STUDENT POLICIES & RESOURCES HANDBOOK 2015-16

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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 Associate Vice President for Student Affairs or any Campus Dean of Student Services Office.
ACADEMIC POLICIES

Academic Code of Integrity

Tulsa Community College is dedicated to providing the strongest learning-centered environment possible for student development. The faculty has defined critical thinking, oral and written communication, global awareness, computer literacy, and civic responsibility as the major educational goals for students to attain as they pursue their individual academic objectives. The cornerstone for intellectual achievement is academic integrity. Tulsa Community College realizes that academic dishonesty abounds in our society because of the many pressures that exist for students in job attainment, competition for grades, survival under economic difficulties, balancing complex personal work and study schedules, and many other, similar societal demands. However, the College also realizes that academic honesty is the vital key to a student’s true intellectual growth and ultimate personal satisfaction and success.

Admission to Tulsa Community College carries with it the presumption that the students will conduct themselves as responsible members of the College community. Thus, when students are admitted to and/or enrolled at Tulsa Community College, they likewise assume the obligation to observe standards of academic conduct appropriate to the pursuit of educational goals as they interact with peers, faculty, staff, administration and even members of the external community in pursuit of these goals both on and off campus.

Student Responsibilities for Intellectual Pursuit

Intellectual pursuit is at the heart of all college work. All higher education endeavors require that students develop certain values and characteristics. Specifically, students should:

- Remain open to different and sometimes disconcerting ideas;
- Learn independently, outside a classroom;
- Take full responsibility for the work of learning the material presented in course textbooks, activities and lectures;
- Devote several hours’ study time outside of class each week for each class;
- Demonstrate, in their own work and through interactions with others, honesty, trust, fairness, respect, and responsibility.

Academic Dishonesty

Academic dishonesty (cheating) is defined as the deception of others about one’s own work or about the work of another. Examples of academic dishonesty include, but are not limited to:

- Submitting another’s work as one’s own or allowing another to submit one’s work a though it were his or hers;
- Several people completing an assignment and turning in multiple copies, all represented either implicitly or explicitly as individual work;
- Failing to contribute an equal share in group assignments or projects while claiming equal credit for the work;
• Using a textbook, notes, or technology tools during an examination without permission of the instructor;
• Receiving or giving unauthorized help on assignments;
• Stealing a problem solution or assessment answers from a teacher or other student;
• Tampering with experimental data to obtain “desired” results, or creating results for experiments not done;
• Creating results for observations or interviews that were not done;
• Obtaining an unfair advantage by gaining or providing access to examination materials prior to the time authorized by the instructor;
• Tampering with or destroying the work of others;
• Submitting substantial portions of the same academic work for credit or honors more than once without permission of the present instructor;
• Lying about these or other academic matters;
• Falsifying college records, forms or other documents;
• Accessing computer systems or files without authorization;
• Plagiarizing (see section below).

{Adapted from “Oklahoma State Regents Faculty Advisory Council Recommended Attributes for Model Policy on Academic Integrity”}

**Plagiarism**
Plagiarism is a specific type of academic dishonesty. It is claiming, indicating, or implying that the ideas, sentences, or words of another are your own; it includes having another person do work claimed to be your own, copying the work of another and presenting it as your own, or following the work of another as a guide to ideas and expressions that are then presented as your own.

Plagiarism includes:

• Copying long or short passages from a text without putting quotation marks around them and without documenting;
• Incorporating ideas from a text, even when the wording has been changed, without giving credit to the originator of the ideas;
• Asking someone to write all or parts of an assignment;
• Closely following the work of another writer—published or unpublished—as you write your essay, paper, or assignment;
• Buying or reprinting all or parts of a paper from an online or other commercial source.

**Consequences of Academic Dishonesty**
Academic dishonesty or misconduct is not condoned or tolerated at campuses within the Tulsa Community College system. Tulsa Community College adopts a policy delegating certain forms of authority for disciplinary action to the faculty. Such disciplinary actions delegated to the faculty include, but are not limited to, the dismissal of disrespectful or disorderly students from classes. In the case of academic dishonesty a faculty member may:
• Require the student to redo an assignment or test, or require the student to complete a substitute assignment or test;
• Record a "zero" for the assignment or test in question;
• Recommend to the student that the student withdraw from the class, or administratively withdraw the student from the class;
• Record a grade of "F" for the student at the end of the semester. Faculty may request that disciplinary action be taken against a student at the administrative level by submitting such request to a Dean of Student Services.
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. 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.
Grade Appeals Procedures

Students should note that grades are the prerogative of the faculty, and that appeals or questions concerning assigned grades should be directed to the faculty member who assigned the grade. An appeal for an assigned final course grade may be initiated by a student only on the contention that the grade is clearly erroneous or was assigned in an arbitrary or capricious manner. The appeal must be initiated by the end of the fourth week of the semester immediately following the semester in which the final course grade was officially recorded to the student’s transcript. The appropriate Associate Dean, or designate, must authorize any change to this record. Once the grade change has been processed, students may request an official transcript reflecting the change.

Academic Appeals Committee

The Academic Appeals Committee will be composed of three members of the college community from each campus and one student from each campus for a total of sixteen (16) members. The composition of each campus’s representatives will be as follows:

- Director of Student Development, or his/her designate,
- one faculty representative chosen by the faculty,
- and one member appointed by the Provost. The Student Government Association will recommend one student member from each campus for approval and appointment by the Dean of Student Services from each campus.

With the approval of the President, additional members may be appointed to the Academic Appeals Committee if circumstances warrant an increase in the number of committee members, such as a large case load or unavailability of members by the fourth week of classes during the fall semester.

Procedures for a Final Course Grade Appeal

1. The student requests a meeting with the faculty member to discuss the grade in question. The problem may be resolved at this meeting.
2. If the question concerning the grade has not been resolved, the student files a written Academic Appeal form with the Associate Dean for the division in which the course is offered, outlining the specific rationale for a final course grade appeal and subsequently meets with the Associate Dean. After receiving a signed Academic Appeal Form, the Associate Dean will contact the student within ten (10) business days and will involve the faculty member in a conference with the student to resolve the issue.
3. If the question concerning the grade has not been resolved by meeting with the Associate Dean, the student may file an appeal to the Academic Appeals Committee by completing a second Academic Appeal Form and submitting it to the Academic and Campus Services Office no later than the end of the fourth week of classes during the subsequent semester after the grade has been officially recorded to the student’s transcript.
4. Upon the receipt of a completed Academic Appeal Form, the Committee Chair shall promptly appoint a panel from the standing members of the Academic Appeals Committee to preside over a hearing, usually within fifteen (15) business days. The panel will consist of four (4) members, at least one of which will be a faculty member, and one
(1) student. The Committee Chair will be responsible for all correspondence with a student who has submitted a request for a final course grade appeal. Hearings shall be conducted in a manner consistent with established procedures. The Committee’s decision shall be final.
EQUAL OPPORTUNITY/NON-DISCRIMINATION POLICY

Equal Opportunity
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.

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. To do so, the College will develop procedures, practices and guidelines that comply with applicable federal and state discrimination laws.
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 Director of Civil Rights Compliance and the Associate Vice President for Student Affairs 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 in the office of the campus Dean of Student Services.
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 Director of Civil Rights Compliance. The complaint should be filed in the Human Resources Department located on the 5th floor of the Conference Center at 6111 East Skelly Drive, Tulsa, Oklahoma, (918) 595-7856. Students may also file the complaint with the Dean of Students at any of the College’s Campuses: Metro Campus Room MC 317, 595-7148; Southeast Campus Room SE 2201, 595-7668; West Campus Room I 150, 595-8007; and Northeast Campus Room SU 216, 595-7468. The Complainant should provide appropriate contact information and respond promptly to requests for information relating to the complaint. Any complaint filed with the Human Resources Department or with a Dean of Student Services should be promptly forwarded to the Director of Civil Rights Compliance. Complaints filed with a Dean of Student Services should also be promptly forwarded by the Dean to the Associate Vice President for Student Affairs.

Administrative Resolution
The Director of Civil Rights Compliance 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 Director of Civil Rights Compliance, 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 Director of Civil Rights Compliance 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 Director of Civil Rights Compliance 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 Director of Civil Rights Compliance 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 Director of Civil Rights Compliance 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 Director of Civil Rights Compliance 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.

*Desigees*
To insure the process proceeds in a timely manner, the President and the Director of Civil Rights Compliance 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

Because of reasons related to safety and potential problems in supervision, children will not be permitted on campus unless they are attended by a parent or guardian. No children are permitted in the classrooms or teaching areas.
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.

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

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 early in their first semester of attendance. 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 Activities 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.
Tulsa Community College 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 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.

- 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 Services for further disciplinary action which may include suspension from the College.
DENIAL OF ADMISSION OR READINGMISSION OF APPLICANTS

The Associate Vice President for Student Affairs 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 STUDENT 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)
Yolanda Williams, Director
Metro Campus, Room MC 331B
909 S. Boston Avenue Tulsa, Oklahoma 74119
(918) 595-7115 Voice
E-mail: eac@tulsacc.edu

Resource Center for the Deaf and Hard of Hearing (RCDHH)
Kaye Ellis, Manager/Student ADA Compliance Officer
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

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](http://tulsacc.edu/dr) or in Education Access Center Office at Metro Campus.

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

In addition to the above-stated appeals process regarding accommodations decision, students who feel that they have been harassed or discriminated against on the basis of their disability, in violation of Section 504 of the Rehabilitation Act of 1973, the ADA, or other applicable law, may file a formal or informal complaint under the College's Grievance policy.
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; and
3) 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 Associate Vice President for Student Affairs 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 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.
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.

- Student and employees may obtain educational literature with respect to alcohol and drug abuse from Student Activities, Student Health 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, campus nurse or Dean of Student Services. Anyone referred for assistance must make an appointment with Student Health 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 Health Services and Student Activities 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 Activities, Student Health 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 Assistant Vice President of Human Resources, 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 Campus Student Health Services 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 the Student Health Services Supervisor 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 the Student Health Services Supervisor. If the student is a minor, the College, through the Campus Dean of Student Services, 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 Services 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 Students 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 or Student Health Services 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 Student Health Services 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.

On the main campuses, the Student Health Services offices will be available for this purpose. At other locations, Human Resources will provide assistance in arrange a private location.

The same consideration will be available to students who are nursing mothers.
OFF-CAMPUS SPEAKERS

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.

Operational Definitions of Terms
1. "Students" refers to all persons enrolled in classes at TCC, whether for credit or otherwise, full or part-time.
2. "Faculty-staff" refers to all employees of the College, whether full or part-time.
3. "Visitors" refers to persons other than students, faculty, or staff who park vehicles on the campus.
4. "Motor vehicles" include any motor-powered and/or passenger carrying vehicle.
5. "Parking" refers to stopping or waiting regardless of whether or not a vehicle is attended.
6. "Campus police officers" are state certified, uniformed, or identified peace officers whose responsibilities include: the enforcement of all the protection of property, the prevention of trespass, and the maintenance of peace and order. Failure to comply with the directions of the campus police officers acting in performance of their duties will result in disciplinary action being taken by the College.
7. “Parking Permit” refers to the recognized college-wide permit that all currently enrolled students, faculty and staff are required to display on their vehicles’ rear window on the top right side.

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 Health 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 Permit Procedure
The parking permit will be valid at all TCC campus locations. All currently enrolled students and employees will receive the new parking permit. The new permit should be placed on the top right passenger side of the vehicle’s rear window. One permit will be assigned to each student, faculty and staff member. If the permit fails to adhere to the windshield, return the permit to Campus Police for a replacement. A temporary permit is available to all visitors as well as to students, faculty and staff driving a different vehicle. A second permit may be obtained upon request. TCC Fitness Center users will sign in on location and will not need a visitor permit. Faculty and staff can notify Campus Police via email of any special guest (lecturers, interpreters, etc.). A temporary parking permit can be mailed to the guest, if time permits, or furnished to them upon arrival. Parking permits will not be required during special events or performances on a campus. Student/part-time college employees will receive the student parking permit. Part-time and full-time faculty/staff will be assigned an employee parking permit. Permits that have been lost or left in a vehicle that has been sold should be reported in writing to the Campus Police. You will be given an opportunity to purchase a replacement. If your car has been stolen along with your permit, make a report with the local police or sheriff. Share a copy of the police report with the Campus Police and they will replace the permit. Parking at Metro campus facilities were designed to accommodate currently enrolled students with assigned classes and its employees. You cannot park on Metro campus facilities and go uptown to work even if you have evening classes. New students and staff should pick up their college-wide parking permit at the Campus Police department prior to the third week of each semester.

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 failing to display the parking permit or 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 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 Services. 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 first to the 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
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 and Personal Safety Program
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 students, 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

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 Students, 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 Services 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 1182, 595.8158.
TCC Campus Police Office, Conference Center Lobby, 6111 E. Skelly Dr, 595.7997.

TCC Dean of Students, Metro Campus, Room 317, 918/595.7148.
TCC Dean of Students, Northeast Campus, Room S216, 595.7468.
TCC Dean of Students, Southeast Campus, Room 2201, 595.7668.
TCC Dean of Students, West Campus, Room 1150, 595.8007.

Associate VP, Student Affairs, 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 Students, 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 Students. 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 Students 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), 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 Students 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.


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.nsoprd.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 a description of the attacker.

Reporting the assault does not require prosecution. Campus police and the Dean of Students 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

<table>
<thead>
<tr>
<th>TCC Campus Police</th>
<th>On Campus Emergency: 8888</th>
<th>Office: 918.595.7263</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tulsa Police</td>
<td>Emergency and non-emergency: 911</td>
<td></td>
</tr>
<tr>
<td>DVIS/Call Rape</td>
<td></td>
<td>918.743.5763</td>
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</tbody>
</table>

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/girl friend 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 OF CAMPUS SECURITY POLICY AND CAMPUS CRIME 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.

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 Assistant Vice-President of Human Resources. All student incidents should be reported directly to the Dean of Student Services. It is the responsibility of each supervisor within his/her area of control, the Assistant Vice-president of Human Resources and the Deans of Student Services 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, Assistant Vice President of Human Resources or the Dean of Student Services 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:

- Campus Police;
- Student Health Services;
- Office of Student Development, and/or the Student Government Association periodically sponsor student and staff educational programs to promote the awareness of sexual assault crimes, prevention techniques, and procedures victims should follow.

Any student or employee may obtain educational literature regarding many forms of sexual assault from Student Health 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 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 CODE OF CONDUCT PROCEDURES

Introduction
To enable the College to provide an opportunity for education to all of its students, the Board defines a standard or a code of conduct for behavior, which will enable students to work together with other students and with the faculty, staff and administration in a positive manner. Enrollment at the College is not compulsory. The voluntary entrance of a student into the College means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the College. The student is not entitled to greater immunities or privileges before the law than those enjoyed by any other citizen. The discipline of students at the College is, in all but the case of expulsion, a part of the educational process.

Authority for Student Discipline
The Board directs the President to adopt, publish, make readily available and implement appropriate procedures for handling Student Discipline Cases for violations of the Basic Standard 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 Basic Standard of Conduct, including, without limitation, warning, censure, 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 Discipline Cases, and there shall be no right of appeal to the Board.

Complaint
Any member of the college community may file a complaint against a student for violations of the Student Code of Conduct. A complaint shall be prepared in writing and directed to any Dean of Student Services office and should be submitted as soon as possible after the event takes place. If there is any uncertainty concerning the appropriate campus that should have primary jurisdiction over the complaint, the Associate Vice President for Student Affairs shall assign the complaint to the appropriate Dean of Student Services.

Basic Standard of Conduct
The Board defines a basic standard of conduct in general terms. The President may define and publish examples of specific actions that are prohibited by the basic standard of conduct. The basic standard of conduct for behavior of students of the College requires students:

• To not violate or be in violation of any municipal, state, or federal law;
• To not interfere with or disrupt the orderly educational process of the College;
• To not engage in any dishonest acts or activities, including but not limited to cheating, plagiarism, forgery, theft, vandalism, and the alteration or unauthorized use of College property or services;
• To not exhibit conduct or activity generally considered to be grossly offensive or totally unacceptable to society at the time and place of the commission of the activity;
• To not violate any of the rules and regulations of the College.
Prohibited Conduct
Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions, including but not limited to the following:

• Cheating, plagiarism, or other forms of academic dishonesty.
• Furnishing false information to any College official, faculty member or office.
• Forgery, alteration, or misuse of any College document, record, or instrument of identification.
• Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other authorized non-College activities when the conduct occurs on College premises.
• Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person.
• Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property, on or off campus.
• Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.
• Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
• Unauthorized possession, duplication or use of keys, to any College premises or unauthorized entry to or use of College premises.
• Violation of any College policy, rule or regulation published in hard copy or available electronically on the College website.
• Violation of any federal, state or local law.
• Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances except as expressly permitted by law.
• Use, possession, manufacturing or distribution of alcoholic beverages (except as expressly permitted by College regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under 21 years of age.
• Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
• Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the College and/or infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
• Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
• Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College or members of the academic community.
• Theft or other abuse of computer facilities and resources, including but not limited to:
  o Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  o Unauthorized transfer of a file.
  o Use of another individual's identification and/or password.
  o Use of computing facilities and resources to interfere with the work of another student, faculty member or College Official.
  o Use of computing facilities and resources to send obscene or abusive messages.
  o Use of computing facilities and resources to interfere with normal operation of the College computing system.
  o Use of computing facilities and resources in violation of copyright laws.
  o Using the TCC email in “spoofing” an email account of another student.
  o Any violation of the TCC Computer Services Acceptable Use Statement/Standard.
• Abuse of the Student Conduct System, including but not limited to:
  o Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
  o Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
  o Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
  o Institution of a student conduct code proceeding in bad faith.
  o Attempting to discourage an individual's proper participating in, or use of, the student conduct system.
  o Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of, the Student Conduct Board proceeding.
  o Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to, during, and/or after a student conduct code proceeding.
  o Failure to comply with the sanction(s) imposed under the Student Code.
  o Influencing or attempting to influence another person to commit an abuse of the Student Conduct code system.
Interim Suspension
The Dean of Student Services or his/her designate may impose an interim suspension and/or records hold after the filing of a complaint but prior to completion of the disciplinary procedure. Interim suspension may be imposed to ensure the safety and wellbeing of members of the College community or preservation of College property; or to ensure the student's own physical, mental, or emotional safety and well-being; or, if the student poses a threat of disruption or of interference with the operations of the College; or, in the event the adjudication of an appeal may not be completed before the end of a term or period of closing of the College.

Investigation
The Dean of Student Services will conduct an investigation of the complaint. The Dean of Student Services shall send notice to the student of the alleged violations, the evidence supporting the allegations, potential sanctions, and provide the student an opportunity to respond. Such notice shall be sent to the student’s official address in the College’s records, or may be hand-delivered. It is the responsibility and duty of the student to notify the College of any changes in the student’s address. The investigating Dean of Student Services shall promptly schedule a meeting with the student, usually within ten (10) business days of the receipt of the complaint. The student shall have the responsibility and duty to cooperate with the investigation and to appear at the scheduled meeting. The student will be provided the opportunity to respond to the allegations at such meeting by providing supporting materials, including witnesses and written statements. As a result of this investigation, the Dean of Student Services may dismiss the complaint, impose certain disciplinary sanctions or propose certain more severe disciplinary sanctions against the student. The Dean of Student Services at his/her discretion may refer the matter directly to the Student Conduct Hearing Committee.

If the Dean of Student Services dismisses the complaint, he/she shall notify the student in writing within ten (10) business days of such action. If the Dean of Student Services determines that an infraction of prohibited conduct has occurred and can be disposed of administratively by mutual consent of the parties involved, such disposition shall be final and there shall be no subsequent proceedings.

If the Dean of Student Services determines that an infraction of prohibited conduct has occurred, and mutual consent of the parties involved cannot be reached, then he/she shall determine what sanction(s) is warranted and notify the student thereof. The Dean of Student Services shall be entitled to impose any disciplinary sanction other than suspension or expulsion. The Dean of Student Services may propose any disciplinary sanction, including suspension or expulsion.

Notice of Disciplinary Action
If the Dean of Student Services imposes or proposes disciplinary action against the student, the Dean of Student Services shall inform the student in writing of the imposed or proposed disciplinary action and the reasons, including the specific violations, which have been alleged. If the Dean of Student Services imposes a disciplinary sanction other than suspension or expulsion, the notice shall also inform the student of the student’s right to appeal such disciplinary sanction directly to the Associate Vice President for Student Affairs. If the Dean of Student Services proposes a disciplinary sanction (excluding expulsion), the notice shall also inform the student of the student’s right to request a hearing before the Student Conduct Hearing
Committee on the complaint, and that the proposed disciplinary action will become effective without further action if the student does not timely request in writing such a hearing.

If the Dean of Student Services proposes expulsion, the Dean of Student Services shall inform the student that a hearing in accordance with the Administrative Procedure Act will be held on the complaint and shall direct the student to contact the Associate Vice President for Student Affairs within ten (10) days concerning the scheduling and procedure for such hearing. Thereafter, the Associate Vice President for Student Affairs shall coordinate the scheduling of such hearing.

**Student Conduct Hearing Committee**
A request for a hearing on the sanction proposed by a Dean of Student Services must be submitted in a written and signed notice of request for hearing to the Dean of Student Services or Committee Chair of the Student Conduct Hearing Committee within five (5) business days from issuance of the proposed sanction letter. A request properly submitted will be heard by a Student Conduct Hearing Committee panel. Matters referred directly by the Dean of Student Services will also be heard by a Student Conduct Hearing Committee panel.

The Student Conduct Hearing Committee will be composed of three members of the college community (administration, faculty, or staff) from each campus and one student from each campus for a total of sixteen (16) members. The Campus Provosts will appoint the members of the college community. The Student Government Association will recommend one student member from each campus for approval and appointment by the Dean of Student Services from each campus. With the approval of the President, additional members may be appointed to the Student Conduct Hearing Committee if circumstances warrant an increase in the number of committee members, such as a large case load or the unavailability of committee members. The Committee will convene and select a Chairperson annually by the fourth week of classes during the fall semester. Upon the receipt of a signed request for hearing or of a referral directly from a Dean of Student Services, the Committee Chair shall promptly appoint a panel to preside over the hearing, usually within fifteen (15) business days. The panel will consist of four (4) members of the college community and one (1) student. The Chair of the committee will be responsible for all correspondence with a student that has submitted a request for hearing.

Hearings shall be conducted in a manner consistent with established procedures, which shall be available in the offices of the Dean of Student Services. These procedures shall ensure that the student shall have the right to testify in his/her own behalf, to present witnesses or written statements, to review and respond to the testimony of those testifying against the student, and to be accompanied by his/her own legal counsel. It is not required that the hearing conform to the procedural formality of a trial.

The panel should endeavor to conduct the hearing and inform the Dean of Student Services in writing of their decision within ten (10) business days after their appointment, although circumstances may require additional time. The decision will contain a summary of the important details of the hearing. The Student Conduct Hearing Committee panel may impose any disciplinary sanction it deems appropriate (except expulsion). The Dean of Student Services will then forward the decision to the parties concerned, including the student, and notify the student
of the right to appeal the decision of Student Conduct Hearing Committee panel. It is the duty and responsibility of the student to provide the Dean of Student Services with a current address for notices.

**Appeal to Associate Vice President for Student Affairs**

An appeal from the imposition by a Dean of Student Services of a sanction or of the decision of a Student Conduct Hearing Committee panel may be made by the student to the Associate Vice President for Student Affairs. Such appeal must be in writing, signed and dated by the student, and submitted to the Associate Vice President for Student Affairs within ten (10) calendar days after the notice is sent to the student of the action by the Dean of Student Services or Student Conduct Hearing Committee panel which is being appealed. The notice of appeal shall set forth in detail the basis for such appeal and the specific relief which the student requests. Grounds for an appeal may include, but are not limited to, the following:

- Insufficient evidence to support the decision;
- Sanction imposed is too harsh;
- A procedural or substantive error that significantly prejudiced the rights of the student;
- Significant new information.

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

- To determine whether the Dean of Student Services or Student Conduct Hearing Committee panel decision 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 that the Student Code of Conduct was violated, and giving the 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;
- To determine whether the decision reached regarding the 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;
- To determine whether the sanction(s) imposed was appropriate for the violation of the Student Code of Conduct, which the student was found to have committed;
- 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 student at the time of the original decision or for some other justifiable reason was not presented earlier.
The Associate Vice President for Student Affairs may, in his/her discretion, meet with the student or any relevant witnesses.

The Associate Vice President for Student Affairs may take any of the following actions relating to the appeal:

• Dismiss the complaint;
• Impose a lesser disciplinary sanction;
• Uphold the disciplinary sanction;
• Overturn the disciplinary sanction and remand the matter to the Dean of Student Services of Student Services, the Student Conduct Hearing Committee panel or a newly appointed Student Conduct Hearing Committee panel for further consideration.

The decision of the Associate Vice President for Student Affairs shall be final and there shall be no further appeal.

Sanctions
One or more of the following sanctions may be imposed by a Dean of Student Services or Student Conduct Hearing Committee panel upon any student found to have violated the Student Code of Conduct:

• Warning. Written or verbal notice to the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
• Censure. Written reprimand for violation of specified regulation.
• Fines. Previously established and published fines may be imposed.
• Discretionary Sanctions. Work assignments, essays, and service to the College or other related discretionary assignments.
• Probation. Exclusion from participation in privileges or extracurricular College activities as set forth in the notice of disciplinary probation for a specified period of time and/or specified restrictions, including but not limited to; letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, evaluation of any referral assessment, or counseling.
• Restitution. Reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
• Interim Suspension. Exclusion from classes and other privileges or activities as set forth in the notice of interim suspension pending final determination of an alleged violation.
• College Program/Services Suspension. Separation of the student from Selective Admissions Programs/Support Services for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified (See student handbook for the specific program). Examples of Selective Admission Programs are Nursing and Allied Health programs, Legal Assistant, etc. Examples of Support Services include use of the tutorial labs such as those for microcomputers, mathematics, etc.
• College Program/Services Expulsion. Permanent separation of the student from Selective Admissions Programs/Support Services.
• Suspension. Exclusion from classes and other privileges or activities for a specific period of time as set forth in the notice of suspension.
• Revocation of Admission and/or Degree. Admission to 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 by a student prior to graduation.
• Expulsion. Permanent termination of student status without possibility of readmission to the College.

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 transcript notation may be placed on the records of students who have been placed on disciplinary probation, suspension, or expulsion.

Continued Enrollment Pending Resolution
A student may continue his or her regular enrollment in the College pending administrative resolution of misconduct allegations, unless an interim suspension has been enacted. A transcript notation may be placed on the records of students who have been placed on disciplinary probation, suspension or expulsion. While a question of misconduct exists, a student will have a hold placed on his or her student records.
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 Services, 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 with the Dean of Student Services. All formal complaints will be investigated within (30) days by the administrative officer having jurisdiction.
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
STUDENT DRESS - APPEARANCE

Neatness and appropriate dress are important at all times to ensure proper interaction with other students, faculty, and staff of the College. It is assumed that students who attend Tulsa Community College will exercise discretion in regard to their personal appearance and hygiene. For the safety and for the protection of the health and hygiene of all students and faculty members, students shall not be shirtless or barefoot while on any campus of the College.

Extreme modes of dress that cause undue attention, interfere with the educational process, or demonstrate such poor taste that the mode of dress would bring reproach upon the Institution are discouraged.
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 Development, Student Activities, 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 Services. 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 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.
STUDENT MESSAGES

Emergency Calls
Emergency messages for students will be referred to the Campus Police Office. Campus Police personnel will evaluate the nature of the call and respond accordingly.

Non-Emergency Calls
Personal messages of a non-emergency nature will not be referred to students. Calls relating to student academic and/or other information of a non-emergency nature should be referred to a campus Enrollment Services Office.
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 a 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 Dean 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.
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 Health 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 Students. 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 Services 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.
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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