matter shall be referred to the employee's supervisor or to Human Resources to be handled as a violation of College policy.

*Requests for Exceptions*

In rare instances, a request for an exception to this policy may be granted for educational, ceremonial, or cultural events or activities. Requests must be submitted in writing to the Vice President for Academic Affairs at least ten business days in advance. The decision of the Vice President for Academic Affairs will be final.

*Appeals*

Appeals related to violations of this policy will follow the established process under the Traffic Appeals Committee. The person requesting an appeal must file a written request in the Campus Police office within ten class days of the date of the citation. The nature or reason for the appeal must be clearly stated in writing on the Traffic Appeal Request Form and be signed by the person making the request. The Campus Police Supervisor will give the appeal to the chair of the Traffic Appeals Committee. The disposition of the appeal will be communicated on a Traffic Appeals Disposition Form in writing and mailed to the person making the appeal within three days following the committee's meeting. The decision of the committee will be final.

**TULSA COMMUNITY COLLEGE**  
**STUDENT CODE OF CONDUCT POLICY & PROCEDURES**  
**2017 - 2018**

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## STUDENT CODE OF CONDUCT

### 1. INTRODUCTION

Tulsa Community College (TCC) is committed to creating and maintaining a productive learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and valuing the rights of others are essential to the educational process and to good citizenship. Attending TCC is a privilege and students are expected to meet or exceed the College's standards of conduct both on and off campus.

#### 1.1 Purpose

The Student Code of Conduct outlines TCC policies and procedures that all students are expected to adhere to during their time at TCC. The primary focus of the conduct process is on educational and corrective outcomes; however, sanctions such as suspension or expulsion from TCC may be necessary to uphold community standards, be used as an educational outcome, or to protect the TCC community. The most current version of the Student Code of Conduct is available online at <http://www.tulsacc.edu/student-resources/student-handbook>. For questions regarding the Student Code of Conduct, contact the Office of the Dean of Student Affairs or the Office of the Senior Student Affairs Officer.

#### 1.2 Authority

Tulsa Community College Board of Regents directs the President to adopt, publish, make readily available and implement appropriate procedures for handling student discipline cases for violations of the Student Code of Conduct. Such procedures shall provide students facing discipline with the appropriate level of due process to which they are entitled by applicable law, and shall comply with all other applicable laws. The procedures will set forth the sanctions which may be imposed for violations of the Student Code of Conduct, including, without limitation, warning, fine, restitution, probation, college program or services withdrawal, suspension and expulsion. When appropriate and legally permissible, interim suspension may also be imposed. The involvement of one or more members of the student body in the disciplinary process is encouraged. The President or the President's designee(s) shall have the final authority and decision regarding student conduct cases, and there shall be no right of appeal to the Board.

#### 1.3 Interpretation

Any question of interpretation regarding the Student Code of Conduct will be determined at the discretion of the Senior Student Affairs Officer or their designee.

## 1.4 Application of the College Student Code of Conduct

The Tulsa Community College Student Code of Conduct shall apply to conduct that occurs on College premises, at College sponsored activities, and to off-campus conduct that adversely affects the College Community and/or the pursuit of its mission. The College will take necessary and appropriate action to protect the safety and well-being of the campus community. Each student shall be responsible for their conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded.) The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Senior Student Affairs Officer shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis, at their sole discretion.

## 2. DEFINITIONS

**2.1 Advisor:** A person who has agreed to assist a reporter or respondent during the College conduct process. The advisor may be a person of the student's choosing, including a Tulsa Community College faculty or staff member, a Tulsa Community College student, a parent, a friend, or an attorney.

**2.2 College or Institution:** Tulsa Community College

**2.3 College community member:** Includes any person who is a student, faculty member, College official or any other person employed by the College.

**2.4 College official:** Includes any person employed by the College, performing assigned administrative or professional responsibilities.

**2.5 College premises:** Any buildings or grounds owned, leased, operated, controlled or supervised by the College.

**2.6 College-sponsored activity:** Any activity on College premises or at an off-campus location that is directly initiated or supervised by the College or a College recognized group or organization. This includes student organizations, study abroad programs, and events. In addition, College-operated or leased transit is included in this activity even if the behavior occurs off of College premises.

**2.7 Day:** College working day, not including Saturday, Sunday, or College holidays. Deadlines may be extended during breaks and College holidays.

**2.8 Dean of Student Affairs:** The administrative officer responsible for administration of student conduct and includes their designee.

**2.9 Conduct Officer:** Conduct officers review a wide range of reported misconduct. Most students meet with a conduct officer to resolve their cases.

**2.10 Dean's Hold.** A Dean's hold restricts enrollment and transcript release.

**2.11 Faculty member:** Any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of the faculty.

**2.12 The Family Educational Rights and Privacy Act (FERPA):** A federal law originally passed in 1974 that defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records.

**2.13 Hearing Procedures:** The hearing is not a legal proceeding. Formal rules of process, procedure, and evidence do not apply. Requisite levels of due process and fairness will be provided to all participants during these proceedings.

**2.14 Parental Notification:** FERPA permits educational institutions to notify parents of students under the age of 21 when a student has been found responsible for an alcohol or drug related violation. Students are generally notified when parents or guardians will be contacted and are given the opportunity to contact the parents first.

**2.15 Reporter:** An individual who files a disciplinary complaint; the College may also serve as a reporter.

**2.16 Respondent Student:** Any student that is alleged to have violated the Student Code of Conduct.

**2.17 Sanction:** A disciplinary action which is imposed or proposed for students who are found responsible for violating the Student Code of Conduct. Sanctions are designed to include educational measures that hold students accountable for their behavior, providing the opportunity for behavior change. Sanctions can range from a written warning to expulsion. For a complete list see section 5.5.

**2.18 Senior Student Affairs Officer:** Person designated by the College President to be responsible for the administration of the Student Code of Conduct.

**2.19 Student Code of Conduct:** All policies delineated in the TCC Student Policies & Resources Handbook.

**2.20 Student:** For the purpose of the Student Code of Conduct the definition of student is a person who:

**2.20.1** Has applied or has the intent to apply to the College

**2.20.2** Registered for classes, or otherwise entered into any other contractual relationship with the College.

**2.20.3** The active or inactive status of the student will determine the procedures and sanctioning for a Student Code of Conduct complaint. A student who withdraws from a course or from the College, or completes their courses after the date of an alleged violation is still considered a student.

**2.20.4** Student Status:

**2.20.4.1** Active Status: Any person enrolled in or taking courses at or through the College, either full-time or part-time, credit or noncredit, including correspondence study, concurrent courses, dual enrollment, online courses, study abroad and auditing courses. Active student status lasts until an individual graduates, is dismissed, or is not in attendance for three (3) consecutive semesters (i.e. fall-spring-fall semesters.)

**2.20.4.2** An inactive student is any person possessing a TCC ID number but not meeting the entire criteria of an active student.

**2.20.5** Allegations of sexual misconduct, academic dishonesty or fraudulently obtaining a degree may be filed at any time, whether or not the student is currently enrolled or registered.

**2.21 Student Conduct Committee:** Any person or persons authorized by the Senior Student Affairs Officer to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed. The committee for a hearing will generally be comprised of a minimum of a Chair, one faculty member, one staff member.

**2.22 Title IX:** A comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Tulsa Community College is committed to complying with all requirements as set forth by Title IX of the Education Amendments of 1972 ("Title IX"). As such, discrimination on the basis of sex or gender will not be tolerated in any of College's education programs

or activities. Such discrimination includes, but is not limited to: sexual harassment; sexual violence; sex or gender-based bullying; hazing; stalking; relationship violence (including domestic violence and dating violence), and failure to provide equal opportunity in admissions, activities, employment or athletics. Student workers will be covered by this policy, and may also fall under the jurisdiction of human resources, which will jointly resolve all complaints with a Dean of Student Affairs.

The College Title IX Coordinator will be informed of, and oversee, all complaints of sex discrimination and is responsible for identifying and addressing any patterns or systemic problems that arise during the review of such complaints. Questions, concerns, or to file complaint regarding Title IX you contact one of the following:

Heather Hancock  
Director of Emergency Operations and Title IX Coordinator  
6111 Skelly Drive, Room 627  
[heather.hancock@tulsacc.edu](mailto:heather.hancock@tulsacc.edu)  
918-595-7842

Terri Alonso  
Dean of Student Affairs  
Southeast Campus, Room 2201  
[theresa.alonso@tulsacc.edu](mailto:theresa.alonso@tulsacc.edu)  
918-595-7668

Jennifer Beatie  
Dean of Student Affairs  
West Campus, Room i150  
[jennifer.beatie@tulsacc.edu](mailto:jennifer.beatie@tulsacc.edu)  
918-595-8009

Dean of Student Affairs  
Metro Campus, Room 317  
[darin.behara@tulsacc.edu](mailto:darin.behara@tulsacc.edu)  
918-595-7150

José Dela Cruz  
Dean of Student Affairs  
Northeast Campus, S216  
[jose.delacruz@tulsacc.edu](mailto:jose.delacruz@tulsacc.edu)  
918-595-7468

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
***Kansas City Office***  
 U.S. Department of Education  
 One Petticoat Lane  
 1010 Walnut Street, Suite 320  
 Kansas City, MO 64106  
 Telephone: (816) 268-0550  
 Facsimile: (816) 268-0559  
 Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

During the investigation and/or grievance process for complaints of sex discrimination, the College may take a number of interim actions in order to ensure the preservation of the educational experience and the overall College environment of the party bringing the complaint. These actions may include, but are not limited to: imposing a no contact order on the responding party; changes in academic schedules or assignments for one or both parties and interim suspension of the responding party.

To read more about Title IX of the Education Amendments of 1972, please visit:  
<http://www.dol.gov/oasam/regs/statutes/titleix.htm>.

View TCC Sexual Misconduct policy at  
[http://www.tulsacc.edu/sites/default/files/file\\_attachments/studentcode.pdf](http://www.tulsacc.edu/sites/default/files/file_attachments/studentcode.pdf).

For more information about the legal rights of college students to a safe education free from gender-based harms see *Know Your Title IX: Empowering Students to Stop Sexual Violence* at <http://knowyourix.org/>.

### **3. PROHIBITED CONDUCT**

#### **3.1. Academic Misconduct**

Cheating, plagiarism, unauthorized collaboration, alteration of academic materials or other academic misbehavior. View online at <http://www.tulsacc.edu/student-resources/student-handbook>.

#### **3.2 Disorderly Conduct**

**3.2.1** Behaving in a disorderly, lewd, indecent manner or breaching the peace on College property or at College-sponsored activities. Examples may include any social

media, nonconsensual photography, video or audio recording of another person on College premises when such recording causes or is likely to cause injury or distress.

**3.2.2** Disrupting or obstructing normal College or College-sponsored or hosted activities, including, but not limited to: studying, teaching, research, College administration or fire, police or emergency services on College premises or at College sponsored activities off campus.

**3.2.3** Failing to comply with the lawful directions of any College employee acting within the scope of their official duties or failing to identify oneself to such a person when requested to do so.

**3.2.4** Interfering with the Conduct Process:

**3.2.4.1** Failure to obey the notice from a Student Conduct Committee or College official to appear for a meeting or hearing as part of the Student Conduct process.

**3.2.4.2** Falsification, distortion, disruption, misrepresentation or interference with information during the student conduct process.

**3.2.4.3** Filing a complaint/grievance in bad faith.

**3.2.4.4** Attempting to discourage an individual's proper participating in, or use of, the student conduct process.

**3.2.4.5** Attempting to influence the impartiality of a member of a Student Conduct Committee prior to, and/or during the course of the Student Conduct Committee proceeding

**3.2.4.6** Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Committee prior to, during, and/or after a student conduct proceeding.

**3.2.4.7** Failure to comply with the sanction(s) imposed under the Student Code of Conduct.

### **3.3 Forgery, Falsification, Theft**

**3.3.1 False Representation:** Knowingly making false representation to the College in any form, written or verbal by omission or submission.

**3.3.2. Forgery or Unauthorized Use:** Forging, possessing or using without authorization College documents or records, financial aid documents, computers, electronic mail, telephones, identification or College property.

**3.3.3 Taking of Property:** Intentional unauthorized taking of College property or the personal property of another, including goods, services and other valuables.

**3.3.4 Stolen Property:** Knowingly taking or maintaining possession of stolen property.

### **3.4 Failure to Comply with Information Technology Policies**

Failing to comply with the College Information Technology policies. Policy is available online at: <http://www.tulsacc.edu/student-resources/student-handbook>.

### **3.5 Safety Risk/Damage to College Community**

**3.5.1 False Reporting:** Knowingly making a false report of a bomb, fire or other emergency.

**3.5.2 Fire Safety:** Engaging in, tampering with, or any other misuse or unauthorized use of firefighting equipment, fire sprinkling systems and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.

**3.5.3 Property Damage:** Intentional, reckless and/or unauthorized damage to or destruction of College property, or facilities affiliated with the college, or the personal property of another.

**3.5.4 Unauthorized Entry:** Misuse of access privileges to College premises or unauthorized entry to or use of buildings, including trespassing, propping or unauthorized use of alarmed or secured doors for entry into or exit from a College building.

**3.5.5 Rioting:** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property.

### 3.6 Personal Safety

**3.6.1 Harassment, Threats, and Bullying:** Engaging in subjectively or objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying or other conduct that threatens or endangers the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive.

**3.6.2 Hazing:** Engaging in any action or activity that causes or is likely to cause reckless or intentionally physical or mental discomfort or distress, that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

**3.6.3 Physical Violence:** Engaging in physical violence of any nature against any person, on or off campus. This includes fighting, assaulting; battering; using a knife, gun, or other weapon; physically abusing, restraining or transporting someone against their will; or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm.

**3.6.4 Weapons:** Possessing, using, or storing firearms, explosives (including firecrackers), weapons or dangerous chemicals on College property or in the course of any College activity, except as specifically authorized under applicable state law. This includes, but is not limited to, BB guns, air soft guns, paintball guns, knives, swords, crossbows, handguns, shotguns, and rifles.

### 3.7 Violation of the College's Sexual Misconduct Policy

**3.7.1. Dating violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors: length of relationship, type of relationship, and frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

**3.7.2. Domestic Violence:** Domestic violence is a crime of violence committed by a:

- a) Current or former spouse or intimate partner of victim;
- b) Person with whom the victim shares a child in common;
- c) Person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner; or

- d) Person similarly situated to a spouse of the victim.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, economic, or psychological actions, or threat of actions that influence another person

**3.7.3. Sexual Misconduct:** Engaging in non-consensual contact of sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

- a) Unwelcome sexual touching: Touching an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, or clothing covering the same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.
- b) Exposure: Engaging in indecent exposure, sexual acts in a public place, voyeurism, or non-consensual person with any object or body part.
- c) Non-consensual sexual assault: Penetrating any bodily opening of an unwilling on non-consensual person with any object or body part.
- d) Forced sexual assault: Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to ingestion of drugs or alcohol, age or mental disability) of which the respondent was aware or should have been aware.

**3.7.4 Stalking:** Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- a) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person , or interferes with a person's property.
- b) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- c) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**3.7.5 Effective Consent:** is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability or incapacitation due to ingestion of drugs or alcohol.

For more information, find the College Sexual Misconduct on page 71.

### **3.8 Misuse of Alcohol, Drugs, Tobacco, Gambling**

**3.8.1 Alcohol:** Illegally manufacturing, consuming, possessing, distributing, selling or serving alcoholic beverages on College premises or at College-sponsored activities regardless of age, except as expressly permitted by College policy. Find the College alcohol policy online at:

[http://www.tulsacc.edu/sites/default/files/file\\_attachments/studentcode.pdf](http://www.tulsacc.edu/sites/default/files/file_attachments/studentcode.pdf).

**3.8.2 Drugs:** Acting or intending to act to illegally use, possess, sell, share, distribute, cultivate, manufacture or be under the influence of any state or federally controlled drug or substance. Possessing drug paraphernalia. Inhaling or ingesting any substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state. Knowingly providing a location for individuals to possess or consume drugs or knowingly being in the presence of drugs are also prohibited. Policy is available online at:

[http://www.tulsacc.edu/sites/default/files/file\\_attachments/studentcode.pdf](http://www.tulsacc.edu/sites/default/files/file_attachments/studentcode.pdf).

**3.8.3 Use of Tobacco:** Use of tobacco to include smokeless tobacco and e-cigarette devices/vaping are prohibited. Policy is available online at:

[http://www.tulsacc.edu/sites/default/files/file\\_attachments/studentcode.pdf](http://www.tulsacc.edu/sites/default/files/file_attachments/studentcode.pdf).

**3.8.4 Gambling:** Illegal gambling for money or other things of value on College property or at College-sponsored activities.

## **4. STUDENT CONDUCT CODE PROCEDURES**

### **4.1 Complaints**

**4.1.1.** Any member of the College community (faculty, staff or student) or any person who is unaffiliated with the college who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a

violation of the Student Code of Conduct has occurred. The College may itself initiate a complaint.

**4.1.2.** Such a complaint should be filed with Judicial Affairs and Safety and or a Dean of Student Affairs office as soon as possible but within 180 calendar days (not College business days) of alleged violation. A late complaint may be accepted with the approval of the Senior Student Affairs Officer, Director of Judicial Affairs and Safety or their designee.

**4.1.3** The complaint must be submitted in writing and signed by the complainant(s), or submitted via approved online form and electronically signed, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.

**4.1.4** Complaints may be initiated for incidents where concurrent criminal charges are pending. The college may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College conduct proceedings may proceed before, during, or after court proceedings.

**4.1.5** Title IX: Due to the nature of bias motivated and sexual misconduct offenses, alleged violations will follow the College's Title IX process.

**4.1.6** In instances where a student has been convicted of a felony through the criminal process or the College believes they have enough information that would make it more likely than not a violation of the Student Code of Conduct has occurred the College may file a complaint against the alleged student without the cooperation of the victim.

## **4.2 Interim Suspension**

In certain circumstances, the Director of Judicial Affairs or designee may impose an interim suspension prior to a Student Conduct Committee hearing.

**4.2.1** Interim suspension may be imposed:

**4.2.1.1** To ensure the safety and well-being of members of the College community or preservation of College property;

**4.2.1.2** To ensure the respondent student's own physical or emotional safety and well-being; or

**4.2.1.3** If the respondent student poses an ongoing threat of disruption of, or interference with, the normal operations of the College.

**4.2.2** During the interim suspension, a respondent student shall be denied access to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Student Affairs or their designee, may determine to be appropriate.

**4.2.3** The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Committee hearing, if required.

**4.2.4** The respondent student shall be notified in writing of this action and the reasons for the suspension. A hearing will then be scheduled to determine the disposition of the case.

**4.2.5** The interim suspension will remain in effect until a final decision has been made on the pending complaint either through an informal or formal hearing process or until the Dean of Student Affairs determines that the reason for imposing the interim suspension no longer exists.

### **4.3 Evidentiary Standard**

In order for a student to be found responsible, the information must support a determination that is more likely than not that a violation of the Student Code of Conduct occurred. Hearsay evidence may be considered but will be weighed accordingly.

### **4.4 Investigation**

The Conduct Officer, will conduct a thorough, reliable, and impartial investigation of the complaint.

**4.4.1** The Conduct Officer will notify the respondent student in writing of the alleged violations and schedule a time for the respondent student to respond.

**4.4.1.1** The respondent student shall have the responsibility and duty to cooperate with the investigation and to appear at any scheduled meeting.

**4.4.1.2** The respondent student will be provided the opportunity to respond to the allegations at such meeting by providing supporting materials, including witnesses and written statements.

**4.4.1.3** A Deans Hold may be placed on the respondent student's account during the investigation and released upon completion of the process or end of sanction period if any.

**4.4.2** As a result of this investigation, the Conduct Officer may dismiss the complaint, determine to proceed with a conduct hearing or direct the complaint to a Student Conduct Committee for hearing.

**4.4.3** The College's investigation and processes will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

#### **4.5 Conduct Hearing**

The College conduct process is administered through Judicial Affairs and Safety. Alleged violations of College regulations where neither suspension nor expulsion are a possibility are usually resolved through a Student Conduct Meeting.

Allegations which could result in suspension or expulsion, that are complex sensitive, require a number of witnesses, or that involve an alleged victim are usually referred to a Student Conduct Committee Hearing.

At the conclusion of a Student Conduct Meeting, the Conduct Officer may refer the case to a Student Conduct Committee for hearing if further development of the facts is warranted and would be aided by a more formal hearing; the conduct officer will not make any findings.

**4.5.1** The Conduct Officer, upon completion of the investigation may determine if the complaint can be disposed of through a Conduct Meeting.

**4.5.1.1** The respondent student will receive written notification from the Conduct Officer.

**4.5.1.1.1** Notification will include the alleged violation(s), time, date, location of the meeting, and inform the respondent student of the opportunity to review and respond to the allegation(s).

**4.5.1.1.2** The written notice will be sent electronically to the student's TCC email address and mailed to the student's last known address as filed in Enrollment Services. (Students are responsible for providing and maintaining a current local address with Enrollment Services.)

**4.5.1.2** The respondent student shall meet with the Director of Judicial Affairs or their designee

**4.5.1.3** Decisions regarding responsibility reached at the Conduct Meeting will be final with no option to appeal or other proceedings.

**4.5.1.4** The Director of Judicial Affairs or their designee will provide a written Notice of Disciplinary Action (section 5.6) to the respondent student.

#### **4.6 Student Conduct Committee Hearing Process**

**5.6.1** Complaint may be referred by the Director of Judicial Affairs or the Senior Student Affairs Officer directly to the Student Conduct Committee, or:

**4.6.2** The proposed sanctions of the Director of Judicial Affairs and Safety is being appealed by the respondent student requesting a hearing with the Student Conduct Committee.

**4.6.2.1** If the respondent student admits to violating the Student Code of Conduct, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

**4.6.3** Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in TCC Student Conduct hearings.

**4.6.4** The hearing will be conducted in a manner conducive to the determination of the truth. The standard for determining fact or behavior shall be “did the fact or behavior more likely than not occur,” often referred to as “preponderance of evidence.

**4.6.4.1** In hearings in which expulsion is determined as a sanction the standard for determining an outcome will be clear and convincing that the behavior or fact did occur.

**4.6.5** In effort to protect student FERPA rights, the hearing will be closed to the public and confidential as required by law.

#### **4.6.6 Student Conduct Committee Hearing**

**4.6.6.1** A request properly submitted will be heard by a Student Conduct Committee.

**4.6.6.1.1** The Conduct Officer will be present to provide evidence and testimony and respond to questions involving the imposed or proposed sanction(s).

**4.6.6.1.2** The Committee Chair shall have procedural authority during the hearing.

**4.6.6.1.3** The order of presentation is described in the Student Conduct Committee Hearing Script.

**4.6.6.1.4** Prospective witnesses will be excluded from the hearing during the testimony of other witnesses. All parties and witnesses shall be excluded during Committee deliberations.

**4.6.6.1.5** Arguments about the legality of any provision under which an allegation has been brought or the legality of the procedures under which the hearing is proceeding shall be directed to Tulsa Community College Legal Counsel for consideration.

**4.6.6.1.6** All parties shall have reasonable opportunity to question witnesses through a structured and controlled process and to present information and argument deemed relevant by the Committee Chair.

**4.6.6.1.6.1** The reporter and respondent student will only speak to the Chair and committee members. All questions will be posed through the Chair.

**4.6.6.1.7** Committee hearings may need to include more than one hearing date for extenuating circumstances including end of semester or dates when the College is closed.

**4.6.6.2** The Chair of the committee shall be responsible for all correspondence with a respondent student who has submitted a request for a hearing.

**4.6.6.3** Hearings shall be conducted in a manner consistent with established procedures, which shall be available in the offices of the Deans of Student Affairs.

**4.6.6.3.1** These procedures shall ensure that the respondent student shall have the right to be heard, to present witnesses or written statements, to review and respond to the testimony of those testifying against the student, and to be accompanied by an advisor or their own legal counsel.

**4.4.6.3.2** The respondent student's advisor or legal counsel may not act or speak on behalf of the respondent.

**4.6.6.4** The Committee should endeavor to conduct the hearing and inform the Dean of Student Affairs or their designee, and the Senior Student Affairs Officer in writing of their decision usually within five (5) days after the hearing, although circumstances may require additional time.

**4.6.6.5** The decision will contain a summary of the important details of the hearing.

**4.6.6.6** The Student Conduct Committee may impose any disciplinary sanction outlined in Section 5.5.

**4.6.6.7** The Dean of Student Affairs or their designee, will then forward written notification to the respondent student, which includes their right to appeal the decision of Student Conduct Committee. The notification will include the decision, any resulting sanctions, and the rationale for the decision.

**4.6.7 Student Conduct Committee Hearing script.** Contact the Director of Judicial Affairs and Safety for questions or a copy of the hearing script. The office is located in room 528 of the Main Academic Building on the Metro Campus, the phone number is (918) 595-7150.

#### **4.6.8. Student Conduct Committee Composition**

**4.6.8.1** The Student Conduct Committee will be composed of a minimum of a Chair and two additional substitute chairs, three members of the College community (administration, faculty, or staff) from each campus and one student from each campus for a total of a minimum of eighteen (18) members.

**4.6.8.2** The Senior Student Affairs Officer will appoint the chair, substitute chairs and members of the College community.

**5.6.8.2.1** The chairperson will serve for a term of two years.

**4.6.8.3** With the approval of the President, additional members may be appointed to the Student Conduct Committee if circumstances warrant an increase in the number of committee members, such as a large case load or the unavailability of committee members.

**4.6.8.4** Upon the receipt of a written, signed request for hearing or of a referral directly from the Dean of Student Affairs, the Senior Student Affairs Officer shall

promptly appoint a hearing panel to preside over the hearing, usually within fifteen (15) days.

**4.6.8.5** The hearing panel will consist of a minimum of a Chair, one (1) faculty member, one (1) staff one (1) member, and one (1) student.

## **4.7 SANCTIONS**

Any student found by the Conduct Officer, their designee, the Student Conduct Committee, and or the Senior Student Affairs Officer to have violated the student code of conduct is subject to one or more of the following sanctions. The following actions could also take place as a result of other institutional reviews outside of the conduct process:

**4.7.1. Written Warning.** An official written notice that the student has violated college policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the college.

**4.7.2 Conduct Probation.** A specified period of time during which the student is placed on formal notice that they are not in good standing with the college and that further violations of college regulations will subject them to suspension or expulsion from the college.

**4.7.3 Restitution.** Reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

**4.7.4 Discretionary Sanctions.** Work assignments, essays, and service to the College, program participation, or other related discretionary assignments, including but not limited to; letter of apology, presentation of a workshop, preparation of a research paper or project, community service, evaluation of any referral assessment, or counseling.

**4.7.5 Class Removal.** When a student is dropped from a class or moved to another section of a class. Faculty members, in consultation with the Director of Judicial Affairs, reserve the right to remove a student from class pending a hearing for alleged violations of the Student Code of Conduct occurring in the classroom that sustainability interfere with teaching or other students' ability to learn.

**4.7.6 No Contact Order.** An absolute prohibition from contact with specified person or persons in any form whatsoever, including, but not limited to, contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for Title IX issues. Interim measures can be put

in place without a formal complaint, conduct process, or a finding of responsibility. Violating a No Contact Order may result in suspension from the college.

**4.7.7 Restriction.** A limitation on a student's privileges for a period of time and may include, but not be limited to, the denial of the use of facilities or access to parts of campus, denial of the right to represent the college, or denial of participation in extracurricular activities not directly associated with academics (e.g., intramural sports, organizations/clubs/associations, or leadership positions on campus, or other organizations). Students must apply to re-instate the privilege by submitting documentation of their significant proactive efforts to become good citizens of the community and engage in responsible, productive behavior.

**4.7.8 Revocation of Admission and/or Degree.** Admission to TCC, a College program, or a degree awarded from the College may be revoked for fraud, misrepresentation or other violation of College standards in obtaining the admission or degree, or for other serious violations committed while a student at TCC.

**4.7.9 Conduct Suspension.** Exclusion from all classes and other privileges or activities for a specific period of time as set forth in the notice of suspension. If a transcript is requested during the period of suspension, a letter will be sent with the transcript to the requesting party/institution stating the student is under suspension for conduct reasons. Only unofficial transcripts will be released to the student directly. Any refund of tuition or fees will be subject to the college's normal withdrawal policy.

**4.7.10 Conduct Expulsion.** Permanent termination of student status without possibility of readmission to the College. A standard of clear and convincing evidence must be the burden to issue a sanction of expulsion. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record in the Registrar's Office. If a transcript is requested during the period of expulsion, a letter will be sent with the transcript to the requesting party/institution stating the student has been expelled for conduct reasons. Only unofficial transcripts will be released to the student directly. Expulsion becomes a permanent part of a student's conduct record. Any refund of tuition or fees will be subject to the college's normal withdrawal policy.

**4.8 Failure to Comply.** All students, as members of the college community, are expected to comply with conduct sanctions within the timeframe specified by a Conduct Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions and a Dean's hold, which is a "hold" on enrollment privileges. This hold can prevent adding or dropping classes or enrollment for subsequent terms. Cancellation of enrollment occurs when a previous enrollment hold has been cleared with the condition that the enrollment will be cancelled

for failure to meet the conditions of the clearance. If cancelled, the refund of tuition or fees will be subject to the College's normal withdrawal policy. A graduation hold is a hold on a student's participation in graduation exercises and diploma for failure to respond to a request to meet with a Conduct Officer, or for noncompliance with conduct sanctions. The Senior Student Affairs Officer, or designee, may recommend a graduation hold.

**4.9 Implementation of Sanctions.** Conduct actions or grievance decisions shall not be implemented until the time for appeal has expired, until the entire appeal process is completed or until the individual voluntarily waives the right to appeal in writing. The exceptions to delaying sanctions until the process is complete include: 1) when interim suspension has been invoked by the Senior Student Affairs Officer or their designee; or 2) to protect the well-being of students on the campus.

#### **4.10 Notice of Disciplinary Action**

**4.10.1** If the Director of Judicial Affairs and Safety or their designee, imposes or proposes disciplinary action against the student, the Director of Judicial Affairs and Safety or their designee, shall inform the respondent student in writing of the imposed or proposed disciplinary action and the reasons, including the specific violations, which have been alleged.

**4.10.2** If the Director of Judicial Affairs and Safety or their designee, imposes a disciplinary sanction less than suspension or expulsion, the notice shall also inform the respondent student of the student's right to appeal such disciplinary sanction directly to the Senior Student Affairs Officer. The imposed sanction will go into effect if the respondent student does not file an appeal.

**4.10.3** If the Director of Judicial Affairs and Safety or their designee, proposes a disciplinary sanction of suspension or expulsion, the notice shall also inform the respondent student of the student's right to appeal by requesting a hearing before the Student Conduct Committee on the complaint. The proposed disciplinary action will become effective if the respondent student does not request a hearing.

**4.11 Appeal to the Senior Student Affairs Officer .** An appeal from the imposed or proposed sanction by a Conduct Officer or of the decision of a Student Conduct Committee may be made by the respondent student to the Senior Student Affairs Officer. An appeal does not represent a new hearing.

**4.11.1** Such appeal must be in writing, signed and dated by the respondent student, and submitted to the Senior Student Affairs Officer within three (3) days after the notice of disciplinary action is sent to the respondent student by the Director of

Judicial Affairs and Safety, their designee, or Student Conduct Committee which is being appealed.

**4.11.1.1** The notice of appeal shall set forth in detail the basis for such appeal and the specific relief which the respondent student requests.

**4.11.1.2** The appeal must cite at least one criteria as the reason for the appeal. Criteria for an appeal include:

**4.11.1.2.1** Insufficient evidence to support the decision;

**4.11.1.2.2** Sanction imposed is too harsh;

**4.11.1.2.3** A procedural or substantive error that significantly prejudiced the rights of either party;

**4.11.1.2.4** New information that was not available at the time of the hearing.

**4.11.2** Except as required to explain the basis of new information, an appeal normally shall be limited to a review of the record of the Director of Judicial Affairs and Safety, their designee, or Student Conduct Committee and supporting documents for one or more of the following purposes:

**4.11.2.1** To determine whether the Director of Judicial Affairs and Safety or their designee, or Student Conduct Committee decision was conducted fairly in light of the allegations and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the respondent student a reasonable opportunity to prepare and to present a response to those allegations. Usually, deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results;

**4.11.2.2** To determine whether the decision reached regarding the respondent student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code of Conduct occurred;

**4.11.2.3** To determine whether the sanction(s) imposed was appropriate for the violation of the Student Code of Conduct, which the respondent student was found to have committed;

**4.11.2.4** To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information

and/or facts were not known to the respondent student at the time of the original decision or for some other justifiable reason was not presented earlier.

**4.11.2.5** The Senior Student Affairs Officer may, at their discretion, meet with the respondent student or any relevant witnesses.

**4.11.3** The Senior Student Affairs Officer may take any of the following actions relating to the appeal:

**4.11.3.1** Dismiss the complaint;

**4.11.3.2** Impose a lesser disciplinary sanction;

**4.11.3.3** Uphold the disciplinary sanction;

**4.11.3.4** Overturn the disciplinary sanction and remand the matter to the Dean of Student Affairs or their designee, the Student Conduct Committee or a newly appointed Student Conduct Committee for further consideration.

**4.11.4** The decision of the Senior Student Affairs Officer shall be final and there shall be no further appeal.

**4.12** The College may withhold awarding a degree/ certificate otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any. A letter of standing may be placed on the records of students who have been placed on suspension or expulsion.

**4.13** Continued Enrollment Pending Resolution. With the Dean of Student Affairs permission, a respondent student may continue their regular enrollment in the College pending administrative resolution of misconduct allegations.

## **5. ASSESSMENT**

Judicial Affairs and Safety will develop and implement tools to assess students who have completed the adjudication process to provide information about the effectiveness and efficiency of the hearing, appeal and sanctioning processes.

## **6. TRAININGS, OUTREACH, AND EDUCATION**

Efforts to educate the College community on the Student Code of Conduct and community standards of acceptable behavior will include:

**7.1** Offering educational sessions, programs about the student conduct process and student rights and responsibilities for faculty, staff and students.

**7.2** Providing Student Conduct Committee hearing training.

**7.3** Offering classroom management information through a variety of formats.

## **7. REVISIONS**

The procedures and policies outlined above supersede all previous statements and policies of Tulsa Community College with respect to student rights and responsibilities as may appear in any Tulsa Community College publication. The College reserves the right to amend these policies and procedures from time to time, as required by law. The most up-to-date version of the Student Code of Conduct can be viewed online at <http://www.tulsacc.edu/student-resources/student-handbook>.

{Revised: 16 August 2017}

**ADDENDUM**

*The activities and services described in the handbook are offered as a service to TCC students, faculty and staff and are subject to change or cancellation.*

Metro Campus: 909 S. Boston, Tulsa, OK 74119

Northeast Campus: 3727 E. Apache, Tulsa, OK 74115

Southeast Campus: 10300 E. 81st S., Tulsa, OK 74133

West Campus: 7505 W. 41st, Tulsa, OK 74107

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