POLICIES AND PROCEDURES MANUAL

OF

CARL ALBERT STATE COLLEGE

CONTAINING ALL RESOLUTIONS, MOTIONS, AND OTHER ACTIONS ADOPTED BY THE BOARD OF REGENTS OF CARL ALBERT STATE COLLEGE OF A PERMANENT AND GENERAL NATURE, APPROVED ON JULY 17, 2012 AND APPROVED OR REVISED THEREAFTER.

COMPILED, COPIED, AND PUBLISHED

By

AUTHORITY OF THE BOARD OF REGENTS

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CASC Mission Statement
To provide affordable, accessible and exceptional education that fosters student success.

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

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

CASC faculty and staff pursue these Goals:
A. Preparation of students for success in further educational endeavors, careers, and a life of service and leadership;
B. High academic standards and rigor;
C. Evaluative processes of educational experiences to provide data-driven assessments and outcomes;
D. Instilling student perseverance, independent learning, and critical thinking skills throughout college and life;
E. Providing a safe and conducive environment for learning;
F. Contemporary and effective use of technology;
G. Promoting local opportunities for student and community success;
H. Encouraging a global perspective and lifelong learning.

*For the resolution by the Carl Albert State College Board of Regents adopting this Manual, see Appendix I.*
HISTORICAL NOTE
HISTORICAL NOTE

Carl Albert State College was founded as Poteau Junior College in 1933 to offer educational opportunities to students who, because of the Great Depression, could not afford the costs of leaving home to attend school. Some of the first faculty members were University of Oklahoma professors who had lost their teaching positions when the University curtailed services during the Depression. The college operated under the administrative and financial control of the Poteau Public School’s Board of Education until World War II forced its closing. The public school district also provided physical facilities in the high school for the college. The college re-opened in the same physical facilities and under the same financial and administrative control immediately after the war. Since then, its operation has been continuous.

In the late 1940s the name of the college was changed to Poteau Municipal Junior College and in the early 1950s the name was changed again to Poteau Municipal College. The institution, however, remained a part of the public school system. As was the case during the pre-war period, the school’s financial support during the post-war period was derived mainly from student tuition and fees.

In 1967, the Oklahoma Legislature passed and the governor signed into law Senate Bill No. 2, which provided for the establishment and operation of “community junior colleges” under the jurisdiction of the coordinating board for the state system of higher education, the Oklahoma State Regents for Higher Education (See Appendix II, Document 1). The law also provided the establishment of a community college district, some State financial support, and the election of a board of trustees.

Under the provision of that Bill, the colleges at Poteau and similar institutions at Sayre, El Reno, Seminole, Midwest City, and Oklahoma City began immediately to move to establish themselves as “community junior colleges.” The first step for the college at Poteau was budgetary separation of College and public school funds. As a second step, the public school's board of education described its district as a college campus. District voters approved the issue, and in 1967 the first building was constructed on the present campus. In 1970 the college’s presidency was separated from the public school’s superintendence. Total separation from the public schools occurred in 1971 when voters of the community college district elected a board of trustees to serve only the college.

The name of the college was changed to Carl Albert Junior College in 1971 in honor of the Speaker of the U.S. House of Representatives who represented the congressional district in which the college is located.

In the Spring of 1973, the Oklahoma Legislature passed and the governor signed into law House Bill No. 1049 providing the “community junior colleges” upon request could become state junior colleges and members of the Oklahoma State System of Higher Education (See Appendix II, Document 2).

The board of trustees in June of that year passed a resolution requesting membership in the State System and sent it to the Oklahoma State Regents for Higher Education (See Appendix II, Document 3). The State Regents approved the request in a resolution on July 23, 1973. Conversion of the college to a state-owned and state-supported institution was officially completed when the governor appointed a board of regents and they were sworn into office on October 25, 1973 (See Appendix II, Document 4).

In the Spring of 1990, the Oklahoma Legislature passed and the governor signed into law House Bill No. 1965, (See Appendix II, Document 5) providing that Carl Albert Junior College be renamed Carl Albert State College.

Carl Albert State College has made immeasurable contributions to education in eastern Oklahoma. Its clientele, regents, administration, and faculty believe future contributions will be even greater.
CHAPTER 1
ADMINISTRATION
Subchapter A. Board of Regents

Article I - Board Created; Powers and Duties

Section 1-1 Board of Regents: Created
The Board of Regents of Carl Albert Junior College was created pursuant to House Bill 1049, Section 16, passed by the Oklahoma Legislature in 1973, which authorized and directed the Oklahoma State Regents for Higher Education to change the status of Carl Albert Junior College and other “community junior colleges: from that of “community junior college” to that of “state junior colleges” and members of the Oklahoma State System of Higher Education. Carl Albert Junior College became a “state junior college” October 25, 1973, when the governor appointed a board of regents and they were sworn into office. In the spring of 1990, the Oklahoma Legislature passed and the governor signed into law House Bill No. 1965 providing that Carl Albert Junior College be renamed Carl Albert State College.

Section 1-2 Board of Regents: It’s Role.
A. The Board of Regents of Carl Albert State College is the governing board of the College and, as such, has full authority over all aspects of the college and final responsibility for its proper operation, subject only to higher authority.

B. The objectives, purposes, nature, range and pace of efforts of the college are the concern of the Board of Regents. The Board of Regents is a policy-making body, and general policies may be developed from time to time as for the direction of the administration of the college. These policies may be initiated by members of the Board or by the Board working with the chief executive officer, the President. Such policies so established constitute guidelines for the President in formulating administrative organization, policies, and procedures for their implementation.

C. The Board of Regents, while maintaining the general overview and control, entrusts the conduct of administration to the President of the College and administrative personnel subordinate to the President.

D. The Board plays an important role in relating the needs of the College to the public and in being helpful in obtaining needed capital and operating funds. The Regents are interested in developing long-range planning in cooperation with their administrative staff. The responsibility of the Regents is an important responsibility, which is exercised with much thought and judgment.

E. When ignorance or ill will threatens the institution or any part of it, the governing Board is available for support. In grave crises, it will be expected to serve as a champion. The action to be taken by it will usually be on behalf of the President, the faculty, or the student body. The Board realizes that the protection it offers to an individual or group is, in fact, a fundamental defense of the vested interest of society in the education institution.

1For Section 16 of House Bill 1049 of 1973 and related bills and resolutions pertaining to Carl Albert State College see Appendix II of the Manual. The section of the Law cited here as House Bill 1049 of 1973 may also be found in Oklahoma Statutes, Supp. 1973, Title 70, (4423).
Section 1-3  Board of Regents: Powers and Duties
The Board of Regents of Carl Albert State College has the powers and duties and has prescribed the following:

A. House Bill 1049, Section 16, passed in 1973 (O.S. Supp. 1073) (4423) which authorized Carl Albert Junior (now State) College and other “community junior colleges” to be changed into “state junior colleges.”

B. Other provision of state law applicable to Carl Albert State College.

Section 1-4  Professional and Technical Personnel
The Board of Regents, as need arises from time to time, by appointment or contract, secures the services of professional and technical personnel such as attorneys, architects, engineers, etc., to assist it in the exercise of its powers and duties. Such professional and technical personnel also work closely with the administrative staff of the college when appropriate.

Article II - Carl Albert State College Board of Regents
By-Laws and Rules of Procedure

Section 1-5  Organization of the Board
A. The Board of Regents is composed of seven members appointed by the governor and by and with the consent of the Senate for seven-years, staggered terms expiring on June 30. At the first official meeting of the Board following appointment by the governor of its members and annually thereafter, the Board shall elect from among its members a Chairman, Vice-Chairman, and Secretary.

B. Duties of the Officers
1. The Chairman shall preside at all official meetings, call special meetings, and sign all documents relating to official actions of the Board.
2. The Vice-chairman shall perform the duties of the chairman in the latter’s absence.
3. The Secretary shall keep, or cause to be kept, the minutes of each Board meeting and when approved, shall index them by subject, or cause them to be indexed. S/he shall attest all contracts, resolutions, and other important documents for the Board.
4. The Treasurer for the Board of Regents shall be the Oklahoma State Treasurer as provided by law.

C. Vacancies occurring in the offices of the Board of Regents shall be filled by election at the next succeeding regular or special meeting of the Board and shall be for the unexpired term.

Section 1-6  Board Meetings
A. The annual schedule of the Carl Albert State College Board of Regents meetings and their locations are filed with the Secretary of State by December 10th every year.
B. Special meetings of the Board may be called by the President as the business of the Board may require, or a quorum of the Board may instruct the President to call a special meeting.
C. An agenda should be prepared in advance and should serve as a guide in the Board’s transaction of business.

The Board shall not enter into executive session except as provided by state law.

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2 For H.B. 1049, Section 16, see Appendix II, Document 2 of this Manual.
Section 1-7  Rules of Procedure
The rules of procedure for meetings of the Board shall be Roberts Rules of Parliamentary Procedure.

Section 1-8  Quorum
Four members of the Board shall constitute a quorum, and a majority of those present after a quorum is obtained may act.

Section 1-9  Keeping the Minutes
A. The minutes of each Board meeting, when officially adopted shall constitute the legal proceedings of each Board meeting. They shall be signed by the Chairman and Secretary.
B. A copy of the official minutes shall be placed in the office of the President of the College as a public record open to the inspection of any interested citizen.

Section 1-10  Board Committees
A. Special committees of the Board may be created for specific tasks.
B. The Board shall have no standing committees.
C. No action, decision, or formulation of policy by a committee is legally binding or official until it is authorized by the Board in official meeting.

Section 1-11  Board Policies, Rules, and Regulations
As Board policies, rules and regulations are adopted or revised, they shall be written and grouped into the categories of this document, and published periodically. The Board may amend, revise, add new policies, or delete policies at any time. (Reference Appendix IX for procedures for amending this manual.)

Section 1-12  Open Records Policy
Carl Albert State College (CASC) complies with The Oklahoma Open Meetings/Open Records Act (The Act) and refers to its text as provided by the Oklahoma Attorney General to determine what records are public. Carl Albert State College will consider public any information declared public by The Act and will hold confidential any information that is of private interest to individuals, or other information restricted by state or federal statutes.

Carl Albert State College welcomes the public’s right to know and be informed about operations of the college. The college is committed to protecting that basic right and upholding the state’s Open Records Act.

In promoting openness in its operations, CASC also has a legal responsibility to deny public access to certain records. Records that are confidential and sealed to public accessibility include proprietary information, information which is privileged and non-disclosable, and information that is of private interest to individuals, or other information restricted by state or federal statutes. Records in restricted categories include, but are not limited to the following:

- Teacher lesson plans, tests, and other teaching material
- Individual student records
- Personal communications about individual students
- Material gathered in anticipation or preparation for a trial or adversarial administrative proceeding
- Records protected under law, such as attorney-client and physician-patient
- Records of meetings that occurred during lawfully closed meetings as authorized under the Oklahoma Open Meeting Act
• Personnel records of individuals relating to internal personnel management considerations and including examination and selection material for employment, hiring, appointment, promotion, performance evaluations, discipline, resignation or retirement
• Personnel records that would constitute an invasion of personal privacy. This category includes employee evaluations, payroll deductions, and employment applications submitted by persons not hired
• Contents of sealed bids prior to date established for public opening
• Computer software and programs
• Donor records
• Records controlled by confidentiality agreements
• Proprietary records, such as patents, copyrights, trade secrets, and competitive athletic program information and data.

Requests to Carl Albert State College will be processed and handled in compliance with the State of Oklahoma Open Records Act. To request inspection or copies of records from Carl Albert State College, fill out a Records Request Form (available online at www.carlalbert.edu).

The format of the information being supplied will be determined by CASC to be the most appropriate and least disruptive to the functions of those providing the information.

CASC may charge a fee for the direct cost of copying. Any request for materials that will be used solely for commercial purposes, or those requests that will cause excessive disruption of work, will be charged at a rate to recover the direct costs of document search plus copying costs. Records sought by news media for news purposes shall not constitute a commercial purpose for recovery of direct costs of document search.

Fees charged by CASC for copying and document search of a record declared public by The Act are based on guidelines established by the Oklahoma Open Records Act. Fees, along with the proper time and place for inspection or pick up of requested copies, are posted on the college website at www.carlalbert.edu.

Article III - Code of Ethics

Section 1-13 Regents: Code of Ethics

A. As a member of the Board of Regents representing all the citizens of Oklahoma concerned with Carl Albert State College, I recognize:
   1. That my fellow citizens have entrusted me with the educational development of the persons attending this college.
   2. That the public expects my first and greatest concern to be in the best interest of each and every one of these people without distinction as to who they are or their background.
   3. That the future welfare of this community, of this state, and of the nation depends on the largest measure upon the quality of education we provide in the public schools and colleges to fit the needs of every learner.
   4. That my fellow Board members and I must take the initiative in helping all the people in this community and this state to have all the facts all the time about Carl Albert State College, to the end that they will readily provide the finest possible college programs, school staff, and school facilities.
   5. That legally the authority of the Board is derived from the state which ultimately controls the organization and operation of the college and which determines the degrees of discretionary power left with the Board for the exercise of local autonomy.
6. That I must never neglect my personal obligation to the community and my legal obligation to the state, nor surrender these responsibilities to any other person, group, or organization; but that, beyond these, I have a moral and civic obligation to the nation which can remain strong and free only so long as public schools and colleges in the United States of America are kept free and strong.

B. In view of the foregoing consideration, it shall be my constant endeavor:
   1. To devote time, thought, and study to the duties and responsibilities of a Regent so that I may render effective and creditable service.
   2. To work with my fellow Board members in a spirit of harmony and cooperation in spite of differences of opinion that arise during vigorous debates or points of issue.
   3. To base my personal decision upon all available facts in each situation; to vote my honest conviction in every case, un-swayed by partisan bias of any kind; thereafter, to abide by and uphold the final majority decision of the Board.
   4. To remember that the position of a Regent, by virtue of his/her appointment by the Governor with the consent of the Senate, is a high ranking position. A Regent knows that a decision only can be made when the Board is in session. A Regent will have contact from time to time from many different sources outside the session and discretion should be shown in all matters pertaining to the business of the College.
   5. To resist every temptation and outside pressure to use my position as a Board member to benefit either myself or any other individual or agency apart from the total interest of the area which the college serves.
   6. To recognize that it is as important for the Board to understand and evaluate the educational programs of the college as it is to plan for the business of college operation.
   7. To bear in mind that the fundamental function of the Board is to establish the policies by which the college is to be administered, but that the administration of the educational programs and the conduct of routine college business shall primarily be left to the President of the College and his/her professional and non-professional staff.
   8. To welcome and encourage active cooperation by citizens, organizations, and the media of communication in the area and state with respect to establishing policy on current college operation and proposed future developments.
   9. Finally, to strive step-by-step toward ideal conditions for most effective service of the Board of Regents to my community and state, in a spirit of teamwork and devotion to public education the greatest instrument for the preservation and perpetuation of our representative democracy.

Section 1-14  Board of Regents Policy Regarding Use of Federal Funds.
The Board of Regents of Carl Albert State College hereby established the policy that any funds received from federal sources will not be used for partisan political activities.

1. No funds received from federal sources have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any public agency, any city, county, state, or federal official, in an effort to gain a favorable decision, including, but not limited to a Member of Congress, an officer or employee of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement; nor will such funds be spent supporting any partisan political activities.

2. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

Sections 1-15 to 1-20 (Reserved for Future Use.)
Subchapter B. Office of the President: Administrative Departments

Article IV - Office of the President

Section 1-21 The President of the College: His/Her Degree Qualifications
The President of Carl Albert State College shall possess an earned master’s degree from an institution recognized by the Oklahoma State Regents for Higher Education.
(Board amended 3-26-13)

Section 1-22 The President of the College: His/Her Role, Powers, & Duties
A. The President of the College is the chief executive officer of the Board of Regents and is held directly responsible to it for the operation of all phases of the college programs.
B. The President is expected to furnish leadership and is responsible for assuring that the goals and objectives of the College are achieved. S/he is responsible for implementing the broad general policies established by the Board of Regents for the operation of the college. Working with personnel subordinate to him/her, s/he establishes policies and procedures subordinate to those established by the Board for the implementation of the policies of the Board and the accomplishment of the objectives of the College.
C. The President recommends to the Board of Regents for employment personnel as needed to achieve the purposes of the college. These recommendations will come through the appropriate administrative channels and normally be recommended by the Vice Presidents or the appropriate personnel screening committee. The authority for matters concerning the management of the budget and the personnel of the college is one of the primary responsibilities of the President of the College. Working with the appropriate administrative staff, the President delegates such management responsibilities as s/he deems proper to the appropriate level to gain broad representation and to move these responsibilities close to individuals affected by these decisions.
D. The President of the College has the responsibility for maintaining the proper liaison between the Board of Regents and the State Regents for Higher Education. The Constitution and the statutes of the State of Oklahoma delegate certain responsibilities to the State Regents and other specific responsibilities to the governing boards of the individual institutions. The cooperation and close working relationship between these two governing boards are essential for the systematic development of a higher education institution.
E. The President of the College has the responsibility for interpreting the College and its programs and activities to the public. The College must have a well-informed public to obtain the proper support of the institution’s academic programs and services.
F. The President is an ex-officio member of all committees and other plural authorities, and may call meetings of such bodies when s/he deems it desirable for him/her to do so.
G. The chief executive officers (CEOs) of community, technical and junior colleges set the ethical tone for their institutions through both their personal conduct and their institutional leadership. Therefore, each CEO should adhere to the highest ethical standards and promote the moral development of the college community. To achieve these goals, the President should support active moral reflection, dialogue, and principled conduct of himself/herself, the Board of Regents, administrators, faculty, staff, students, and the community at large.

Section 1-23 The President of the College: His/Her Values
A. To promote individual development and the common good, CEOs should strive to promote basic values about how people should conduct themselves when dealing with others in an academic institution serving the educational needs of the community. These values should represent a shared ideal that should permeate the institution and become for CEOs a primary responsibility to uphold and honor.
B. These values should include:
   1. Trust and respect for all persons within and without the college.
   2. Honesty in actions and utterances.
   3. Fairness and justice in the treatment of all.
   4. A pervasive sense of integrity and promise keeping.
   5. A commitment:
      a. to intellectual and moral development
      b. to quality
      c. to individual empowerment
      d. to the community college philosophy
      e. to college above self
   6. Openness in communication
   7. Belief in diversity within an environment of collegiality and professionalism

Section 1-24  The President of the College: His/Her Responsibilities to Board Members
A. To insure that all board members have equal access to complete information in a timely manner.
B. To avoid not only conflict of interest, but also the appearance of it.
C. To represent accurately the position of the board in public statements.
D. To foster teamwork and common purpose.
E. To carry out board policies in a conscientious and timely manner.

Section 1-25  The President of the College: His/Her Responsibilities to Administration, Faculty, and Staff
A. To encourage the highest standards of excellence in teaching and in the advancement and application of knowledge.
B. To respect both the personal integrity and professionalism of administrators, faculty, and staff.
C. To promote a college environment that fosters mutual support and open communication among all administrators, faculty, and staff.
D. To raise consciousness concerning ethical responsibilities and encourage acceptance of these responsibilities.
E. To seek and respect the advice of administration, faculty, and staff in matters pertaining to college life and governance.
F. To treat all employees fairly and equitably, to preserve confidentiality, to provide appropriate due process, and to allow adequate time for corrective actions.

Section 1-26  The President of the College: His/Her Responsibilities to Students
A. To ensure that all students are treated with respect and to promote acceptance of diversity within the college community.
B. To provide quality education and equal access to educational opportunities for all students.
C. To provide accurate and complete descriptions of available academic programs and to provide sufficient resources to ensure viable programs.
D. To seek and respect contribution of students to college decisions.
E. To ensure that there is no unlawful discrimination, harassment, or exploitation in any aspect of student life.

Section 1-27  The President of the College: His/Her Responsibility to Other Educational Institutions
A. To keep informed about developments at all levels of education, particularly with respect to community, technical, and junior colleges.
B. To be honest in reporting college operations and needs.
C. To honor agreements and to maintain confidential information.
D. To respect the integrity of programs offered by other institutions and to promote collaboration.

Section 1-28 The President of the College: His/Her Responsibilities to Business, Civic Groups, and the Community At Large

A. To ensure that the college responsibility meets changing needs in its state and communities.
B. To promise only what is realistic and keep promises that have been made.
C. To ensure that all interested parties have an opportunity to express their views regarding college policies.
D. To ensure equal opportunities for all groups to take part in college programs.
E. To avoid conflict of interest in contracts, services, and sharing of information.
F. To honor all laws pertaining to the college.

Section 1-29 President’s Executive Cabinet

The President may appoint or remove members to his/her cabinet as needed. The function of the Executive Cabinet shall be to assist and advise the President at the President’s request.

Section 1-30 Rights of Chief Executive Officers

A CEO should have the right:
1. To work in a professional and supportive environment.
2. To a clear, written statement of the philosophy and goals of the college; to participate fully in setting subsequent goals and policies.
3. To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
4. Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
5. To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct.

Section 1-31 Campus Committees

Carl Albert State College President will appoint or remove standing and ad hoc committees and their members as needed to meet the mission of the college.

Section 1-32 Selection Process for Hiring Vice President of Academic Affairs, Vice President of Student Affairs and Vice President of CASC at Sallisaw

A. The president shall appoint a screening committee to review applications and determine which candidates to interview.
B. The chairman of the Board of Regents shall appoint two Board Members to serve on the screening committee during the interview process.
C. Candidates for these positions must possess a doctoral degree or complete all doctoral requirements within three years of appointment as vice president. All vice presidents must agree to reside in the immediate vicinity in which the position is located.
D. The screening committee shall recommend the top candidates to the president.
E. The President shall determine which candidate to recommend to the Board of Regents.
F. The Board of Regents shall make the final hiring decision.

Section 1-33 Selection Process for Hiring Contracted Non-sec employees

A. The President recommends to the Board of Regents for employment contracted personnel as needed to achieve the purposes of the college.
B. The president shall appoint a screening committee, as needed, to review applications and determine which candidates to interview and shall recommend the top candidates to the President.

C. The President shall determine which candidate to recommend to the Board of Regents.

D. The Board of Regents shall make the final hiring decision and the employee shall commence work after Board approval, unless otherwise authorized by Board Chair.

Section 1-34  ROTC Programs
The President of the College is authorized to apply for and operate ROTC programs at Carl Albert State College.

Section 1-35  Authorization for Federal Grants and Contracts
The President of the College is hereby authorized to enter into an agreement with the federal government for grants and contracts for the institution to serve as an agency to help develop community action programs in the College service area. Use of College office space and equipment is authorized, but use of College funds is prohibited.
CHAPTER 2
ACADEMIC AFFAIRS

Article I - Admission to College

Section 2-1  Who May Be Admitted to Carl Albert State College
The Oklahoma State Regents for Higher Education, by adoption of appropriate policies, determine who is eligible to be admitted to state two-year colleges and to other public institutions of higher education within the state.

Section 2-2  Admission Procedure
A. All admission materials are to be submitted to the Office of Admissions and Records. Admissions information may be obtained by calling, emailing, faxing or writing the Office of Admissions and Records.
B. The following procedures are to be followed for admission:
   1. The student completes an application for admission. (Credential)
   2. The student provides a transcript of high school credits, or GED test results, plus transcripts from any previous college. (Credential)
   3. Categories of student enrollment:
      a. First time college students (ages 20 years and younger). Each first-time college student (except in item "c" below) should have participated in the American College Testing Program prior to registration, and had the results forwarded to the College; this includes students entering without a high school diploma or under GED test results. A student who has not taken the test may be provisionally enrolled, but must take the test during his/her first semester enrollment. The ACT code for Carl Albert State College is 3430. Utilizing the “open door” admission policy, the College does not use test results as criteria for admission but uses them for counseling and placement. However, state and federal guidelines, which may change from time to time, will be used at all times in keeping with State Regents Admission and Retention Policies.
      b. First time college students (adult admissions or ages 21 years and older). Adult students must satisfy all requirements for admissions as stated in this section. However, adult students may elect to test for admissions purposes with either the ACT or Compass (CASC’s placement test).
      c. Students with previous college experience. Participation in ACT for a person who has previous college experience may be required by the College.
      d. Special enrollments. Students who are enrolling in continuing education and community service courses may be temporarily exempted from ACT participation when they are non-degree seeking and enroll in nine or less semester hours.
   C. The College does not require the presentation of a physical examination report signed by a physician. However, a department of the College may require documented evidence of any student’s medical history.
   D. Additional testing and/or interview may be required for admission to certain specialized curricula.

Section 2-3  Transfer Students
A. A student transferring from another college must have earned a cumulative grade-point average as indicated in Appendix III of this manual.
B. Students who transfer from other higher education institutions to Carl Albert State College must submit transcripts from all institutions attended. This is necessary in order to properly advise such students for maximum benefit of their time spent at Carl Albert State College and to record a true reflection of a student’s academic history.
C. The same regulations noted above apply to students who attended institutions of higher education outside Oklahoma and wish to attend Carl Albert State College.

Section 2-4 International Students

International students who apply for admission must have the following items:

- Language requirements
- Financial guarantee of $13,000 minimum availability
- ACT scores or SAT scores
- Transcripts from previous schools (translated)
- Valid passports with F-1 visa and I-94
- Health insurance
- Housing application (if requested)
- Admissions application
- I-20 application

International students who apply for admission must meet the following language requirements if not from an English-speaking country:

- Successful completion of US high school core curriculum in English
- Minimum TOEFL score of 500 or better (paper-based) or 173 (computer-based) or 61 on the IBT
- Minimum IELTS score of 6.0 or better.
- Score of 460 on TOEFL or 5.0 on IELTS with completion of 12-week approved ESL course

Proof of health insurance valid in the US is required. An approved health program is available at the college, but proof from another insurance company can also be accepted.

Two types of housing are offered for single international students: Residential Program Housing, and Athletic Housing. Dormitories are available on a first-come, first-served basis including a $75 housing deposit. Otherwise, students are responsible for their own housing.

Section 2-5 Classification of Students

Students with degree objectives who have successfully completed thirty (31) semester hours are classified as sophomores; those with 0 through 30 hours are classified as freshmen. Students who have no degree or program objective may be classified as special non-degree seeking students for their first nine hours of enrollment.

Sections 2-6 – 2-10 (Reserved for future use.)

Article II – Tuition & Fees

Section 2-11 Resident and Nonresident Tuition

The Oklahoma Statutes authorize the Oklahoma State Regents for Higher Education to establish undergraduate resident and nonresident tuition and mandatory fees, which students pay as a condition of enrollment, except as otherwise provided by law. They also authorize the CASC Board of Regents to establish academic service fees, with the approval of the State Regents. Tuition and fee rates are subject to change each year. Tuition is the price of, or payment for instruction. Students pay tuition based on the number of credits received for a particular course. In other words, the charge for a three-credit or three hour course would be three times the hourly tuition rate for that level of a course. All CASC courses are undergraduate courses, so there is only one rate per credit hour. Tuition is also figured by residency status as determined by state law.
Section 2-12  Mandatory & Academic Fees
The Oklahoma State Regents for Higher Education determine mandatory and academic fees at Carl Albert State College.

Section 2-13  Refunds
To receive a full refund or a total cancellation of financial liability, students must cancel registration in writing before the end of the officially defined drop/add period (see Admissions Calendar) for that semester. Students may cancel registration by filing a Complete Withdrawal Form in the Admissions Office or by submitting a letter to the Admissions Office.

Withdrawals from the institution and changes of enrollment during a defined drop/add period will result in full charges added and full refund or credit for courses dropped. No refunds will be made if students completely withdraw or drop classes after the defined drop/add period for that semester, and full liability for that semester's cost will be incurred by students except as stipulated for Title IV recipients.

Students who are Title IV Financial Aid Recipients will receive a pro rata refund of charges until completion of 60% of the semester.

No refund will be made on special fee charges.

Sections 2-14 – 2-15  (Reserved for future use.)

Article III - Enrollment: Course Load; Change in Program; Withdrawal from College

Section 2-16  Enrollment: Class Schedules Procedures
A. The College administration, in accordance with College policies, will prepare and furnish class schedules for each enrollment. Class schedules, in addition to the schedule of classes, may also contain such pertinent information and directives as the administration deems necessary.
B. Enrollments will be conducted in accordance with College policies.

Section 2-17  Auditing a Course
A. Any person eligible for regular admission may enroll in the status of audit with the consent of the instructor. This student may attend classes but not take the examination or receive credit for the course unless s/he enrolls in the course again as a regular student. The same fee is charged for auditing as for credit.
B. Procedures for auditing a course will be administered by the Office of Admissions and Records. No audits will be approved prior to the first week of classes in any semester. Auditing of lab courses will not, as a general rule, be permitted.
C. Persons enrolled in courses for audit may not change their enrollment to credit after the add/drop period has ended. Students enrolled in courses for credit may change to audit status only during the change of schedule period, and with the instructor's written permission.

Section 2-18  Social Security Registration
A Social Security number is required for each student who enrolls at Carl Albert State College, except for International Students who are assigned a nine-digit identification number according to OSRHE guidelines and at the discretion of the Registrar. The Social Security Number will become part of the student's records but will not be used as a personal identifier. Instead, an institutionally assigned identification number is given to each student for institutional transactions.
Section 2-19 Course Load

A. A student is considered full-time when enrolled in 12 credit hours or more during a regular semester. A regular term is a fall or spring semester consisting of 16 weeks, a summer semester consisting of 8 weeks, and an intersession consisting of the week(s) between semesters.

B. Students eligible for participation in intercollegiate athletic programs are considered full-time when enrolled in 12 credit hours or more which is in compliance with regulations of the National Junior College Athletic Association.

C. No student will be permitted to enroll in 21 semester hours or more without permission of first, the Division Chairperson and subsequently, the Vice President for Academic Affairs.

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

E. Summer session hours should be pro-rated to conform with full-time status described above. (Financial Aid standards may be different.)

F. Students who are employed, or who plan to seek employment, are cautioned to consider carefully the amount of college work they attempt in relation to the number of hours they are employed each week. It is expected that a full-time student will spend hours in class and preparation/study time equivalent to a 40 hour work week, making two hours of preparation/study time necessary for each hour of class time.

Section 2-20 Concurrent Enrollment at Another Institution

All students who plan to enroll concurrently at another institution must acknowledge this status on a written application for Admissions, and in consultation with Financial Aid when aid is shared between institutions.

Section 2-21 Change of Name, Address, etc.

Notification regarding change of address, name, marital status, citizenship, or other should be filed within the semester the change takes place in the Office of Admissions and Records. The Office of Admissions will then notify the Business Office and Financial Aid Office of confirmed change of student status.

Section 2-22 Change in Registration

A. Any changes in a student’s schedule after s/he has once completed the registration process may be accomplished at the Office of Admissions and Records, with the Advisor, or online during advertised enrollment periods. The change will be noted by the instructor when checking his/her online class roster. The class change can be accomplished only when there is an opening in the class requested at the time request is filed, and during approved enrollment periods.

B. A student desiring to withdraw from a course should consult the advisor or instructor prior to initiating official withdrawal procedures about degree program impact. Student should also consult with the Financial Aid Office about adverse impact of withdrawal action. Student withdrawals from a class are made with the Office of Admissions and have the withdrawal action recorded by one of the following:

1. No Grade - Students may withdraw from one or all classes during the “add/drop period” without transcript record or financial obligation. The add/drop period for a regular semester is the first ten days of the semester, first five days of the summer semester, or first six hours of the first day of intercession.

2. “W” Grade - An automatic withdrawal grade of “W” is issued when a student initiates a withdrawal during the institution’s allowable withdrawal period. An institution’s withdrawal period for an automatic “W” shall begin after the “add/drop period” (not exceed three-fourths of the duration of any term) and prior to the end of the 12th week in the regular semester or 6th week in the summer term.

3. “W” or “F” Grade - For any drop or withdrawal made after the end of 12th week in the regular semester or 6th week in the summer term, the instructor will assign a “W” or “F” grade depending upon the student’s standing in the class and the institution’s stated withdrawal policy. If an “F” grade is assigned, it is calculated in the student’s GPA; the “W” grade is GPA neutral.

4. “AW” Grade - Administrative Withdrawal may be assigned by the Office of Academic to indicate that a student has been “involuntarily” withdrawn by the institution during the designated
semester for disciplinary, financial, or inadequate attendance. Such institutional penalties must follow formal institutional withdrawal procedures. Administrative withdrawals are GPA neutral.

C. If a student finds it necessary to withdraw from the College, s/he should report to the Office of Admissions and Records and completes the necessary forms to make his/her withdrawal official. A student who leaves school without officially withdrawing may be given a grade of “F” or administratively withdrawn by the instructor and assigned a grade of “AW.”

D. Request for change of schedule must be initiated through advisors, instructors, or the Office of Admissions and Records. Change action is not completed until it has been received and processed by the Office of Admissions and Records with the instructor being notified of the change. Course changes after the completion of 1/8th of the term, or after the “add/drop period” must have instructor approval and VPAA signature.

Section 2-23 Withdrawal from College
If a student finds it necessary to completely withdraw from the College, s/he should report to his/her advisor and complete the necessary forms to make his/her complete withdrawal official. S/he should then continue withdrawal procedures as outlined by the advisor.

Section 2-23.1 Voluntary/Involuntary Medical Withdrawal Policy
A goal of the CASC faculty and staff is to provide a safe and conducive environment for learning. The voluntary/involuntary medical withdrawal policy is established to encourage a student to withdraw voluntarily when medical, mental, emotional or psychological health conditions make a withdrawal necessary. When encouragement to the student to withdraw voluntarily has not been successful, involuntary withdrawal procedures may be initiated.

A. Emergency Orders of Detention
Nothing in the following policy will preclude Campus Police from carrying out their duties as prescribed in Title 43A of the Oklahoma State Statutes.

B. Voluntary Medical Withdrawal
A student may initiate a voluntary medical withdrawal from the college for medical, mental, emotional, or psychological reasons demonstrated to the satisfaction of the Vice President of Student Affairs. Withdrawal may be permanent, may be for a specified period of time, or may be pending satisfaction of certain conditions for readmission. The VPSA will develop a withdrawal agreement with the student which specifies the reasons for withdrawal and the conditions for eligibility to return to the college. The VPSA will also place a hold on the student’s future registration in classes. The agreement will specify the length of time for the withdrawal and detail conditions for reinstatement.

C. Standard for Involuntary Medical Withdrawal
The college may withdraw a student if it is determined, by a preponderance of the evidence (that it is more likely than not) that the student is engaging in or likely to engage in behavior that poses a substantial danger of causing imminent harm to the student, to others, or which renders the student unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others.

D. Involuntary Medical Withdrawal
If a student is acting in a way which is threatening to the student or others, or which interferes with the student’s education or the rights of others, the Director of Campus Police or appropriate designee may initiate these procedures. The Director of Campus Police will use discretion to define within his/her professional judgment what is sufficiently threatening and/or disruptive to warrant invoking this policy. Any member of the college community, who has reason to believe that a student may meet the standard for involuntary withdraw, may contact the Director of Campus Police. The Director of
Campus Police shall conduct a preliminary, informal review and determine whether the matter should be referred to the Behavioral Assessment Committee. If, in the Director’s judgment, the student does not meet the standard for involuntary medical withdrawal, this process will terminate, and the Director may take any other action deemed appropriate, including disciplinary action or recommending the student seek treatment.

Involuntary withdrawal is not a substitute for appropriate disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation should not be diverted from the student disciplinary process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges, or does not know the nature and quality of the act in question. This policy should not be used to dismiss socially or politically "eccentric" students who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal college operations.

E. **Interim Medical Withdrawal**

An interim medical withdrawal may be imposed by the VPSA through recommendation and consultation with the Director of Campus Police when necessary to protect the health and safety of a student or the college community.

The Director of Campus Police will arrange for a meeting with the student to discuss the following issues: the reliability of the information concerning the student behavior; whether or not the student’s behavior poses a significant danger of causing imminent harm to the student, to others, or which renders the student unable to engage in basic required activities necessary to obtain an education, or that substantially impedes the lawful activities of others, an explanation of the policy and copy for the student, inform the student that a meeting with a mental health professional will be scheduled within a specific time for an evaluation, and inform the student that failure to meet with the mental health professional may result in conduct action under the CASC Student Handbook, Proscribed Conduct. The Director of Campus Police and the VPSA may refer or mandate a student for evaluation by a campus or independent licensed psychiatrist or psychologist (LPC, LCSW, etc.) chosen by the institution or selected by the student if it is believed that the student may meet the criteria set forth in this policy or if a student subject to conduct proceedings provides notification that information concerning a mental/behavioral disorder will be introduced.

A student referred or mandated for evaluation will be informed in writing with personal and/or certified delivery, and will be given a copy of these standards and procedures. The evaluation, conducted at the student’s expense, must be completed within 5 (five) business days from the date of the letter, unless an extension is granted by the VPSA. A student who fails to complete the evaluation in accordance with these standards and procedures and gives permission for the results to be shared with appropriate administrators may be withdrawn on an interim basis, or referred for conduct action, or both. The next step is referral to the CASC Behavioral Assessment Committee.

F. **Behavioral Assessment Committee**

CASC has established the Behavioral Assessment Committee whose duties include assisting in evaluating whether a student meets the criteria for involuntary withdrawal. The Committee includes representatives from the Office of Student Affairs and the Office of Academic Affairs, and a licensed mental and/or medical health professional. Other members may be added at the discretion of the Vice President of Student Affairs. The Director of Campus Police will serve as the Committee Coordinator.

G. **Involuntary Medical Withdrawal Hearing Procedures**

Upon receiving an evaluation from the mental health professional, the Behavioral Assessment Committee will either terminate the process or schedule a hearing. The VPSA will notify the student in writing with personal and/or certified delivery, at least five (5) business days before the hearing as to the date, time, and place of the hearing. The student may waive the five (5) business day notice period in writing.
H. **Hearing**
1. At the hearing, the Coordinator will provide the Behavioral Assessment Committee evidence relevant to whether the student is subject to involuntary medical withdrawal according to the standard set forth in this policy. The evidence may include witnesses, written reports, documents, written statements, and must include the mental health professional’s written evaluation.
2. Student’s rights at the hearing: right to be present, unless the student disrupts the hearing; right to present relevant evidence; right to question witnesses at the hearing; and right to comment on documents presented. The student may not have legal counsel present. The student will be responsible for presenting his/her own case. Members of the committee may ask questions of any witnesses.
3. Formal legal rules of evidence will not apply; however, the Chair may exclude evidence that is not relevant or is cumulative.
4. The hearing will be closed to the public. Testimony and other evidence will be kept confidential.
5. The hearing will be tape recorded and the recording will be made available to the Committee, the student (upon written request), the Coordinator, and to any decision-maker involved in an appeal. The tape shall be preserved so long as the possibility of an appeal remains open. Following this period, the tape shall be destroyed.

I. **Decision of the Committee**
After the hearing, the committee shall deliberate in private (by majority vote) whether the student meets the standard for Involuntary Medical Withdrawal. A written decision will be rendered by the Committee within two (2) business days, stating the reasons for its determination. The decision will be delivered to the student personally or by certified means. If the student is withdrawn, the notification will include information concerning when reapplication may be made, as well as specifying any conditions of reinstatement. The decision of the Committee is subject to appeal.

J. **Appeal Process**
Within five (5) business days from delivery of the Committee’s decision, the student may request in writing, that the VPSA review the committee’s decision. The student shall state in writing the specific points the student wishes to be considered. Within five (5) business days of receiving the appeal, the VPSA will inform the student of the decision in writing. The VPSA may confirm the Committee’s decision, send the matter back to the Committee for further proceedings, affirm the Committee’s findings but alter the disposition, or reverse the Committee and reinstate the student. The decision of the VPSA is final.
At any point in the process the student may present a request for voluntary medical withdrawal to the VPSA. If the request is granted, the involuntary medical withdrawal process will cease; however, voluntary withdrawal will not terminate any pending disciplinary action.

K. **Readmission**
A student who has been withdrawn under this procedure (voluntarily or involuntarily) and who wishes to be considered for readmission shall contact the VPSA and provide appropriate documentation to comply with the conditions of readmission. The student may not re-enroll or be readmitted before the start of the next semester.
The Behavioral Assessment Committee must approve the student’s re-enrollment or readmission. Approval for readmission may be granted only if the Committee determines, in its professional judgment that the student can participate in the college environment without detriment to other students or the safety of the student. The Committee may require any documentation or evaluation that is deemed necessary. The student is not entitled to a hearing on the determination. Readmission is situation specific and will be considered on a case-by-case basis.

*(Board adopted 3-25-2014)*
Section 2-24  Students Called to Military Duty
Students who are in the armed forces or reserves have the following options when ordered to report to active duty:
A. Receive full credit for tuition and fees to apply toward next enrollment cycle.
B. Receive full refund of tuition and fees.
C. Depending upon called date, a student may take the option to receive a grade of "W," finish assigned extra work, or take final test early and be awarded credit.
D. If the above options are not satisfactory, a student may meet with the following personnel: Office of Academic Affairs, Veteran Coordinator, Office of Student Affairs, and Instructors and Advisors to arrive at a satisfactory solution.

Section 2-25  (Reserved for Future Use)

Article IV - Class Attendance

Section 2-26  Class Attendance, Expected; Responsibility of Student, etc.
Punctual and regular class attendance is expected of all students. This is considered the responsibility of the student. It is also the responsibility of the student to consult with his/her instructors when an absence must be excused. Instructors are given the prerogative of determining the excusableness of student absences. A student is also responsible for all class work covered during his/her absence from class, even in cases in which s/he is able to satisfy the instructor that the absence was unavoidable. Failure to attend class regularly may result in administrative withdrawal of a student from class or from College.

Section 2-27  Number of Excusable Absences, etc.
A. In general, the maximum number of allowable unexcused class hours of absences shall be the number of credits of the course. For example, a course worth three credits would have three clock hours of such absences. At the option of the instructor, unexcused absences in excess of the number of credit hours may result in a student being dropped from the class roster. Reinstatement in the class may occur only after the student secures permission from the instructor and the Vice President of Academic Affairs.
B. Some courses by their nature may demand different attendance standards than those outlined above. It is the responsibility of the instructor to advise his/her classes in writing of the attendance policy in such cases.

Section 2-28  Instructors Expected to Notify Students of Excessive Absences
In case of excessive absence, the instructor is expected to contact the student. Excessive absences and non-attendance will result in a final grade of "F".

Section 2-29  Absentee Reporting System
A. The absentee reporting system for Carl Albert State College is called the Vike Alert Reporting System, designed to function as an aid to instruction. Students are expected to attend regularly all classes in which they are enrolled.
B. The instructor is in the best position to judge if an absence is detrimental to the student’s grades; therefore, instructors are generally charged with the responsibility of monitoring absences and their excusableness.
C. Class attendance is a student’s responsibility. It is also the student’s responsibility to clear his/her absences with each of his/her instructors.
D. Responsibility for the operation of the absentee reporting system rests with the Vice President for Academic Affairs and Vice President for Sallisaw campus.
Section 2-30  Classroom Cell Phone Policy

The use of cell phones for the duration of the class is not acceptable. **Use of cellular phones or any other electronic communication devices such as headphones, iPods, Bluetooth, etc. for any purpose during a class or exam session is strictly prohibited.** A student may face a zero and/or failure in the class if an electronic device is used for cheating during an exam or quiz. All such devices must be turned off or put in a silent (vibrate) mode, put away, and ordinarily should not be taken out during class. This includes using a mobile phone for sending out text messages, connecting to the internet, or any other application. At the instructor's discretion, electronic devices utilized in a learning context, such as laptops and language interpreters, in class should be used by students for course specific work only, not for social networking or any other activities. The instructor reserves the right to ban the use of cell phones or any other electronic communication device at any time.

As a member of the CASC learning community, each student and faculty member has a responsibility to other members of the community. When cell phones or pagers ring and students or instructors respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Vice President of Academic Affairs prohibits the use by students and/or faculty of cell phones, pagers, head phones, iPods, Bluetooth devices, or similar communication devices during scheduled classes, except as allowed below.

Again, a student may face a zero and/or failure in the class if an electronic device is used for cheating during an exam or quiz. The term “cheating” refers to using or attempting to use -- or assisting or attempting to assist another to use -- unauthorized technology, materials, information, or study aids in any academic exercise (whether intentional or not).

**EXCEPTIONS:** Given the fact that these same communication devices are an integral part of the college's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. Further, in order to ensure notification from the Emergency Alert System by a text message, **faculty members should leave one phone (faculty or student) “on” during class.** In some unavoidable situations the student may request the instructor for consent to keep their phone active for incoming calls.

*(Board adopted 9-17-13)*

Article V - Graduation and Retention Policy

Section 2-31  Graduation and Retention Policy

A student is expected to make satisfactory progress toward a degree, certificate, or other approved objective. Standards relating to retention of students pursuing study at Carl Albert State College are outlined in Appendix III of this Manual.

Sections 2-32 – 2-40  *(Reserved for Future Use.)*

Article VI - Transfer of Credit

Section 2-41  Transfer of Credit

A. Students attending Carl Albert State College may be eligible for transfer to other colleges and universities with their credits accepted per the transfer matrices published by the Oklahoma State Regents for Higher Education, or through other arrangements.

B. A student who is enrolled in a university parallel program should consult the catalog of the institution to which s/he plans to transfer or the proper officials of that institution in designing his/her course of
study at Carl Albert State College. Transferability of grades or courses toward a certain curriculum should also be determined in consultation with the Faculty Advisor and/or designated administrative personnel at Carl Albert State College.

C. Transfer students are expected to present, at time of original admissions, official transcripts to all colleges/universities attended.

Section 2-42 (Reserved for Future Use.)

Article VII - Student Records

Section 2-43 Student Records Introduction

It is the purpose of this policy statement to keep the student’s educational record confidential and secure. The transcript is the official document showing a complete and accurate reflection of a student’s academic career from all regionally accredited colleges and institutions the student has attended. The transcript is a document created from the student’s academic record that is used to review the academic performance of that student.

Section 2-44 Types of Information

A. There are two types of educational records as defined under the Family Education Rights and Privacy Act of 1974 (FERPA) protected by Carl Albert State College
1. Directory Information (Public), and
2. Non-directory Information (Private)

B. When a student enters a college and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the college as custodian of such information. This relationship continues with regard to any data subsequently generated during the student’s enrollment. Any office gathering such information and/or having custody of it shall release it only in accordance with this policy.

C. While the College fully acknowledges the student’s right of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes.

D. With these considerations in mind, Carl Albert State College adopts the following policy concerning the release of information contained in student education records.
1. Directory Information.
   a. When a student is admitted to Carl Albert State College, s/he will be informed of what the College considers directory information. Directory Information is information not considered harmful or an invasion of privacy if disclosed. Directory information may be disclosed without the written consent of the student, and which includes:
      (i) student’s name, local and permanent addresses, email address, and telephone listings
      (ii) date and place of birth
      (iii) major and classification
      (iv) current enrollment status
      (v) dates of attendance
      (vi) degree, honors, and awards received, and reference dates
      (vii) athletes weight, height and sport
      (viii) most recent previous school attended
      (ix) photographs
      (x) participation in officially recognized activities and sports
   b. Withhold Directory Information. Students may require that directory information be withheld from the public by making a written request to the Office of Admissions and Records. The “FERPA Withhold Information” form is available online.

2. Non-Directory Information
a. Non-Directory Information is any educational record not considered directory information that may be released only with consent of the student. Non-directory information may include:
   (i) social security number
   (ii) student identification number
   (iii) race, ethnicity, and/or nationality
   (iv) transcript
   (v) grade reports

b. Exceptions. Written permission from the student is required in order to release any information from a student’s education record considered non-directory information. However, the school may disclose those records, without consent, to the following parties or under the following conditions:
   (i) School officials within the educational institution who have legitimate educational interests;
   (ii) Other schools to which a student seeks or intends to transfer;
   (iii) Specified officials for audit or evaluation purposes;
   (iv) The Comptroller General of the United States, the United States Department of Education, the administrative head of an educational agency, or state educational authorities;
   (v) In connection with a student’s application for, or receipt of, financial aid;
   (vi) State and local officials or authorities to which such information is specifically required to be reported under State statutes;
   (vii) Organizations or educational agencies conducting legitimate research for or on behalf of the school;
   (viii) Accrediting organizations;
   (ix) To comply with judicial order or lawfully issued subpoena;
   (x) Parents of a dependent student upon proof of dependency;
   (xi) In connection with an emergency when such information is necessary to protect the health or safety of the student or other persons.

E. In implementing this policy, it is recognized that:
1. The student’s official educational record is entirely a record of his/her own creation. The official custodian of record is located in the Office of Admissions and Records and under the responsibility of the Registrar.
   a. Records may include: written documents/files, computer system databases and server, microfilm and microfiche, video or audio tapes or CDs; film; and photographs.
   b. Records not considered as educational records include: private notes of staff or faculty not kept in individual advising folders; campus police records; medical records; and statistical data compilations that contain no personal identifiable information about specific students.
2. FERPA gives the student the following rights regarding their educational records:
   a. The right to access their educational records kept by the school.
   b. The right to demand educational records be disclosed only with student consent.
   c. The right to amend educational records.
   d. The right to file complaints against the school for disclosing educational records in violation of FERPA.
3. When a student requests that his/her transcript be sent to another educational institution, the College shall have the right to supply such information, except when a Hold is placed on their record for financial indebtedness to the College; instructor or library obligations; or to the Office of Admissions for incomplete credentials. The transcript will reflect the student’s cumulative academic record and his/her eligibility to re-enroll in the College.
4. The college is responsible for determining a student’s eligibility, and in compliance with appropriate conference rules, must supply certain student information to the Athletic Department and the National Junior College Athletic Association.
5. Semester grade reports may be sent to the embassies of international students when the embassy, the student, or the Vice President for Academic Affairs requests that they be sent.
6. The Office of Admissions maintains educational records on each student and keeps record of those legitimate parties who have been granted access without the student’s consent.
F. The Registrar is the officer of the institution charged with responsibility of maintaining the educational record's accuracy and safekeeping. Accordingly, the student's file folder housed in the Office of Admissions and Records is not available to anyone for removal from the Registrar's assigned depository.

G. While the release of an official transcript is limited to the student, or any party to whom she/he has assigned permission to request it, the student him/herself may withhold the release of his/her own transcript to anyone by filing a written request to “FERPA withhold information”. (Form available online.)

Section 2-45 Custodial Care of Information
A. Although the student is entitled to make any inquiry she/he wishes about information contained in his/her admission or personal folder, the file is not given to him/her for examination. His/her inquiry about its contents is conducted only with a professional staff member of the office involved. The student does have the right to the opportunity of a hearing to challenge the data contained in these records. The student must present his/her request for challenge to the Vice President for Academic Affairs.

B. Credentials with which a student applies for admission or re-admission to Carl Albert State College become the property of the College, are assembled in a permanent file folder, and are not released to anyone. The file contents are made available only to those persons properly authorized to receive confidential information and only in consultation with a professional staff member in Office of Admissions and Records. Credentials include Application for Admission; ACT or other admissions test scores; high school transcript or GED; official transcripts from all other colleges attended; and other forms more or less for specialty enrollment categories.

C. Although the permanent record is a cumulative record compiled by the student, the registrar is the officer of the institution charged with responsibility of its accuracy and safekeeping. Accordingly, the admission file folder and the academic record card itself are not available to anyone for removal from the registrar's assigned depository.

D. While the release of an official transcript is limited to the student, or any party to whom she/he has assigned permission to request it, the student him/herself may place a hold on the release of his/her own transcript to anyone without his/her specific permission by filing a request in writing with the Registrar requesting the release of directory information be withheld.

Section 2-46 Confidentiality of Academic and Disciplinary Records
A. To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate, and the conditions of access to each, is set forth in this explicit policy statement.

B. Transcripts of academic records will contain only information about academic status and designate academic probation, suspension, or permanent suspension status, which affects his/her eligibility to re-register with the institution.

C. Information from disciplinary or counseling files will not be made available to unauthorized persons on the campus or to any person off campus without the express consent of the student involved, except under legal compulsion or in cases where the safety of persons or property is involved. No records will be kept for the sole purpose of reflecting the activities or beliefs of students.

D. Administrative staff and faculty members will respect confidential information about students that they acquire in the course of their work.

Section 2-47 Interpretation of Records
There is a serious potential danger in the misinterpretation of test scores that are included in the student profile. It is not an over-statement of fact to point out that most individuals should not attempt to draw their own conclusions from test scores, but rather should seek competent professional advice from the qualified members of the counseling staff. Operationally, the interpretation of standardized test scores must always be done by those competent to do so.

Sections 2-48 – 2-60 (Reserved for Future Use.)
Article VIII- Curricula

Section 2-61 Curriculum Development

A. Programs and courses: Direction and coordination of the curriculum development is the responsibility of the Academic Affairs Committee under the leadership of the Vice President for Academic Affairs. Course descriptions to appear in the college catalog must be approved by the appropriate division chairperson.

B. Divisional programs: Each divisional staff, under the leadership of the Division Chair, is responsible for considering the total program within the division and recommending those additions, revisions, omissions, or regroupings of offerings which they believe are necessary to meet the needs of the students.

C. Essential elements: Interest of each instructor, the total work of the College, and knowledge of the programs in other fields are essential elements in a realistic program of curriculum development. It is expected that instructors will invite and welcome visitation of other instructors to their classes.

D. Procedures in curriculum development: The procedure involved in the approval of newly developed courses or programs or modified programs require the following steps:
   1. Recommendation by the divisions of instruction of the Institution.
   2. Recommendation by the Vice President for Academic Affairs
   3. Recommendation by the President
   4. Notification of Board of Regents approval (when necessary)
   5. Approval by the Oklahoma State Regents for Higher Education (when required)

E. Approval for modification/addition/deletion should include:
   1. Requests for deletion, addition, or modification of programs are submitted to the Office of Academic Affairs.
   2. Considerations for modification/addition/deletion should include:
      a. Student demand for the program
      b. Industry demand for the program
      c. Governmental demand for the program
      d. Budgetary impact,
      e. Impact on student services
      f. Impact on current programs
      g. Impact on Faculty
      h. All additions, deletions, and substantive modifications require State Regents approval through the VPAA.

F. Further considerations regarding course/curriculum development include:
   1. Recommendations from the various division of instruction for new courses for curricula should include the following information:
      a. Title of course to be added or changed.
      b. Course description and general content.
      c. Unit value.
      d. Total number of hours the class is to meet and recommended number of hours per week.
      e. Need for the course.
      f. Manner in which the course would contribute to educational objectives of the College.
   2. Basis for approval of courses or curricula by the Vice President for Academic Affairs.
      a. Educational value
         (i) Course should contribute to one or more of the objectives of the College as set forth in this Manual.
         (ii) Courses should be of value to students as part of:
            (aa) General Education
            (bb) A technical curriculum in a field which offers a real possibility of employment for the graduate.
            (cc) Transfer curriculum.
            (dd) A continuing education interest
            (ee) Meet the needs of business and industry.
(iii) Courses should be of collegiate level but not of upper division level unless prior arrangements have been made through an educational partnership. Required high school curricular requirements and remedial courses should also be taught in a manner appropriate to college students.(iv) The proposal to the Vice President of Academic Affairs should indicate clearly the educational purposes, the general content, and the unit value of the course.

b. Relation to the total program of the college
   (i) The importance of the proposed course in relation to other possible additions.
   (ii) The likelihood of inadequate student demand.
   (iii) The degree of overlapping with existing courses.
   (iv) The degree of competition with other classes.

3. Basis for approval of courses or curricula by College administration:
   a. Availability of sufficient funds to finance proposed course or curriculum.
   b. Evidence of sufficient enrollment to warrant offering this course or curriculum.
   c. Course is in accord with the purposes and basic philosophy of the College.

Section 2-62 Academic programs and courses in the College Catalog
The academic programs and courses of instruction of the College appear in the College Catalog, available online at: www.carlalbert.edu.

Section 2-63 Course numbering
The course numbers consist of four digits. The first digit indicates the level of the course: (0)—sub-freshman; (1)—freshman; (2)—sophomore. The last digit indicates the number of semester hours of the course. The middle two digits identify the course within the department or subdivision.

Section 2-64 Credit for courses
There are approximately 16 weeks in each regular semester at Carl Albert State College. The semester hour is the unit of credit given for attending one lecture hour of class each week for 15 weeks, or the equivalent as defined by OSRHE. A class meeting the equivalent of three times a week for sixteen weeks carries three semester hours of credit. Certain courses which require laboratory work or skill practice may meet for more hours per week than the number of hours they confer.

Section 2-65 Course Syllabi
A. All course syllabi for all courses offered at the College, shall be on file in the Vice President for Academic Affairs office. Additionally, all course syllabi for classes taught at the Sallisaw campus shall be on file in the office of Vice President for the Sallisaw Campus. These course syllabi frequently play a significant role in the determination of the image the College presents to other agencies. They may be used to secure approval from the Regents for Higher Education, to determine that the courses parallel those offered at a four-year institution, for research which deals with curricular development, to aid new instructors in their preparations, and as a reference for students.

B. A course syllabus will indicate:
   1. Course title and number
   2. Division
   3. Semester and year submitted
   4. Credit hours awarded
   5. Textbook: author, title, edition, publisher
   6. Supplemental materials
   7. Methods of instruction
   8. Purpose of the course
   9. Instructional goals
   10. Student performance objective/Expected outcomes
   11. Description of subject content
   12. Outline of instructional units
   13. Grading policy
C. **Criteria.** The criteria necessary in the judgment of the quality and adequacy of a course vary with the course. In one course, the number of required compositions and their length would be significant; in another, the number of classroom hours spent on a particular concept would be significant; and in still another course, the use of laboratories and the ratio of lecture to laboratory time would be significant. When instructors are preparing course syllabi, answers to these criteria should be included.

**Section 2-66  Accreditation Reports**

The President of the College shall furnish copies of all regular and interim reports concerning accreditation from both the North Central Association of Colleges and Schools and the Oklahoma State Regents for Higher Education to all members of the Carl Albert State College Board of Regents.

**Sections 2-67 – 2-69  (Reserved for future use)**

**Article IX - Field Trips**

**Section 2-70  Field Trips**

Field trips can be an important educational experience. These experiences should be carefully planned so that students will not have too much difficulty in making up work in classes missed. The following procedures are used in organizing field trips:

A. Approval from the Vice President for Academic Affairs or Vice President of the Sallisaw Campus must be obtained one week in advance of the trip if it is at a time other than regularly scheduled hours of the particular class or classes involved.

B. Name of faculty and students participating in the field trip are to be submitted to the office of the President for Academic Affairs or Vice President of the Sallisaw Campus one week in advance of the trip in order that a list for distribution to all instructors may be prepared.

C. Arrangements to use a college vehicle must be made through the appropriate supervisor.

D. It is the responsibility of the faculty member planning a field trip to inform participants that it is their responsibility to contact instructors regarding make-up work necessitated by their absence before leaving on the trip.

**Sections 2-71 - 2-75  (Reserved for Future Use.)**

**Article X – Grading**

**Section 2-76  Grading**

The matter of determining grades is left to each individual instructor. Each instructor is expected to employ his/her best judgment and the fairest technique known to him/her in assigning student grades. Final grades are reported for each student for every course undertaken according to the following grading system:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Interpretation</th>
<th>Grade-Point per Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent</td>
<td>4 Points</td>
</tr>
<tr>
<td>B</td>
<td>Good</td>
<td>3 Points</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2 Points</td>
</tr>
<tr>
<td>Grade</td>
<td>Description</td>
<td>Points</td>
</tr>
<tr>
<td>-------</td>
<td>----------------------</td>
<td>----------</td>
</tr>
<tr>
<td>D</td>
<td>Poor</td>
<td>1 Point</td>
</tr>
<tr>
<td>F</td>
<td>Failing</td>
<td>0 Points</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td>Not Computed</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
<td>Not Computed</td>
</tr>
<tr>
<td>AU</td>
<td>Audit</td>
<td>Not Computed</td>
</tr>
<tr>
<td>AW</td>
<td>Administrative Withdrawal</td>
<td>Not Computed</td>
</tr>
<tr>
<td>N</td>
<td>Not Reported by Instructor</td>
<td>Not Computed</td>
</tr>
<tr>
<td>P</td>
<td>Pass</td>
<td>0 Points</td>
</tr>
</tbody>
</table>

Students must earn a retention/graduation GPA of at least a 2.0 in the courses presented for graduation.

A. The student, however, should have a 2.0 grade-point average in all work attempted in order to qualify for unconditional entry into a four-year college or university.

B. "W" grade: An automatic withdrawal grade of "W" is issued when a student initiates a withdrawal during CASC’s allowable withdrawal period. Withdrawal period for an automatic "W" shall begin after the tenth day of classes in the regular session and the fifth day of classes in the summer term and shall not exceed twelve weeks of a sixteen-week semester or, in general, will not exceed three-fourths of the duration of any term. For any drop or withdrawal accepted after the deadline, a "W" or "F" will be assigned depending upon the student’s standing in the class. If an "F" grade is assigned, it is calculated in the student’s GPA, the "W" grade is not calculated in the GPA. The last day a student will be allowed to withdraw from a class is the last day of class work before the final examination.

C. "AW" grade: Administrative withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been withdrawn by the institution during the designated semester. Administrative withdrawals are not calculated in the GPA.

D. Audit: Audit status is used for the student who is not interested in obtaining a course grade but who is enrolled simply to obtain course information. Persons enrolled in courses for audit may not change their enrollment to credit after the add/drop period. With appropriate approval of the instructor, a student enrolled in courses for credit may change to audit status any time through the add/drop period. Further information for auditing a course may be found in the current College Catalog. AU is not calculated in the GPA.

E. Incomplete. An incomplete grade may be used, per instructor and Academic Vice-President’s approval, to indicate that additional work is necessary to complete the requirements for a course. It is not a substitute for an "F", and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. The instructor, in consultation with the student, will determine remaining course assignments and deadlines, but all incomplete grades must be removed within one regular semester (e.g., a spring semester or summer term Incomplete should be completed by the end of the fall semester. A fall semester Incomplete should be completed by the end of the spring semester); otherwise, it remains as Incomplete on the student's permanent record. An incomplete grade is not calculated in the GPA.

F. "P-F" grades: Pass-Fail is used in specified courses as designated in the College Catalog. The P-F grade is not calculated in the GPA.

G. Grades for "0" level courses: Instructors may only assign an "A," "B," "C," or "F" for the zero level courses. To successfully complete any zero level course, a student must earn a "C" or higher grade.

H. Procedure for grade changes: A "Change of Grade" form may be obtained by the instructor from the Office of Admissions and Records. The form should be completed and signed by the instructor and returned to the Office of Admissions and Records.

I. Academic Forgiveness Provisions. Circumstances may justify a student being able to recover from academic problems in ways that do not forever jeopardize his/her academic standing. The student’s academic transcript, however, should be a full and accurate reflection of the facts of the student’s academic life. Therefore, in situations which warrant academic forgiveness, the transcript will reflect all courses in which a student was enrolled and in which grades were earned, with the academic forgiveness provisions reflected in such matters as how the retention and graduation grade point averages are calculated. Specifically, for those students receiving academic forgiveness either by
repeating courses or through academic reprieve or academic renewal, the transcript will reflect the retention and graduation GPAs excluding forgiven courses/semesters. The transcript will also note the cumulative GPA, which includes all attempted regularly, graded course work.

J. Academic forgiveness may be warranted in two specific circumstances: 1) For pedagogical reasons, a student will be allowed to repeat a course and count only the second grade earned in the calculation of the retention and graduation GPAs under the prescribed circumstances listed below; and 2) There may be extraordinary situations in which a student has done poorly in an entire enrollment due to extenuating circumstances, which, in the judgment of the appropriate institutional officials, warrant excluding those grades in calculating the student's retention and graduation GPAs.

K. Students may seek academic forgiveness utilizing these institutional procedures. The Office of Admissions and Records conforms to the “repeated courses” forgiveness provision. Students may petition the Academic Affairs Committee for academic reprieves or academic renewals as detailed below.

1. Repeated Courses: A student may repeat courses and have the second grade earned, even if it is lower than the first grade, count in the calculation of the GPA, up to a maximum of four courses or 18 credit hours, and in courses in which the original grade earned was a “D” or “F”. The first attempt shall be recorded on the transcript with the earned grade. The second course with its grade will be listed in the semester earned. Normally, the EXPLANATION OF GRADES section of the transcript will note that only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs. Students who repeat courses above the first four courses or 18 hours of “D”s or “F”s may do so with the original grades and repeat grades averaged. The repeated course(s) provision is typically an automatic feature in transcription. Students may request a course repeat recalculation when automation does not register. (See Office of Admissions)

2. Academic Reprieve: A student may request an academic reprieve consistent with these guidelines:
   a) At least three years must have elapsed between the period in which the grades being requested for reprieve were earned and the reprieve request;
   b) Prior to requesting the academic reprieve, the student must have earned a GPA of 2.0 or higher with no grade lower than a “C” in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses. This course work must have been completed at any accredited higher education institution;
   c) The request may be for one semester or term of enrollment or two consecutive semesters or terms of enrollments. If the reprieve is awarded, all grades and hours during the enrollment period are included. If the student’s request is for two consecutive semesters, the institution may choose to reprieve only one semester;
   d) The student must petition the Academic Affairs Committee for consideration of an academic reprieve according to institutional policy. The student must complete the Academic Forgiveness form from the Admissions Office. The Registrar will confirm that all conditions have been met and the request will be forwarded to the Office of Academic Affairs for determination; and
   e) The student may not receive more than one academic reprieve during his/her academic career. The EXPLANATION OF GRADES section of the transcript will note the courses and semester(s) reprieved. The Academic Affairs Committee retains the right to grant reprieve requests when student retention is in question.

L. Academic Renewal

Academic Renewal is a provision allowing a student who has had academic trouble in the past and who has been out of higher education for a number of years to recover without penalty and have a fresh start. Under Academic Renewal, course work taken prior to a date specified by the institution is not counted in the student's graduation/retention GPA.

A student may request Academic Renewal from public State System institutions with academic renewal policies consistent with these guidelines:

1. At least five years must have elapsed between the last semester being renewed and the renewal request;
2. Prior to requesting Academic Renewal, the student must have earned a GPA of 2.0 or higher with no grade lower than a “C” in all regularly graded course work (a minimum of 12 hours) excluding activity or performance courses;

3. The request will be for all courses completed before the date specified in the request for renewal;

4. The student must petition for consideration of Academic Renewal according to institutional policy; and

5. All courses remain on the student’s transcript, but are not calculated in the student’s retention/graduation GPA. Neither the content nor credit hours of renewed course work may be used to fulfill any degree or graduation requirements.

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

1. The instructor and his/her Department Chairperson have final authority over the grades given to students or the lowering of grades because of cheating or plagiarism.

2. The term “cheating” includes, but is not limited to:
   a. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
   b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
   c. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

3. If it is established that cheating or plagiarism has more than likely occurred,
   a. The instructor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.
   b. The instructor will make a report of the incident and of action taken to the Vice President of Student Affairs and the Vice President of Academic Affairs.
   c. The student will receive a copy of the report if s/he desires and may appeal the decision of the instructor to the Academic Affairs Committee.

N. Students may appeal a final grade, provided a solution cannot be reached through proper academic channels. Appeals for this purpose must be made within 90 days after the grade in question appears on the permanent record. Information concerning procedures to be followed is available from the Registrar’s Office.

O. Appealing a Final Grade:

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

Grade Appeal- this may be used by the student and in situations where a final letter grade of A, B, C, D, F, I, P, N, AW, or W was recorded to the transcript by the instructor, but the student has evidence for grade modification. The result of this action may involve modifying the letter grade posted to course and transcript record.

Course/Grade Removal- this may be used when the student has never attended a course but has received a failing letter grade. Students may be involuntarily withdrawn for failure to attend courses during the drop/add period. The student must provide a written statement validating the No-Show occurrence; submit copies of all supporting evidence (Dr.’s statement, hospital record, etc.) and sign below. The result of the grade removal action may involve the removal of the course and grade from the transcript record, the removal of all course-related charges, and the student may have to return to CASC financial aid monies disbursed to the student.

Grade Appeal Procedure:

1. Student must communicate with the instructor concerning changing a grade. If there is no satisfactory resolution, the student will have the instructor sign the Grade Appeal Form (A-10) and proceed to step 2. (Form available in the Office of Admissions)
2. Student must communicate with the division chair concerning changing the grade. If there is no satisfactory resolution, the student will have the division chair sign the Grade Appeal Form (A-10) and proceed to step 3.

3. Request an Appeal:
   a. Student must submit the signed Grade Appeal Form (A-10)
   b. Student must submit all documentation to support their grade appeal to the Human Resources Office.

4. Grade Appeal Committee:
   a. Vice President for Academic Affairs, or his designee, will chair the Grade Appeal Committee. The Vice President for Academic Affairs will appoint three other members to serve on the committee. At least one committee member will not be an instructor.
   b. The Grade Appeal committee chair notifies the student of when the Grade Appeal meeting will take place. The Grade Appeal meeting will take place no sooner than 5 days after the student is notified.

5. Appeal Committee Meets:
   a. The student will have 10 minutes to address the Grade Appeal committee.
   b. The instructor will have 10 minutes to address the Grade Appeal committee.
   c. The Grade Appeal committee can ask questions.
   d. The student may not have a representative present.

6. Committee Decision: The committee will make a recommendation to uphold or change the grade. The decision of the committee is final, and no further appeals can be made concerning the grade.

(Board Amended 9-17-13)

Section 2-77 Honor Students
Honor rolls contain the names of students who have completed 12 or more credit hours at the close of a semester, excluding zero-level and activity related courses. The President’s honor roll is for students with a grade average of “A” (4.00); the Vice-President’s Honor Roll is for students with a grade point average of 3.00-3.99 and no course grade below a “C.”

Section 2-78 – 2-79 (Reserved for Future Use.)

Article XI - Security and Safety

Section 2-80 Security and Safety
The cooperation of all employees is requested with respect to the following regulations:
   A. It is the responsibility of faculty members to instruct students as to the proper and safe use of all equipment.
   B. When laboratories and classrooms are open, it the responsibility of the instructor involved to supervise student use of these facilities. If possible, the instructor should be present. Even though the instructor is not physically present in the laboratory, or classroom, s/he is responsible for the supervision of students in these areas.

Article XII - Advanced-Standing Credit

Section 2-81 Advanced-Standing Credit
The policy allowing a student to be granted credit by examination recognizes that academic learning often occurs outside the formal college classroom setting. Carl Albert State College will grant credit to students who present evidence of having passed the subject examination portion of the College Level Examination Program (CLEP), College Board’s Advanced Placement (AP), DANTES Subject Standardized tests
(Defense Activity for Non-Traditional Education Support-DSST), or institutional prepared or other accepted examination. Credit by examinations will be granted under the following policies and procedures:

A. Eligibility - Students eligible to receive advanced standing credit are those who are currently enrolled at Carl Albert State College.
   1. Advanced-standing credit awarded to a student must be validated by a successful completion of 12 or more semester hours of academic work before being placed on the student’s transcript.
   2. Payment for transcription fee at $5.00 per credit hour must be made before placement of advanced standing credit on transcript.

B. Limitations
   1. Work taken at propriety school, secondary vocational-technical school, institutions offering clock-hours’ work, and other non-collegiate institutions must be evaluated and validated through examination or proficiency testing by the receiving institution.
   2. A Licensed Practical Nurse that holds a valid LPN license in good standing, practices as an LPN for a minimum of one year within three years prior to applying to the Associate of Applied Science in Nursing program, and who is a graduate of a practical nurse program which is accredited by the NLNAC will receive credit for the first semester nursing course.
   3. The amount of standing credit, which may be awarded, shall not exceed one-half (30 hours) of the total semester hours required for graduation from Carl Albert State College. All credit earned through correspondence and extension methods shall be considered as having been earned through the advanced-standing mechanism.
   4. Carl Albert State College may be award advanced-standing credit only in those academic disciplines and in courses in the approved curriculum of the college. Whenever possible, the Carl Albert State College course title and number will be assigned to the credit awarded. Credit for some courses may not apply toward a higher degree at another institution.
   5. Credit will not be given for a prerequisite to a course for which credit has been granted.
   6. A student may be awarded credit in a course that s/he has previously audited by either repeating the course or successfully completing it through advanced standing.

C. Methods for evaluating advanced standing credit
   1. If no standardized test is available, an institutionally-prepared examination may be used.
   2. Standardized national tests especially designed for establishment of credit shall be used when obtainable. Such tests as the College Level Examination Program (CLEP) subject, DANTES DSST, and the Advanced Placement Program of the College Board are examples of tests frequently used to establish advanced-standing credit.
   3. Carl Albert State College will utilize only the Subject Examination Board portion of the CLEP program tests.

D. Grading and records
   1. Institutions offering advanced-standing credit by examination shall require a minimum score at the mean level for both locally administered and national examinations in order to record credit in a particular subject.
   2. The neutral grade of pass (P) will be utilized to designate advanced-standing credit. Conventional letter grades shall not be used. All credit earned through advanced standing should be so designated by placing the letter “P” on the transcript following each course.

E. Transferability - Advanced-standing credit once recorded and validated, is transferable on the same basis as if the credit had been earned through regular study at the awarding institution.

F. Charges - Institutional charges for administration and recording of locally administered advanced-standing examinations shall be at the rate established by the national testing agency for the particular test in question. Other charges shall be made for the administration or recording of advanced-standing credit to the transcript.

G. Approvals and Procedures - A student desiring to test for advanced standing examinations should apply at the Learning Resource Center at the Poteau campus or the Tutor Center at the Sallisaw campus, where eligibility will be determined and detailed instructions given. Approval must be granted by the Testing Coordinator. The coordinator makes arrangements for administration of all examinations for advanced credit.
**Section 2-82  Credit by Examination: Procedure**

A. The student will pick up an application for advanced credit in the Learning Resource Center at the Poteau campus or the Tutor Center at the Sallisaw campus, one application per course.

B. The student will complete the top part of the application and obtain endorsements of the following persons, in order:
   1. Student's Instructor
   2. Division chairperson of department in which the course is offered.
   3. Testing Coordinator

C. The student will pay for the examination and the proctor fee at the time of the test in the Business Office.

D. The student then takes the receipt to the Learning Resource Center or Tutor Center where the test will be scheduled. Upon completion of the examination, the Testing Coordinator will provide the following information at the bottom of the application, as approval of advanced standing credit: date of the examination, department abbreviation, course number, course title, grade, statement of satisfactory completion of the examination, and signature of the Testing Coordinator. The Testing Coordinator will return the form to the Admissions Office for placement of course to transcript.

E. Satisfactory completion of the examination will be posted to the transcript file.

**Sections 2-83 – 2-85 (Reserved for Future Use.)**

**Article XIII- Credit for Military service; USAFI Courses**

**Section 2-86  Courses in Military Service**

A. Two hours of physical education and two hours of personal health, (generally HPER 1113 Personal Health and Wellness) will be awarded to veterans who submit a DD214 form with a listing of basic training. This credit will be awarded to students after 12 hours are completed with CASC. No grades will be assigned.

B. Non-degree seeking students and those planning to transfer will not have their military records evaluated, as this will be done by the institution to which they are transferring.

C. Evaluation of military service and schools will be made only after 12 hours have been completed with CASC.

D. “A Guide to the Evaluation of Educational Experience in the Armed Services” is used to evaluate service schools, and recommendations are made by the Commission on Accreditation of Service Experiences of the American Council on Education. However, Carl Albert State College reserves the right to award college credit.

**Section 2-87  United States Armed Forces Institute**

Reviews and decisions about the granting of academic credit for USAFI courses are the privileges of Carl Albert State College. The Office of Admissions and Records maintains an USAFI Catalog listing courses, their descriptions, and the recommendations for credit made by the Commission on Accreditation of Service Experiences of the American Council on Education.

**Sections 2-88 – 2-89 (Reserved for Future Use.)**

**Article XIV - Divisions, Departments, and Instructors**

**Section 2-90  Division Organization**

The Academic Affairs Department consists of eight academic divisions that offer certificates, Associates in Arts, Associates in Science, Associates in Applied Science, and other approved academic programs and formats. The eight divisions are:
Section 2-91 Responsibilities of Divisional Chairpersons
Division chairpersons have the following responsibilities and duties:
A. Personnel. In concert with the Vice President for Academic Affairs and the President to perform the following:
   1. Recommend faculty and adjunct instructors
   2. Supervise on a consistent basis both probationary and permanent members of the staff.
   3. Recommend teaching assignments to the Vice President for Academic Affairs.
   4. Evaluate members of the teaching staff per policy.
   5. Arrange for all necessary substitute instructors for all classes in the Division.
   6. Report all faculty absences to the Office for the Vice President for Academic Affairs or the Vice President for Sallisaw for Sallisaw faculty, and to the Human Resources office.
   7. Stimulate instructional improvement
   8. Encourage innovative and creative approaches to teaching.
B. Budget.
   1. In cooperation with division personnel, formulate and prepare budgetary implications of all federal programs and exercise direct supervision over all elements of the E & G division budget throughout the college year.
   2. In cooperation with all teaching staff members, prepare for the presentation to the Vice President for Academic Affairs the total division budget request for each fiscal year.
C. Program Development.
   1. Recommend a schedule of classes for the Division.
   2. Exercise direct leadership at the Division level for all curriculum development, textbook selection, and library book selection.
   3. With the help of the faculty members in the Division, develop syllabi for all courses offered in the division, and place them on file in the Office of the Vice President for Academic Affairs.
   4. In concert with the Vice President for Academic Affairs, develop all necessary specifications for special projects, such as federal and summer school programs and workshops.
   5. Assist the Vice President for Academic Affairs with the development and preparation of the college catalog.
D. Provide the necessary leadership to assure direct divisional involvement in the total ongoing co-curricular student government and student activity programs of the college.
E. Serve on committees.
F. Teach classes in area of specialization.
G. Assist in student academic advisement.
H. Submit annual written assessment and program reports to the Vice President for Academic Affairs.
I. Maintain a minimum of twelve required office hours per week in addition to a regularly scheduled teaching load.
J. Work closely with all areas of campus regarding current and potential academic offerings.

Section 2-92 Instructors
Instructors have the following responsibilities and duties.
A. Teach assigned courses in accordance with the course outline and the schedule of classes.
B. Talk with students concerning any problem that is presented. Instructors are in a position to render effective counseling and should be responsive to student needs.
C. During pre-registration and where applicable during registration, serve as advisor to students in instructor's major field.
D. Maintain attendance records of students to the extent necessary for notifying students when their attendance reaches a point of adversely affecting their achievement in that class.
E. Emphasize to all classes the importance of prompt, regular, and continuous class attendance.
F. Maintain accurate scholastic records of students enrolled in classes and submit grade reports according to schedule to the Office of Admissions and Records.
G. At the close of each grade-report period, inform all students of their scholastic standing.
H. Assist, as assigned by the Vice President for Academic Affairs, as members of faculty committees in developing the instructional program and the educational program and the educational philosophy of the college.
I. Assist as needed in working with student activities, student clubs, and other out-of-class activities.
J. Attend all scheduled faculty meetings.
K. Maintain a minimum of twelve office hours per week in addition to regularly scheduled teaching load. Office hours should be evenly distributed through the five-day academic week.
L. Submit to Division chairperson, upon request, a brief outline of each course taught with statement objectives.
M. Report to counselors and Division chairpersons any problems involving students who need special consideration.
N. Present all problems and recommendations involving their work to appropriate Division chairpersons for consideration.
O. Assist Division chairpersons with the development of syllabi for all courses offered in the Division.
P. Cooperate with other instructors in carrying out instructional procedures agreed upon.
Q. Recommend textbook changes to the Division chairperson.
R. Report excessive absenteeism, as required by current attendance policy.

Section 2-93  Teaching Load
An instructor's contractual teaching assignment will normally be thirty credit hours of lecture classes per annual contract. (Lab hours will be equated on a two-for-one basis, with the exception of clinical lab hours equated on a three-for-one basis.) Exceptions may be made in any given semester if necessitated by college needs. The normal summer load should not exceed nine hours; the salary scale currently in force sets compensation.

Section 2-94  Overload Policy
Instructor is determined and paid if the instructor's load exceeds fifteen hours (or contractual hours) during the fall or spring semester. Overload shall not normally exceed one course per semester.

Section 2-95  Academic Web Policy
A successful web course program requires collaboration of faculty members, administrators, and technical support personal. Successful delivery of course content via the web requires an instructor who is willing to invest the extra time and effort that an effective web course demands. With the lack of a physical presence, the instructor must strive to establish positive relationships with his/her students to create an atmosphere conducive to learning.

A.  CASC recognizes the following principles of effective web course management:
   1. The instructor encourages communication and cooperation among students through chat, E-mail, discussion forums, etc.
   2. The instructor employs techniques that require students to be active participants in the learning experience as opposed to being merely information recipients.
   3. The instructor checks for E-mail messages frequently and provides prompt feedback, within 24 hours.
   4. The instructor maintains high academic standards and encourages his/her students to uphold those standards.
   5. The instructor recognizes that web-based instruction, as in traditional classes, is lesson-based with assignments that enhance learning through application and research. Homework and assignments are not substitutes for required classroom lessons.
   6. The instructor conveys a positive attitude.
7. The instructor is conscientious of certain hardware and software limitations of some students and keeps the end-user in mind when developing materials for the course.
8. The instructor is open-minded and maintains a spirit of cooperation.
9. The Telecommunications staff provides proper and timely technical support.
10. Campus Administration provides adequate funding for project development.
11. The CASC Office of Telecommunications offers hands-on group training opportunities as well as one-on-one support for software applications.

B. **Steps for Development of CASC Web-Enhanced or Web-Based Courses:**
1. The instructor determines whether the course will be web enhanced or web based.
2. At least one semester prior to the intended course start date, the instructor submits an “Application for Web Course Development” to the Division Chairperson.
3. If the Division Chairperson approves the course, the instructor contacts the campus Blackboard Administrator to request a Designer account.
4. The instructor attends applicable software training sessions.
5. The instructor works with web mentors, tech support personnel, and division chairperson to develop the course.
6. The course will be demonstrated to evaluation committee.
7. Evaluation committee follows online course development rubric. The Committee is comprised of: an IT member, Division Chairperson, web mentor, and a content instructor.
   a. The Office for Academic Affairs grants final approval and notifies the Division Chairperson.
8. The Division Chairperson adds the course to the next CASC class schedule.

C. **CASC Web Course Funding:**
   Beginning with the Fall 2002 semester, each instructor of approved web courses will be funded according to one of the following methods:
1. Instructors will receive a stipend of $100 per credit hour for teaching a web-based course.
2. Instructors teaching a web course previously developed by another CASC instructor will receive an additional $100 per credit hour the first time that he/she teaches the course in addition to the $100 per credit hour for teaching the course.
3. An instructor teaching a newly developed CASC web course will receive an additional $200 per credit hour the first time he/she teaches the course in addition to the $100 per credit hour for teaching the course for the first time.
4. Instructors required by CASC to teach a web-enhanced course will receive a stipend of $150 per credit hour when teaching the course for the first time in a web-enhanced format.
5. Web Course Development compensation according to established Board approved guidelines. No monies will be paid separate from the actual delivery of a web-based or web-enhanced course. Carl Albert State College incurs no financial obligation until the actual delivery of a course. Carl Albert State College legally owns any web course funded and/or supported by the college; therefore, CASC web courses are not available for purchase by other institutions. Instructors may, however, legally make copies of all non-copyrighted course materials for their own use.

D. **Web-Enhanced Course** - A web-enhanced course delivers at least 50% of the course material via asynchronous online activities. This course should include the following online features:
   • An instructor home page linking to the course welcome page
   • A course welcome page
   • Links to student orientation and enrollment information
   • Faculty/Student E-mail interaction
   • Discussion forums and/or chat sessions
   • Online lecture outlines, presentations, and supplemental instructional materials
   • Online assignments incorporating some web-based activities
   • Online course evaluation

E. **Instructor Web Site** - All full time CASC instructors will have instructor websites. An instructor website includes basic information about courses taught during the current semester. The site must
include the following information: Instructor home page linking to current course information, current office hours, contact information, course syllabi.

F. **Web-Based Course** - A web-based course contains the same features as a web-enhanced course, but is delivered 100% online through both asynchronous and synchronous web activities. Course assessment should be accomplished using online testing tools. If proctoring is needed, exams may be delivered on-campus or at pre-arranged off-campus proctoring sites, preferably local educational institutions.

G. **Evaluation Procedures**
Course evaluations are conducted at the discretion of division chairs. If an evaluation is deemed necessary, division chairs will use the following procedure:
1. Prior to the evaluation period, the Division Chair will request a temporary student account (1-2 weeks) on the course that is to be evaluated.
2. The instructor will notify students that the Division Chair will be logging on to the class sometime during the 2 week period.
3. The Division Chair will notify the instructor when the evaluation is completed so that the instructor can delete the account.

**Section 2-96 – 2-100  (Reserved for Future Use)**

**Article XV – Textbooks**

**Section 2-101  Textbook Selection and Adoption**

A. Carl Albert State College has the responsibility to select textbooks and other aids to learning which are the best basic tools that may be used in the quest for complete and efficient learning. The college recognizes that the selection of textbooks is the right and responsibility of the faculty. Instructors, because of their specialized training and thorough familiarity with the literature in their own subject fields, are best qualified to select these materials. However, the responsibility for selecting textbooks is not one to be taken lightly; rather, it is a task that must be frequently performed and frequently reviewed.

B. The policy of the College shall be to allow instructors the freedom of choice in instructional materials, including textbooks.

C. In following the procedures outline below, two or more instructors teaching the same course may appropriately use different textbooks if so approved by the Vice President for Academic Affairs.

D. Procedures to be followed in selecting or changing textbooks are as follows:
1. Recommendations for textbook selection and change will be made to the Vice President for Academic Affairs by the appropriate Division chairperson.
2. Textbooks selected must be appropriate to the adopted and filed course syllabus.
3. An evening, online, or off-site instructor assigned to classes which parallel day offerings is expected to follow the recommendations of the Division. If s/he so desires, the instructor is encouraged to participate in textbook selection as outlined in (1) above.
4. Once adopted, it is expected that a textbook will be used for at least two years. Exception to the above may be made through appeal to the Vice President for Academic Affairs.
5. It is the responsibility of the Division chairperson to request a faculty committee of one or more to re-evaluate the continued use of adopted textbooks at least every four years.
6. Textbook and equipment requests should be turned in to the Vice President for Academic Affairs by a date as determined by the bookstore manager. The bookstore will order required books and equipment after approval of the list by the Division chairperson. Since evening, online, or off-site instructors are required to use the same texts in parallel offerings, it is mandatory that they be aware of any changes in texts.
7. Textbook orders must carry complete identifying information: author, title (as it appears on the title page), edition (either by number or by year), publisher, ISBN, and other courses in which the book is required.
8. Division chairpersons should give ample notification to the bookstore of his/her intention to change a textbook requirement.

Sections 2-102 – 2-109 (Reserved for Future Use)

Article XVI - Library and Other Learning Resources

Section 2-110 Gift Policy
A. The library welcomes the donation of funds and resources that will enhance the library collection, facility, and services. The acceptance of gifts is weighted in accordance with the following criteria:
1. Whether the gift meets the library’s selection policy,
2. Whether the subject of the gift is within the college curricula,
3. Whether the gift is in good physical condition,
4. Whether space for storage of the gift is available, and
5. Whether newer editions of the gift are available, which would supersede older items.
B. The library director reserves the right to accept or reject gifts, or to seek outside consultation regarding the viability of the gift. The library cannot accept gifts offered with restricting conditions nor guarantee that items accepted will remain in the collection indefinitely.
C. The library does not possess the expertise to appraise gift materials. If desired, the donor could seek appraisals by a qualified third party. The acceptance of a gift, which has been appraised by the donor, is useful in determining the library’s need for the gift.
D. Any items that are not retained by the library may be sold for the benefit of the library or sent to another library through duplicate exchange. The Joe E. White Library has benefited tremendously from the many gifts the library has received, both monetary and materials. Of course, monetary gifts are most preferred because of the college’s selection policy. Donors will be recognized by nameplates in books or other materials, or on equipment.

Section 2-111 Selection of Library Materials
A. Instructors, librarians, administrators, and students may recommend the purchase of library materials. Factors used in making recommendation for the purchase of library materials are as follows:
1. Procure competent review of judgment of value by one of the following methods:
   a) Read a review in a journal or one of the reviewing media.
   b) Make a personal review of the material.
   c) Accept recommendation of an expert in the fields who has reviewed the material.
   d) Give critical consideration to publishers’ brochures.
   e) Consider the anticipated use of the material and whether or not it justifies the expenditure.
2. Submit each library material order request to the librarian. Each request should be accompanied by complete bibliographic information as well as where the material was reviewed, if appropriate.
3. Multiple copies are ordered only for demonstrated need. It is recommended that the instructor utilize reading lists with many selections rather than assigning the same title to the entire class.
4. Materials intended solely for office or private use should be purchased by the instructor personally.
5. Instructors who wish to order materials on approval must submit their requests directly to the publisher. The library will not take responsibility in this area.
B. If the librarian questions the purchasing of a particular title, the person recommending it should be able to justify his/her request.

Section 2-112 Use of Library Materials
A. Instructors are encouraged to return materials as soon as possible to make them available to others. There is a one-semester maximum limit on faculty checkouts. At the end of each semester, all materials are physically returned to the library.
B. Retention of materials beyond a semester is discouraged. Instructors who need certain titles for permanent use are encouraged to purchase them for their personal library. When a student requests an item that is checked out to an instructor, it is the duty of the instructor to return the book to the library.

C. Periodicals, DVDs, and reference books do not circulate. Exceptions may be made when special need is demonstrated.

D. All library material checked out to an instructor must be returned to the library upon termination of employment at Carl Albert State College. An instructor is financially responsible for all library material checked out by him/her and must pay for their replacement upon loss.

E. Instructors may request the library to obtain books and periodicals through interlibrary loan. There is no renewal on interlibrary loan materials, except under special circumstances and with the approval of the lending library.

F. In addition to the replacement cost for lost library books, there will be an additional $10 processing fee charged.
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Chapter 3
BUSINESS AFFAIRS

Article I - Purchasing and Financial Procedures

Section 3-1 Purchasing

A. The college is authorized to purchase all necessary supplies, materials, services or equipment without advance presentation of purchase requisitions to the Board of Regents subject to applicable state law and subject to the exception that any single purchase in excess of $25,000 shall be subject to formal bidding and must have the approval of the CASC Board of Regents prior to purchase. In all other cases where feasible, informal bids or quotes will be solicited from available vendors. Such limitations are not applicable to auxiliary enterprises and programs. In emergencies, the President may approve purchases exceeding $25,000 without prior approval of the Board of Regents. Such purchases will be submitted for approval at the next regular Board of Regents meeting.

B. Adequate documentation will be maintained to substantiate that the requirements of purchasing policies including both the formal and informal bidding process have been followed.

C. Contracts of State Central Purchasing, contracts of other System institutions and contracts of institutional consortiums may be used when the institution's need can be adequately and economically served.

D. Purchases from a sole source may be made only after reasonable efforts have been made to identify all possible sources. When purchases are made from a sole source, the requesting department head will sign a sole source statement and provide in writing the reasons justifying the purchase from a sole source.

E. All In-House Purchase Orders for purchase of supplies, materials, or equipment must be approved by the appropriate department head prior to submission of the request to the Business Office. The Business Office will consider no request unless it bears the department head's approval.

F. All In-House and State Purchase Orders must be approved by the Chief Financial Officer or designee.

G. Purchase orders will be issued by the department or division head and routed for proper approval. The amount of the purchase order will be charged to the appropriate departmental budget. Generally, one copy of the purchase order will be retained by the Business Office, one copy filed with the department head, one copy forwarded to the receiving area, and one copy sent to the vendor.

H. Each department head shall be responsible for notifying the business office of proper receipt of merchandise ordered.
   1. The person receiving delivery of merchandise shall sign the delivery ticket after noting thereon any discrepancies between the order, the delivery ticket, and the merchandise delivered.
   2. The receipt of delivery shall be reported to the responsible department head and signed delivery tickets shall be filed in the Business Office.

I. The department head shall be responsible for the acceptance of the delivered items. The department head, or receiving clerk, shall sign the itemized invoice covering the purchase after noting thereon any exceptions, and forward the signed invoice to the Business Office for payment.

J. Payment will be made upon proper delivery of goods and/or services.

K. The Chief Financial Officer or designee must approve any increase in cost over the amount of the approved purchase order. The additional amount will be charged to the responsible departmental budget.

L. The Business Office shall examine the invoices, delivery tickets, and other pertinent data, and compare them with the controlling purchase order. After determining that the transaction has been properly completed, the Chief Financial Officer, or designee, shall place the claim in line for payment.

M. All bids on contracts for materials, services, or equipment in excess of $7,500.00 and in which performance and statutory bonds are required shall be opened in the presence of a quorum of members of the Board of Regents. Such policy will not apply to purchases made through Central Purchasing.
Section 3-2 Claims
Claims against all institutional funds, including state appropriated and revolving funds, shall be properly prepared and reviewed by the College and shall be approved by the President and/or Chief Financial Officer of the College, or their designee.

Section 3-3 Payroll
Procedures for the encumbrance of funds and claims for payment processing may be found in the Office of State Finance Procedures Manual and the Pre-Audit Policies and Procedures Manual located in the CASC Business Office.

A. Payrolls shall be prepared based on properly executed employment contracts, payroll authorizations or teaching load report and authorization for pay. The Board of Regents will approve all employment contracts.

B. The President is authorized to submit new full-time employees on payrolls for an initial appointment period of one month or until the next regularly scheduled meeting of the Board of Regents.

C. A monthly payroll report will be submitted to the Board of Regents at the next meeting of the board following the issuance of the payroll. Student work-study payrolls and student tutor payrolls will not be normally included in this report, including Upward Bound Peer Counselors.

D. Emergency adjustments in salary rates for employees may be approved by the President of the College subject to later confirmation by the Board of Regents.

E. Payment for any salary, fee, wage, remuneration, expense allowance, or other compensation shall be made on the institution’s prescribed payroll claim form. Exception is the reimbursement for travel claim form approved by state statute or as provided in agency special account policy.

F. The employment of part-time or temporary personnel is at the discretion of the President. Such personnel shall be included in the monthly payroll report to the Board of Regents.

Section 3-4 Estate Claims – Payments to Employees After Their Death

A. Title 40, O.S., Section 165.3a. authorizes the accrued payroll due to a deceased employee, to be paid to the decedent’s surviving spouse, or if no surviving spouse, to the decedent’s dependent children, or their guardians or the conservators of their estate, in equal shares, in an amount not to exceed $3,000.00. Additionally, Title 74, O.S., Section 840-2.18, Subsection H.2., authorizes the proportionate share of any longevity payment which has accrued as of the date of death of an employee, to be paid to the decedent’s surviving spouse, or if there is no surviving spouse, to the decedent’s estate.

B. Any payment due to the spouse or dependent children under the above state laws must be paid as follows:
   1. Payroll must be issued to the decedent and under the decedent’s social security number.
   2. All applicable employment taxes (exempt from federal and state income taxes) and withholdings must be withheld. If paying in the year following the death, FICA or MQFE will not be withheld. (i.e., Employee dies in December and payroll not paid until January).
   3. If multiple payrolls are involved, the accumulated amount deducted must not exceed $3000.00.
   4. The payee on the withholding claim will be either the decedent’s surviving spouse or dependent children, as appropriate.
   5. Such withholding payment to the surviving spouse or dependent children will not be subject to any tax withholding or reporting.
   6. Payments made to a deceased employee will be reported as follows:
      a. Gross subject to FICA/MQFE and the withholdings on Form W-2.
      b. The Gross wages amount on a Form 1099.

Section 3-5 Travel
All claims for reimbursement of travel expense incurred on state business shall be made provided by statute on approved travel claim forms. Such claims shall show the purpose of the travel, the claimant’s Employee Identification Number, and have attached proper receipts when submitted to the Business Office. For student travel and intercollegiate athletics travel, refer to Sections 5-34 and 5-43.
Section 3-6   Financial Reports
Prior to a Board of Regents' meeting, the Business Office shall furnish the Board of Regents a financial report for the preceding month. The report shall contain such information as shall be desired by the Board of Regents.

Section 3-7   Budget Submission
When time permits, the annual College budget will be submitted to members of the Board of Regents in advance of the meeting in which the College seeks to have the budgets approved. Where the budget submission deadline is prior to the next CASC Board of Regents meeting, the budget will be presented at the next said meeting.

Section 3-8   Employment of Auditors
The Board of Regents shall employ professional auditors annually for the purpose of auditing all college financial records. Current state laws governing the employment of auditors shall be considered and observed.

Section 3-9    Authority to Negotiate for Surplus Property
The President of the college and/or his agents is authorized to enter into negotiation for the acquisition of surplus property from the Oklahoma State Agency for Surplus Property and other such surplus disposition agencies.

Section 3-10  Cash Receipts & Deposits
A. Purpose
The purpose of this Policy is to establish operational guidelines for the receipt and recording of all monies received by individual departments at Carl Albert State College. The guidelines set forth assist the departments in the safekeeping of the College's funds. Because of the sensitive nature of cash and near cash items, special attention must be given to safeguarding and recording it in the accounting system. In order to safeguard the financial position of the College Campus as well as the individual cash handlers, this policy must be followed. These procedures must be adopted by every authorized cash collection point and they will be subject to periodic audit by the Cashier, Business Manager, and Independent Auditors.

B. Policy
The Miscellaneous Cash Receipts and Deposit Policy provide procedures and guidelines to College departments handling cash transactions. Procedures have been established to encourage an effective administration and internal control of cash handling operations throughout the College. The College departments must ensure that transactions resulting in cash receipts are deposited in a timely manner. Normally, all cash receipts are to be transmitted directly to the Cashiers Office. If a department needs to receive verification of cash that is received directly by the Cashiers Office, arrangements can be made with the Cashiers Office. The collection and handling of cash receipts by the department requires the approval of the Vice President for Business Operations.

C. Cash Receipts Collected and Handled by a Department
1. General
   a. The access to cash receipts is to be restricted to a limited number of persons.
   b. Remittance or registration forms should include the following statement: Checks are to be made payable to "Carl Albert State College" or "CASC." Checks may not be made payable to a department or special program. Checks are to be restrictively endorsed "for deposit only" to the credit of the College immediately upon receipt. Contact the Cashiers Office for an appropriate endorsement stamp.
   c. Receipts are to be deposited “intact” with the Cashiers Office at least daily and more often when the amounts involved are large enough to justify the additional effort. "Intact" means that all cash collected since the last deposit must be deposited, and that no disbursements can be made from these not deposited receipts. All currency or checks kept overnight in the department are to be safeguarded from fire and theft.
d. Cash receipts are to be supported by other records. For example; major retail sales are to be supported by cash register tapes; minor in-person payments are to be supported by properly controlled pre-numbered receipt forms; mail receipts are supported by lists prepared by the mail opener; and ticket sales are supported by unused tickets, and reconciliation. The supporting records in a given department are to be appropriate for the type of cash collection activities it is engaged in. In all cases, the supporting records must show the nature, source, date and amount of each cash receipt.

e. A separate cash fund is not to be maintained to pay for cashier overages and shortages. All cash overages and shortages are to be recorded on a cash transmittal. They are to be computed and recorded as follows:

| Control Total (For example, cash register tape) |  |
| Less: Documented adjustments |  |
| Equals: Actual sales |  |
| Plus: Authorized change funds |  |
| Less: Cash physically counted |  |
| Equals: Cash over or short |  |

Use the appropriate income purpose code and account code to record overages and shortages. The entry on the cash transmittal form for a shortage is a debit and should be noted by putting a minus before the amount. In the case of an overage there would be no minus. The total on the cash transmittal should equal the total funds being deposited. Overages and shortages are to be periodically reviewed by management to ascertain whether the discrepancies are significant and whether they are a recurring problem specific to a certain cashier.

f. **Segregation of Duties** - Duties are to be separated to the extent possible in any department handling cash. There should be a system of checks and balances in which tasks are performed by different individuals for adequate control. For example, the same person is not to collect money from students or other payees, post receivables and other accounting records, and prepare and make the deposit. When complete segregation of duties is not possible, it is the supervisor’s responsibility to scrutinize all documents to ensure that the amount being deposited includes everything that was collected.

g. Items C.1.a. through f. represent general College policy. Each department handling major cash receipts is to have its own written policies and procedures tailored to its specific organization. The departmental policies and procedures are to include, but not be limited to, the following topics: segregation of duties, deposits, and forms control including pre-numbered tickets, reconciliations, cash register procedure and physical security. Departmental policies and procedures are to be approved by the Vice President for Business Operations.

2. **Mail Receipts**

   Mail containing payments is to be opened and recorded in one central location by someone who will have no further involvement with the deposit or accounting for cash receipts. The mail opener is to prepare a list of all payments received in a given day. An independent Manager is to verify that the deposit reconciles with the mail list.

3. **In-Person or Over-the-Counter Receipts**

   Necessary initial control for in-person or over the counter receipts requires the person who receives the money to immediately prepare a record of the amount to establish accountability and a basis for proving that subsequent deposits include everything that was received. Cash registers and pre-numbered forms are acceptable methods of initial control.

4. **Definitions**

   Cash/Check Receipts Log: Form to complete when recording and depositing cash and checks. Receipt of Confirmation: Carl Albert State College Business Office notice of receipt of cash, check, or deposit information. Initials on Appendix A.

   a. **Business Office** - The Business Office is responsible for establishing and enforcing policies and procedures governing the receipt, handling, custody, and disbursement of funds. To
ensure adherence to this Policy, the Business Office shall perform periodic audits of
departments with any cash handling operations.

b. **Supervisor** - The department’s Supervisor is responsible for establishing and maintaining a
proper environment of internal control and reviewing all cash receipts.

c. **Designated Department Staff Member** - Each department must have a designated staff
member responsible for the assigned department’s cash receipts. This person shall ensure
that the steps outlined in this policy are followed.

5. **Procedures**

Records kept by individual departments should provide clear documentation of cash receipts from
the time of collection to the time of deposit. This information should always be readily available for
audits by the Business Office. Departments handling cash are responsible for the safekeeping of
the College assets. Physical security should be emphasized to every employee involved in cash
handling. The following general guidelines should be followed to help maintain the integrity of
those areas handling cash:

a. All cash receipts must be attached to a Cash/Check Receipt Log (Appendix A), Count Sheet
(Appendix B) and Department Deposit Log (Appendix C) and completed entirely. These
forms are available online at the Carl Albert State College website portal.

b. Departments that collect cash receipts must submit their deposit to the Cashier office by 3:00
pm on the day received or, by the next business day from receipt. Cash Bags issued by the
Business Office must be deposited in the Bank’s night deposit at the end of the day with
receipt form included.

c. Cash deposits not submitted to the Cashier office by end of day must be kept in a secure
locked box or safe. File cabinets or desk drawers are discouraged unless they can be totally
secure. The secured lock box and/or safe must be in a locked room with key-entry to only a
few designated staff members.

d. Checks should always be properly endorsed upon receipt. All checks must be stamped
immediately with the departments “For Deposit Only” stamp. Checks drawn from U.S. banks
only are accepted.

e. A written or printed acknowledgment (receipt) must be made immediately for each
transaction resulting in the payment to the College. The receipt must show the amount, date,
and purpose of the transaction.

f. Checks, cash, and credit card payments should be listed on the Cash/Check Log in group
order. The total on the Deposit Log should agree with the total of each payment type.

g. Cash should be counted and handled out of sight of the general public and deposited daily to
avoid accumulation of large sums.

h. Cash should NEVER be unattended. This applies to cash registers, desktops, and cash
drawers. If an employee leaves his or her workstation for any reason, regardless of how
briefly, cash must be appropriately secured in a locked place. Doors should be locked at all
times in areas where cash is handled. Safe doors should be kept closed during working hours
and locked at times when it is not necessary to be in and out of the safe.

i. If a safe location is not available within the department, the cash and receipts should be
brought to the Cashier office on campus for safekeeping. The revenue and receipts should be
sealed in an envelope. The department name and responsible party should be noted on the
outside of the envelope.

j. Under no circumstances should an individual keep College cash with their own personal
funds, deposit College funds in a personal bank account, or take College funds to one’s
home for safekeeping.

(Board adopted 3-25-2014)

Sections 3-11 - 3-12 (Reserved for Future Use.)
Article II Construction

Section 3-13  Building Construction, Capital Improvements and Bond Issues
The Carl Albert State College administration and Board of Regents will follow applicable state laws and requirements of the Oklahoma State Regents for Higher Education in regard to building construction, capital improvements and bond issues. Appropriate documents, forms, and procedures applicable at the time of the project will be duly prepared and followed.

Section 3-14  Insurance on Buildings and Equipment
The College carries Oklahoma Risk Management insurance on all buildings throughout the central Campus and the branch campus at Sequoyah County.

Section 3-15  Public Contracts
For and in consideration of the right to bid upon a public building contract offered for bid by the Board of Regents of Carl Albert State College, all bidders must post a bid bond for five percent (5%) of the project.

Section 3-16  Change Orders on Construction Contracts
The President of the College shall not be permitted to enter into agreements with contractors on any change order until approved by the Board of Regents.

Section 3-17  Naming Buildings
Buildings on the campus of Carl Albert State College may be named for persons who have made an exceptional contribution to the progress of Carl Albert State College or contributed greatly to the state or national heritage. Such naming of buildings requires approval of the Board of Regents.

Section 3-18  Plaques on New Buildings
The plaque on each new building will be inscribed to include the names of the members of the Board of Regents as organized at the time of letting the contract for the building and the President of the College at the time of letting the contract for the building.
Chapter 4
PERSONNEL

Section 4-1 Personnel Divided into Classes or Groups
A. All college employees are divided into eight classes, or groups, as follows:
1. Executive personnel: President and all members of the Executive Cabinet.
2. Administrative Professional Staff: Members of the college staff whose primary function are to
direct offices or to provide services that aid in the operation of the college but have no direct
instructional/educational impact on students. These positions are under contract to the college,
paid through an annual salary, and receive a full benefit package.
3. Educational Professional Staff: Members of the college staff whose primary function are to direct
offices or provide services that aid and have a direct instructional/educational impact on students.
These positions are under contract to the college, paid through an annual salary, and receive a
full benefit package.
4. Classified Staff: Members of the college staff whose primary function is the service and support of
professional personnel and offices.
5. Full-time Faculty: Members of the college staff who have a full-time annual contract as an
instructor as approved by the CASC Board of Regents. The normal teaching load can vary from
six to fifteen hours depending on the contract. Those faculty who have fewer than fifteen hours
assigned to them will usually be assigned other responsibilities such as division chairs, athletic
directors and coaches, construction supervision, landscaping design, etc.
6. Probationary Faculty – members of the college staff who may not possess the full credentials
expected of a full-time faculty member and/or not granted full-time faculty status. Employment is
conditional according to contract specifications.
7. Temporary Associate Faculty (TAF) - associate faculty members who are employed on an annual
contract for the salary amount approved by the CASC Board of Regents and will teach 15 hours
with up to 6 hours of overload, work 10 office hours per week, and be provided one fringe benefit.
8. Adjunct Faculty: Community professionals or members of the college professional staff who
usually teach a load of no more than nine hours (normally less than six) and receive overload pay
for such teaching duties.
9. Part-Time Faculty: Members of the college professional staff who are full time employees and as
part of their normal salary teach a minimum of three hours.
10. Contract Part-time Personnel: All employees that are employed on less than full-time basis that
are contracted on each year of service. These employees may elect to receive one fringe benefit
from the benefits listed in Chapter 4, Article III of the revised Policy and Procedures Manual.
B. The Board of Regents will consider contract renewal for the President at its December meeting each
year; the Members of the Executive Cabinet at its January meeting; and for professional, faculty, and
classified personnel prior to April 30th subject to the availability of funds. Salaries will not be set until
approval of the college budget.
C. In case of doubt as to which class an employee belongs, the President of the College shall make the
determination on appeal, on references, or on its own initiative.
D. Hourly employees who are subject to federal wage-hour laws may be employed by the President of
the College without approval of the Board of Regents.
(Board Amended 9-17-13)

Section 4-2 Fair Labor Standards Act Policy
Job Descriptions – Each position will be classified according to its functions, duties, responsibilities, and
relationship to other positions. Supervisors, with assistance from the Human Resources office, develop
descriptions for positions specifying the duties, responsibilities, supervision received, supervision given,
and the education, training, experience, and essential physical abilities required for a person to function effectively in each position.

A. **Exempt and Non-Exempt Classifications** – The Human Resources Director shall determine and specify, subject to the provisions of the Fair Labor Standards Act, those classifications which shall be exempt. All classifications not specifically determined to be exempt classifications shall be considered non-exempt classifications.

1. Exempt Classifications are those classifications which shall neither be entitled to the earning of, accrual of, or credit for overtime and/or compensatory time. The department supervisor has the discretionary authority to arrange the work schedule of an exempt employee.

2. Non-Exempt Classifications are those classifications which shall be eligible for earning of, and credit for, appropriately authorized overtime and/or compensatory time. These employees, whose work must be documented and maintained in accordance with federal regulations, must maintain accurate, detailed records reflecting the actual time worked. The employee’s supervisor must approve overtime work in advance, except in cases of emergency.

C. **Deductions from Salary** – It is the policy of Carl Albert State College to comply with the salary basis requirements of the FLSA. Therefore, the College prohibits all supervisors from making any improper deductions from the salaries of exempt employees. The College wants employees to be aware of this policy and that Carl Albert State College does not allow deductions that violate the FLSA.

1. If an employee believes that an improper deduction has been made to their salary, they should immediately report this information to their direct supervisor, or to the CASC Human Resources Director. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made.

2. In case of a Disciplinary Suspension, the College’s policy is that employees who have violated any workplace conduct rules may be disciplined by suspension of duty for one full day or more, without pay. Examples of workplace conduct rules that may result in unpaid disciplinary suspensions include, but are not limited to, safety rules, sexual harassment, workplace violence, and theft. Any deductions from employee’s pay will be in accordance with all applicable state and federal laws and any related CASC policies.

**Section 4-3 Pay Periods**

A. The College, operating under the laws of the State of Oklahoma and the policies of the Oklahoma State Regents for Higher Education, will process payroll claims that will be available on the last working day of each calendar month.

B. All employees are required to participate in the Electronic Transfer of Funds (Direct Deposit). Employee compensation statements are available online on the CASC portal.

C. Faculty and staff who are employed on less than a twelve-month basis may, at their option, receive their salary over the period of the months worked or on a twelve-month basis. They should notify the Business Office of their preference of payment.

D. Overload pay pertains to the credit hours taught by adjunct and professional staff that may periodically teach a class. It also includes any hours taught by full-time faculty outside their primary job hours. The rate of pay is set forth by the CASC Board of Regents to be paid per credit hour. Pay for Fall overload is divided among four months: September, October, November and December. Pay for Spring overload is also divided among four months: February, March, April and May. Summer pay is divided among three months: June, July and August. There is no overload paid in January.

**Section 4-4 Overtime & Compensatory Time Policy**

Overtime is accrued when an eligible employee works more than 40 hours in any given workweek. The standard workweek is generally defined as 12:01 a.m. Sunday through midnight, the next Saturday. Exceptions to the workweek may be granted with written approval from supervisor.

A. All overtime worked must be approved in advance and in writing by the supervisor. All requests and approvals for overtime must be in writing and include estimated amount of time that will be accrued and the specific work to be accomplished during that period of time. Only in exceptional circumstances (e.g. learn about extra work that day, a pressing deadline, etc.) can this request be
made at the last minute. Employees must notify supervisors of exceptional circumstances, in writing, that day or the following workday. The supervisor will evaluate last minute requests on a case-by-case basis.

B. Whenever feasible, efforts should be made by both supervisors and employees to avoid accruing overtime by adjusting the employees’ work hours within the same work week. Employees should make arrangements with their supervisor to leave early or arrive late in order to not exceed 40 hours worked in the same work week.

C. If compensatory time is accrued, it will be governed by the following guidelines:
1. Comp time that carries over from one week to the next is accrued at time and one-half.
2. There is a maximum comp time accrual of 160 hours (or 240 hours at time and one-half). Any comp time exceeding this limit is paid in cash.
3. Accumulated comp time must be scheduled and taken as soon as practical.
4. Supervisors have the right to schedule when comp time must be used.
5. A written request for comp time leave must be submitted in advance of use.
6. CASC maintains the option to use either cash or time off to pay for comp time accrued.

D. In order to properly calculate and record overtime, each week, all employees eligible for overtime should complete an accurate timesheet reflecting all overtime worked. Each month, supervisors shall submit a copy of all overtime requests and approvals to the Human Resource department, and attach a copy to the timesheet.

E. An employee who works overtime without prior supervisory approval is still eligible to receive overtime pay/compensatory time. An employee who works overtime without prior supervisory approval may be subject to disciplinary and corrective action for non-authorization overtime worked.

F. Compensatory time may not be earned at the employee’s discretion.

Section 4-4.1 Overtime/Additional Compensation Guidelines
Overtime will be processed for a non-exempt employee, physically working over 40 hours per week, per FLSA guidelines, at time and a half for each hour worked over 40 hours per week. Comp time may be issued in lieu of overtime pay if employee has designated that preference on the HR form signifying such designation.

Paid leave time (vacation, sick, comp time, emergency medical, bereavement, and jury duty) hours do not compute toward overtime hours. Actual hours worked at the job have to be over 40 to qualify for overtime wages. Paid leave time hours will compute toward straight-time (standard rate) pay in excess of 40 hours for regular work days.

Reduced-Staffing Periods:
Offices that are allowed and approved to work on a reduced-staffing schedule (i.e. Thanksgiving break, Spring break, Christmas break) will not be paid any additional amount above their base salary for work performed during the reduced schedule time period, unless they physically work over 40 hours per week. Contract employees will receive their regular pay during these times, and no reduction of salary will be taken for hours not worked (according to schedule).

The physical plant department and service workers who work under separate specifications, will be allowed to receive half-time rate of pay for the hours worked during break periods that are approved by Administration. Combined with their regular pay, this allows them to be paid one and a half the standard rate of pay for hours worked during break periods. Any hours worked over 40 physical hours worked per week will be paid at a rate of one and a half times the regular rate of pay. Physical plant and service workers include janitors, maintenance workers, custodians, groundskeepers, cooks, food service workers and campus police that are contracted/salaried, non-exempt employees.
Additional consideration when approving overtime should be given if there are any added duties being paid and which job duties the overtime hours are worked for.

Holiday Pay:
Any Physical Plant or service worker required by the CASC administration to work on a state and CASC approved holiday (i.e. Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after Christmas Day, New Year’s Day) may be eligible to receive a standard rate of pay for those hours worked on the holiday in addition to their base salary, if they are a contracted employee. This would equate to double pay.

Break periods or reduced working hours are not considered paid holidays or paid leave times for the purpose of these overtime procedures.
(Board approved April 15, 2014)

Section 4-5 Professional Beginning Salary Schedule
A. The College utilizes a salary schedule approved by the CASC Board of Regents for professional new hires. Current entry level is $25,200 for Bachelor’s degree, $26,700 for Master’s degree, $28,200 for Doctorate. Additional consideration is given to those who have up to six years of prior experience at a rate of $500 per year. An exception to the starting salary policy is given in the case of professionals who are recruited in high demand areas such as Health Sciences, Math, Science, or other areas that may be deemed high demand by the President.

B. The College utilizes a separate starting annual salary schedule for the Radiology and Physical Therapy program set forth by the CASC Board of Regents: $26,200 - $31,200 for radiography expertise, $33,200 for Physical Therapy Assistants, and $31,200 for nurses.

C. The College utilizes a separate starting annual salary schedule for the Nursing program set forth by the CASC Board of Regents: RN with Bachelor’s degree $34,200, with Master’s degree $36,700. Additional consideration is given to those who have up to five years’ experience at a rate of $500 per year.

D. Temporary Associate Faculty (TAF) is faculty members who are employed on an annual contract for $16,200 or up to $23,200 as an instructor, plus one benefit. The normal teaching load is 15 hours with up to six (6) hours of overload. The normal office hours are 10 hours per week.

Sections 4-6 New Employee Trial Program
The purpose of a trial period is to ensure that employees are suitable for the position they were hired for and that they are capable of performing the job functions assigned to them. This policy designates a period of three (3) months (90-days/12 weeks), during which time the supervisor and/or department head will assess the potential and capabilities of the employee.

A. Assessment of new employee includes (but is not limited to) the following factors: work performance, work habits, attitude, attendance and productivity.

B. During the trial period, it is important that documentation be kept, to include a copy of the job description, performance appraisals, written memos, etc. All documentation should be able to justify any decision to reject during the trial period, which may include documentation around the following subjects:
1. Work standards and performance measures - description of the nature of the work and standard expected of employees.
2. Supervision and training - has proper and ample direction been provided?
3. Evaluations of employee - this could include comments from other employees, customers, or performance reviews from the direct supervisor. Two performance appraisals should be submitted to the Human Resources department for the employee’s personnel file: One performed six (6) weeks into employment, the other at the conclusion of the 12-week trial time.
C. At the conclusion of the trial period, the supervisor should be able to confidently recommend to the employer either that the employee is suitable for the position they were hired for or that they are unsuitable. If unsuitable, the recommendation could either be for rejection on the trial period (or dismissal) or possibly to place the employee in a position more suited to their skill set.

D. If the employee discovers they are not suited for this position at any time during the trial period, they are under no obligation to continue their employment.

(Board adopted 3-25-2014)

Sections 4-7– 4-10. (Reserved for Future Use)

Section 4-11  Retirement
Carl Albert State College and its employees participate in the Federal Social Security program and the Oklahoma Teachers’ Retirement System as provided by law. The College encourages eligible employees to supplement these retirement programs through participation in tax-sheltered annuities, 403(b) or 457, as established by the Internal Revenue Code.

A. CASC pays the required matching Social Security contributions for all employees (except exempt student workers)

B. For eligible participants, the College pays a contribution to the Oklahoma Teachers’ Retirement System. Institutional contributions to the Retirement System are subject to availability of funds and guidelines established by the College.

Section 4-12  Group Insurance
Carl Albert State College provides health, dental, and life insurance benefits for regular full-time employees of the College, subject to the availability of funds, as follows:

A. A comprehensive group health insurance program is provided for each eligible employee of the College. Coverage for dependents is available at the employee’s expense, and according to the carrier’s regulations.

B. A group dental insurance program is provided for each eligible employee of the College. Coverage for dependents is available at the employee’s expense, and according to the carrier’s regulations.

C. A group life insurance program which includes provisions for accidental death and dismemberment is provided for each eligible employee of the College in the amount equal to double their annual salary, rounded to the nearest even thousand-dollar figure. Life insurance is continued for retiring employees participating in the CASC life insurance program.

D. Carl Albert State College provides Workers’ Compensation insurance in accordance with the requirements of applicable laws.
Section 4-13    Tuition Grants
A. Full-time employees that have worked for the college for twelve months are eligible for tuition waivers:
   1. Dependent children and spouses of full-time, salaried employees may receive a tuition waiver for up to 64 semester hours of credit. The course work must be completed within four regular, consecutive semesters. Student fees may not be waived.
   2. College employees may receive a tuition waiver for CASC classes. Again, student fees may not be waived.
      a. Enrollment of employees in college classes during an employee’s workday will not be permitted.
      b. An Education Assistance application should be submitted and approved prior to participation.
      c. Once approved and enrolled, a Tuition Waiver form should be completed and submitted to the Admissions Office.
      d. Upon completion of degree, an official transcript should be forwarded to the HR office for employee’s personnel file and processing of salary adjustment according to Sec.4-47.
B. In compliance with State Regent’s policy, senior citizens may be allowed to enroll tuition free and receive an audit grade in college-level courses that are not completely filled by its regular, college students.
(Board amended 9-17-13)

Sections 4-14 - 4-18    (Reserved for Future Use)

Article - IV Leave, Absences, Holidays

Section 4-19    Vacation Leave
A. Full-time staff who is employed on a twelve-month basis shall receive ten (10) days of paid vacation annually.
B. Personnel with full-time faculty status shall receive vacation time as designed on the school calendar for students.
C. Vacation leave may be taken at any time the staff member chooses with the approval of his/her immediate supervisor. Vacation time may be scheduled in its entirety or in parts. Request should be made in writing on the established request form.
D. Vacation leave may not be used until the end of six months employment.
E. Earned vacation days must be used by the end of the fourth month following the end of each fiscal year of employment (October 31).
F. Vacation time may not be accumulated from year to year nor substituted with a payment of cash for vacation not used by the deadline.
G. Only non-exempt employees may be granted compensatory time by their supervisors, who will keep records of excess time worked by employees on institutional issued forms and record keeping documents. Compensatory time is granted at the period succeeding the period in which the excess time was worked. Compensatory time does not accumulate beyond the succeeding pay period.

Section 4-20    Convenience Leave
Up to three days of convenience leave per year may be granted a regular full-time employee by the President. Application should be made through the processing of a Request for Leave form according to established attendance procedures.

Section 4-21    Sick Leave
A. All full-time employees in all classifications receive sick leave at the rate of one and one-quarter (1 ¼) days per month cumulative to one hundred and sixty (160) days.
B. Unused cumulative sick leave will be cancelled when employment with the College is terminated and will not be compensated for in terminal pay. If the employee leaves the service of the
College after having used more sick leave than has been earned, a deduction for such excess sick leave shall be made from his/her final salary. If transferring to another Oklahoma college or university, sick leave can be taken with him/her with proper documentation.

C. Sick leave begins accruing from the first day the employee reports for work in each fiscal or school year.

D. Any person absent because of illness will sign an absence report form, and a statement from a physician may be required at the discretion of the administration. Sick leave may be used for medical and dental appointments and emergencies or when it is not possible to have the appointments after duty hours.

E. In the case of brief illness, other members of the faculty or staff may absorb the faculty or staff member’s work.

F. If absence because of illness extends beyond the number of days of accumulated sick leave, the academic employee may be paid the difference between his/her salary and that paid a substitute for a reasonable period upon approval by the Board of Regents. The President has the authority to grant emergency medical leave without pay to employees who have used up their regular sick leave time. Fringe benefits will be continued during the medical emergency leave.

G. The President can grant up to six years (*90 days) of sick leave to new employees who have worked in organizations that grant sick leave and have accumulated with the former employer the amount of leave granted. (*Under CASC policy, an employee can earn up to 15 days of sick leave per year.)

H. CASC employees can gift portions of the sick leave to needy fellow workers. Sections 4-20. G. and H. are to be retroactive.

I. CASC employees can accumulate 160 days of sick leave. A “no cap” policy for Oklahoma Teachers Retirement purposes will be in effect retroactive to July 1, 2001.

J. Oklahoma Statute, Section 840-2.23 Creation of State Leave Program is included in the Policies of Carl Albert State College effective immediately (Appendix VIII).

Section 4-22 Bereavement or Medical Emergency Involving Family Members

A. A leave of absence due to the death or serious illness in the immediate family of an employee not to exceed three (3) days at one time shall be granted without loss of pay. This leave is granted at the discretion of the President and does not accrue.

B. Immediate family will be interpreted to mean the spouse, child, parent, sister, brother, grandchild, grandparent, of the employee or any person who occupies such position in the family, persons who acted or are acting in the role of parent or child during the child’s minority, with step, adoptive, and foster-care relationships being equivalent to biological relationships.

C. This leave shall be limited to a total of six (6) days per fiscal year. In extraordinary circumstances, the President shall have the authority to grant extended leave at his/her discretion.

Section 4-23 Maternity Leave

An eligible employee’s sick leave and/or vacation leave may be used as maternity leave by any full-time employee. CASC abides by the state and federal regulations for Family and Medical Leave for the birth or adoption of a child. [See Family Medical Leave section]

Section 4-24 Court and Jury Services

A. Regular full-time employees who are called to serve on jury duty are granted leave with pay. Employees summoned to jury duty (or other court order) must attach a copy of the summons to the Request for Leave form as a prerequisite for determining whether or not leave is to be taken.

B. This leave will not be counted against sick, vacation, or convenience leaves if requested in a reasonable time from receiving the summons. An employee who is not selected for jury duty after reporting each of the required days, must return to work for the remainder of the day. After completing jury duty, evidence of having served on a jury for the time claimed must be submitted to the department head.

C. No deduction in salary will be made if an employee must appear in court when subpoenaed as a witness by the Federal Government, State of Oklahoma, or political subdivisions thereof. Court cases
involving an employee’s personal business shall be taken as vacation leave, compensatory time, convenience leave (if applicable) or leave without pay.

D. Fees paid by the court in connection with the jury panel duty may be retained by the staff member.
E. When jury duty occurs while the employee is on leave without pay, paid court leave is not granted. When jury duty occurs while the employee is on annual leave or sick leave, the paid court leave will supersede the other type of leave.

(Board Amended 9-17-13)

Section 4-25 (Reserved for Future Use)

Section 4-26 Attendance at Conferences, Meetings, or Events Off Campus
The College President or his/her delegate is authorized to approve attendance of college employees at conferences, meetings, or events off campus. When an employee is absent with prior written approval by administration or assignment, no deduction of salary will be made. Employee must receive written approval before leaving campus.

Section 4-27 Faculty Absences to be Reported
Instructors are to report to the appropriate Division Chairperson or Vice President for the Sallisaw campus (for faculty at the Sallisaw campus) at the earliest possible time if they are to be absent from duties. A Leave Request form should be completed and submitted for approvals when paid or unpaid leave is being requested.

Section 4-28 Sabbatical Leave
The Board of Regents of Carl Albert State College has established a Sabbatical Leave Program.

To be considered for a sabbatical or in-residence assistantship from CASC to pursue a graduate program leading to a Doctor of Education Degree, the following procedures must be followed:
A. Submit a written request to the immediate supervisor.
B. If the initial request is approved, schedule an interview with the immediate supervisor and Vice President of your division to discuss the feasibility of your request.
C. If approval is obtained, a CASC Application for Doctoral Consideration is submitted to the President’s Office.
D. The Doctoral Advisory Committee will review the applications and formulate a recommendation to the Board of Regents.
E. To receive consideration, all steps must be completed by July 1 for the following academic year.
F. The Board of Regents may grant a sabbatical leave to any employee, if the Regents so decide.

Section 4-29 Holidays
The President approves holidays and semester schedules annually. The College currently observes the following holidays:
A. Easter—two days. Administrative offices may be operated at less than full staffing with the approval of the proper administrative official.
B. Memorial Day—one day.
C. Independence Day—if holiday falls on Saturday or Sunday, the Friday before or the Monday after will be designated as the holiday.
D. Labor Day—one day.
E. Thanksgiving—five days (Monday through Friday). Administrative offices may be operated at less than full staffing with the approval of the proper administrative official.
F. Christmas—During the interval between Christmas and New Year’s Day, the administrative office may be operated at less than full staffing with the approval of the proper administrative official.
G. Additionally, Spring and Fall Break—Developed as a part of the annual college calendar. Administrative offices may be operated at less than full staffing with the approval of the proper administrative official.

(Board amended 3-25-2014)
Section 4-30  Prohibited Holidays
Any holiday occasioned by the winning of an athletic game or other student activity victory is prohibited.

Section 4-31  Family and Medical Leave Policy
The college’s Family and Medical Leave Policy (FML) incorporates provisions of existing leave policy and the federal Family and Medical Leave Act (FMLA) of 1993, as amended. It is designed to enable employees to balance their work responsibilities with the demands of caring for family members or in the event of serious personal illness or injury. To be eligible for FML, an employee must have one year of employment at least six months of continuous service at the college, and have worked at least one thousand two hundred and fifty hours during the twelve months prior to the start of FML. An eligible employee will be granted up to a total of twelve work weeks of leave (combined paid and unpaid) in a twelve-month period in accordance with the provisions listed below. The FMLA also allows eligible employees to take up to twenty-six weeks of job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness. **Paid leave provided through employment with CASC applies under and runs concurrently with the provisions of the FMLA.** This provision shall constitute notice by CASC that any leave appropriate under FMLA will be deemed FMLA leave, and will be considered paid FMLA leave to the extent that the employee has unused annual leave, sick leave, convenience and medical emergency leave. When both spouses are employed by the college, they will be limited to a combined total of twelve work weeks of family leave for a birth, adoption, or placement of a foster child.

Family/Medical leaves of absence may be taken for the following reasons:

A.  To care for the employee’s child after birth, or placement for adoption or foster care (up to 12 weeks):
B.  To care for the employee’s spouse, son or daughter, or parent who has a serious health condition (up to 12 weeks): or
C.  For a serious health condition that makes the employee unable to perform the employee’s job (up to 12 weeks);
D.  To care for a spouse, son, daughter, parent, or next of kin (nearest blood relative) family member who is a covered service member who received a serious injury or illness in the line of duty (up to 26 weeks), as described below:
This leave is taken on a separate and distinct leave year from the fiscal leave year for other FML events. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.
E.  For a qualifying exigency for family members serving in the military (up to 12 weeks), as described below:
Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. The Department of Labor’s final rule defines qualifying exigency by referring to a number of broad categories for which employees can use FMLA leave: (1) Short-notice deployment; (2) Military events and related activities; (3) Childcare and school activities; (4) Financial and legal arrangements; (5) Counseling; (6) Rest and recuperation; (7) Post-deployment activities; and (8) Additional activities not encompassed in the other categories, but agreed to by the employer and employee.
An employee does not need to use his or her leave entitlement in one block. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations.

**Advance Notice and Certification**
- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable,” and should be scheduled so that it does not unduly disrupt the employer’s operations.
- If 30 day advance notice is not possible, the employee must provide notice as soon as practical. Medical certification to support a request for leave due to a serious health condition may be required, as well as a fitness for duty report to return to work. The college reserves the option to request a second or third opinion, but when required, it will be at the college’s expense.
- Certification of Qualifying Exigency may be required to support a request for leave for military exigency.

**Job Benefits and Protection**
- For the duration of FMLA leave, the employer will maintain the employee’s health coverage under any existing “group health plan.”
- Upon return from FMLA leave, the employee will be restored to his or her original or equivalent position.
- The use of FMLA leave will not result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Procedure**
Requests for family or medical leaves of absence should be in writing and must include the reason for the request and the anticipated time period for the leave. All requests for family and medical leaves of absence shall be made at least thirty days in advance, to the extent practicable. If the leave is for planned medical treatment, the employee is expected to schedule the treatment so as to create minimum disruption for the employer. When leave is used for the employee’s own serious health condition or to care for a spouse, son or daughter, or parent with a serious health condition, acceptable medical documentation from the health-care provider will be required. Leave could be denied if the employee fails to provide the required documentation.

A complete copy of the FMLA, which contains further definitions and requirements that may apply, is available from the CASC Human Resources office.

**Sections 4-32 Unsafe Working Conditions**
In accordance with Oklahoma Administrative Code (OAC) 530:10-15-71, eligible employees may qualify for paid administrative leave when an office is temporarily closed due to unsafe working conditions or hazardous weather; or when services are temporarily reduced due to hazardous weather.

- If agency offices are closed because of an imminent peril threatening the public health, safety, or welfare of state employees or the public, or when state offices are temporarily closed or reduced due to hazardous weather conditions, the College Administration shall place employees who are scheduled to work in the affected work areas on paid administrative leave or, if applicable, shall assign them to work in another location. During their normal duty hours, employees on paid administrative leave due to unsafe working conditions are on stand-by or on-call status. College Administrators may call employees to return to their normal duties or respond to the demands of the situation as necessary.
- As used in this Section, paid administrative leave means leave granted to affected employees if offices of agencies are closed because of an imminent peril threatening the public health, safety, or welfare of state employees or the public, or when state offices are temporarily closed or reduced due to hazardous weather. Examples of reasons for temporarily closing an office due to unsafe working conditions are: leaks of toxic fumes in buildings; life threatening damage to building structures; or
emergency operations which would be disrupted by the presence of the usual work force; or any other condition which poses a significant threat to the safety of the work force.

C. The granting of administrative leave applies only to employees scheduled to work during the time period of the closure or reduced services. It does not apply to employees who are absent during the closure or reduction on any previously approved leave. Employees who are not eligible to accrue leave, such as temporary employees, shall not be granted administrative leave under this section when state services are temporarily closed or temporarily reduced due to hazardous weather conditions.

D. When the President of the College authorizes the agency or parts of the agency to maintain basic minimum services because hazardous weather conditions impede or delay the movement of employees to and from work, and students to and from school, employees responsible for providing such basic minimum services shall report to work. Employees who are considered responsible for basic minimum services and who are required to work when state services are temporarily reduced due to hazardous weather conditions may be entitled to accrue administrative leave on a straight-time basis up to eight hours per day for hours worked in their regularly scheduled work periods during such reduction. Administrative leave accrued under this provision must be taken within 180 days of its accrual or the employee shall be paid for the leave.

E. If the College Administrator has not approved a closure or reduction of services, employees are encouraged to use extreme caution during hazardous weather. If the employee feels unsafe commuting to work, no matter how close or how far, the employee is encouraged to use his/her best judgment. Individual decision does not exempt the employee from proper notification of an absence to the supervisor or unit administrator. If the employee is unable to report to work, he/she may take accrued vacation or convenience leave, if eligible.

F. In certain instances, the administration of the College may make the decision to close all offices except those recognized as necessary to maintain essential services. A decision as to whether the college will be open is usually made before 6:30 a.m. In the event of the College closing, information will be posted to the CASC web site and a campus-wide e-mail message will be distributed. In addition, any decision will be communicated to radio and television stations, including KPRV 92.5 FM, KTCS 99.9 FM, KMAG 99.1 FM, KXMM 105.1 FM, KTNT 102.5, and KZBB 97.9 FM; OK Welcome and LeFlore Co. Journal websites; and KFSM TV 5 and KHBS TV 40.

(Board Adopted 9-17-13)

Section 4-33 Faculty Growth

A. Faculty members are encouraged to make continuous professional progress while on the faculty of Carl Albert State College. Supervisory personnel are encouraged to review annually with each Division member the nature and progress of his/her professional development and file a written report. Instructors are encouraged to realize professional progress through such activities as the following: completion of additional graduate work, participation in professional organizations and meetings, seminars, workshops, special study groups, independent study groups, independent study or research, travel, work experience, private instruction, publishing, leadership in civic organizations, and other learning experiences.

B. Professional growth will be considered a factor in the evaluation of teaching personnel.

Section 4-34 Faculty Supervision and Evaluation

A. The College administration will be responsible for developing and maintaining, with the cooperation of all-professional staff, procedures and criteria for the evaluation of all faculty employees. These procedures and criteria shall be the basis for recommended vertical reclassification on salary schedule, promotion and salary increases.

B. Immediate supervision of an instructor will be the responsibility of the Division chairperson, and/or the Vice President for the Sallisaw campus for faculty at the Sallisaw Campus. Division chairpersons may visit classes and hold conferences with instructors for the purpose of assisting him/her teaching effectiveness will be carried out periodically with each instructor.

C. Designated administration personnel will become sufficiently familiar with the progress of instructors to be in a position to make accurate written evaluations for the purpose of recommending retention or release. All final decisions on personnel retention or dismissal shall be the exclusive responsibility of
the Board of Regents. These decisions shall be made after evaluating administration recommendations.

**Section 4-35  In-Service Training**

In-service training may be provided for employees when it is deemed necessary and upon approval by the President of the College. This training will be at no cost to the employee.

**Section 4-36  Academic Freedom and Responsibilities**

The ultimate school authority rests with the Board of Regents and it should be the responsibility of the faculty and administration to investigate, in a timely and competent manner, all questions relative to academic freedom and responsibilities of the instructor and to recommend appropriate action to the administration and to the Board. The following guidelines are appropriate to this statement:

A. Society, to remain free, requires citizens not only well schooled in traditional knowledge, but more fundamentally, citizens capable of critical evaluation of both new and old ideas. An institution of higher education can best foster growth in a democratic society when both student and teacher can freely participate in the process of sifting and weighing traditional approaches and creating and evaluating new ones. Through the community and its college, society should provide an academic atmosphere in which questioning is encouraged, where alternatives can be explored, where one may follow where inquiry leads. It is, therefore, imperative that the instructor enjoy full freedom in the discussion of his/her subject and related matters both in and beyond the classroom, the ultimate purposes of such freedom being the pursuit of truth.

B. As a citizen, the instructor is entitled to all personal and civil liberties pertaining thereto and his/her legal exercise of these privileges should in no way prejudice his/her position as a member of the instructional staff.

C. As an instructor, his/her right to express himself/herself in matters of College policy shall not be denied or abridged, nor should such expression jeopardize his/her academic position.

D. When the instructor speaks of rights as a citizen, he/she should be entirely free from institutional censorship or discipline, but his/her special position in the community obliges him/her to remember that the public may judge his/her profession and his/her institution by the validity of his/her opinions and the manner in which he/she expresses them. When he/she speaks or writes as a citizen, he/she should strive to be accurate and indicate that he/she is not an institutional spokesman.

E. Whenever the instructor speaks or writes as a citizen or as a teacher, s/he should strive to be accurate and objective, to exercise appropriate emotional restraint, and to show respect for the convictions of others.

**Section 4-37  Controversial issues and materials**

A. Controversial problems and issues shall be studied from an impartial view, and the responsibility of instructors under this policy is as follows:

1. To make certain that controversial issues are presented and discussed in an impartial and unprejudiced manner;
2. To refrain from using personal privilege and prestige as an instructor to promote or emphasize a partisan point of view;
3. To emphasize in their teaching the American heritage of democratic tradition and ideals as stated in the basic American documents, so that students are encouraged to develop a real love of country and of the rights and responsibilities of all individuals.

B. An issue or a material is deemed controversial when a marked difference of opinion exists among a substantial number of citizens regarding such issue or material.

**Section 4-38  Appointment of Professional Faculty & Staff**

The members of the professional staff are selected by the President of the College and submitted to the Board of Regents for final approval. The President does seek the advice of others in the selection process. Advisory and/or screening committees are used by the President in selecting all professional personnel. The Board of Regents utilizes an advisory committee of persons both within and without the institution in the selection of a President.
All appointments follow guidelines to include qualified members of minorities, women, and/or other groups in accordance with the Affirmative Action Policy.

**Note:** Tenure is defined in the academic world as the privilege which may be granted to a faculty member to continue in a position to which appointed, subject to the terms and conditions of the appointment. A positive view of tenure is presently under study by the Board of Regents of Carl Albert State College.

### Section 4-39 Retirement Compensation

**A. Retirement Age**

1. **Normal Retirement.** All faculty and administrators are no longer required to retire at the end of the contract period during which they reach the age of 70 years. A vested member can receive benefits after satisfying eligibility requirements. Retirement age and guidelines are determined by Oklahoma Teacher’s Retirement System (OTRS), or as permitted by 70 OS 17-101.

2. **Optional Retirement.** Eligible personnel who have been employed full-time in the Oklahoma State System of Higher Education for not less than five years immediately preceding the date of retirement may avail themselves of early retirement at the age authorized or permitted by the Oklahoma Teacher’s Retirement System. (70 OS 17-105).

**B. Retirement Benefits**

1. **Social Security.** All faculty and staff of Carl Albert State College are covered by social security.

2. **Teacher’s Retirement System of Oklahoma.** Membership in OTRS is mandatory for faculty members, executive officers, professional staff, supervisory staff, managerial staff, administrative staff, and administrative officers. Membership is optional for service and operations staff employees. At CASC, membership in OTRS is paid by the College for faculty members, executive officers, professional staff, supervisory staff, managerial staff, administrative staff, and administrative officers, with employees earning $20,000 or more a year, being recommended to contribute 5% of salary (up to $25,000) to the annuity system through payroll deductions. CASC also pays membership in OTRS for all full-time classified employees. However, such employees are not required to make an annuity payment.

### Section 4-40 Faculty Association

The Carl Albert State College Faculty Association was organized on January 30, 1978, and was sanctioned by the Carl Albert State College Board of Regents on March 21, 1978, (NOTE: See Appendix VI for the copy of the Faculty Association Constitution).

### Section 4-41 Dismissal Policy

Employees may be removed from his/her position of employment at any time for the good of the College by the President or his designee.

**A. Reasons for dismissal may include, but are not limited to:**

1. **Responsibilities and obligations.** Failure to fulfill one's responsibilities and obligations

2. **Illness or impairment.** Permanent or chronic physical or mental illness or impairment that detracts from one's ability to perform his/her duties.

3. **Adverse actions or activities.** Actions or activities adversely affecting the institution's relationship and rapport with outside agencies, offices, organizations, institutions, constituents, or the general public.

4. **Instructional policies and procedures.** Failure to follow instructional policies and procedures or unwillingness to accept supervision or failure to follow administrative directives, written or oral, when such administrators are acting within their province of authority.

5. **Conduct.** Personal misconduct, unethical or unprofessional conduct, or conduct which materially and adversely affects one's value or usefulness to the College. Further, the College President shall have the right to suspend, with or without pay, any employee formally accused of a felony and/or under internal investigation.
6. Responsibilities or requirements. Failure or incompetence to perform the responsibilities or requirements of the position.
7. Drugs or alcohol. Improper or illegal use of drugs or alcohol.
8. Lack of need. Bona fide lack of need for one's services.

B. Employees shall have the right to appeal the decision of dismissal if he/she chooses. The following process shall be followed:
1. An employee who chooses to appeal the dismissal must request, in writing, a Hearing within ten (10) working days from the date of notification of status. The written request must be submitted to the Human Resources Director by email, certified letter, or other traceable means. The burden of proof is upon him/her, not the administration to show that the adverse action was for reasons other than for the good of the College.
2. The written request of appeal should include all supporting documentation (sworn affidavits from witnesses, records, etc.) the employee would like the Hearing Panel to review.
3. The Hearing Panel shall consist of at least four members of the Executive Cabinet of the College, excluding any department head directly over the employee, or involved in the related situation.
4. If the Hearing Panel meeting is properly requested, the Human Resource Director shall schedule a Hearing time for the employee and the qualified Cabinet members.
5. The Hearing Panel meeting shall occur at least five (5) working days, but no later than ten (10) working days after the written request for the meeting was made.
6. The employee may speak to the panel but may not receive and present witnesses (only written statements and sworn affidavits previously submitted). The employee may have a representative present at the meeting. However, the representative may only consult with the employee and may not address the cabinet.
7. If applicable, the supervisor or department head may speak, and may have a representative present at the meeting. However, the representative may only consult with the supervisor/department head.
8. The Hearing Panel may call for and receive for consideration further written statements or testimony from any other source as needed.
9. The Hearing Panel may deliberate to review and discuss. The Panel decides what action is to take place: uphold dismissal, give more opportunity, reinstate and put on probation, etc., based on what is best for the college. This decision, with the reasons for the decision, will be put in written form and forwarded to the President. Within five (5) working days after the conclusion of the Hearing Committee, the President shall consider all the evidence presented and render a decision on whether to affirm or reverse the decision of the Hearing Committee. The decision of the President shall be made in writing and shall be provided to the Board of Regents along with the written decision of the Hearing Panel. Both written documents shall be considered by the Board of Regents.
10. The employee shall not have the right to address the Board or submit documents to the Board.
11. The Board of Regents will consider the written documentation from the Hearing Panel and the President and may vote to terminate or not terminate employment. The Board of Regents vote shall be final.
12. The decision of the Board of Regents will be provided to the employee by hand-delivery, certified mail, or by other traceable means.

C. This policy controls over any and all conflicts, contradictions, or statements contained in the CASC Policies and procedures, the Employee Handbook, the Faculty Handbook, or any other employee handbooks, employment applications, recruiting materials, or other materials provided to applicants or employees.

(Board Amended 12-13-2012)
Section 4-42  Employee Suspension
The Carl Albert State College (CASC) President may suspend any employee with pay and benefits at any
time for good cause, and/or for the good of the college. A suspended employee will not be on campus,
CASC property, or any CASC event while suspended, without the prior written permission of the
President. The employee shall remain on leave until the President reinstates the employee or
employment is terminated.
(Board Amended 12-13-2012)

Section 4-43  Anonymous Communications
It is the policy of the Carl Albert State College Board of Regents that any form of anonymous
communication with the entire Board or any member, will not be accepted or acknowledged. Such
communications are generally destructive and potentially slanderous or libelous thereby lowering campus
standards and employee morale.

It shall be grounds for termination of employment if, after an investigation and determination of the source
and through due process, it is proven that any Carl Albert State College employee sent or in any way
participated in the development or transmission of any anonymous communication to the Board of
Regents or any member of the collective body.

Section 4-44  Academic Rank
Carl Albert State College has only one academic rank, that of instructor. It is customary in colleges to
permit retired faculty members to hold emeritus status and title after retirement. When a member of the
faculty retires under honorable conditions after ten (10) years of service, she/he shall be entitled to
emeritus status and title, i.e., “President Emeritus,” “Instructor of Math Emeritus,” etc. Such status and
title are wholly honorary and do not entitle him/her to any kind of compensation unless specific duties are
assigned by the Board of Regents.

Section 4-45  Employee Educational Incentives
It is the policy of Carl Albert State College to encourage the self-development of employees in relation to
their advancement at the college, and parallel with college needs. Consistent with this policy the CASC
Board of Regents agrees to provide financial assistance to employees who wish to further their education
while continuing as full time employees in accordance with the following procedures:

Section 4-46  Baccalaureate, Masters
A. Employees will become eligible to be considered for the employee scholarship program if they are
full-time employees who have worked for CASC for 12 consecutive months. Consideration may be
given if a special circumstance exists.
B. Approval is required by the employee’s immediate supervisor, Department Head, and the President of
the College, and is subject to availability of funds.
C. Upon approval and entering the Baccalaureate or Master’s educational incentive program, employee
will be required to sign a one or two-year work agreement respectively with the college, to begin upon
completion of their degree.
D. Documentation of tuition must be provided in the form of receipts/statements as well as final grade
confirmation with awarded amount of credit hours.
E. Reimbursement assistance for courses applied toward a Baccalaureate or Master’s degree at an
approved, accredited college will be follows:
   Grade of A or P- $300 per 3 credit hours
   Grade of B- $250 per 3 credit hours
   Grade of C- $200 per 3 credit hours
F. If an employee undergoes a divisional change while participating in the program, re-approval will be
required from the new division supervisor.
G. If an employee should terminate employment with the college prior to the completion of courses
and/or fulfillment of the one-year (for Baccalaureate) or two-year (for Master’s) work agreement,
educational expenses expended by the college on behalf of an employee will be annualized on a pro rata basis and will be due and payable on the date of termination.

H. Requests for grade reimbursement assistance should be requested upon completion of the class/semester. Requests not made within three months of completion, may not be eligible for assistance.

I. Scholarship assistance for a second Baccalaureate or Master’s degree for an employee will only be considered based on need of and benefit to the college, funds available, and with approval of the President.

(Board amended 3-26-13)

Section 4-47 Financial Increments for Degrees Earned

Upon completion of the degree the following applicable salary increase will be made (upon receipt of transcript in the Human Resources office for personnel file and required approvals):

<table>
<thead>
<tr>
<th>Degree Earned</th>
<th>Base Salary Increase</th>
<th>One-Time Bonus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate</td>
<td>$200</td>
<td>$500</td>
</tr>
<tr>
<td>Baccalaureate</td>
<td>$400</td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>$600</td>
<td>$1,000</td>
</tr>
<tr>
<td>Doctorate</td>
<td>$1,000</td>
<td></td>
</tr>
</tbody>
</table>

If an employee is paid on the baccalaureate pay scale and completes a Master’s degree while holding a position that requires or prefers a Master’s degree (according to job description on file), the employee’s salary increase will be in the amount of the difference between the base salary pay for a Baccalaureate and a Master’s degree. The degree requirement is based on the qualifications listed on the job description on file in the HR office.

If an employee is working in a position that a Bachelor degree is required or preferred (according to job description on file), the employee’s salary increase for obtaining a Bachelor degree should be either the $400 as listed above or adjusted to the Board-approved base salary for a Bachelor degree beginning salary, whichever is greater.

(Board amended 3-26-13, 3-25-14)

Section 4-48 Doctorate

1. Must be approved by the President of the College and Board of Regents.
2. Documentation of tuition must be provided at the beginning of each semester for tuition reimbursement. If the employee fails to complete the course/s/, the employee owes the college for any tuition and fees paid.
3. Documentation of completed courses (unofficial transcript or grade awarded) must be submitted to the HR department for personnel file upon completion of course.
4. Two options are available for reimbursement of courses applied toward a doctoral degree at an approved, accredited institution:
   a) Sabbatical – Employees pursuing a doctoral degree on a full time basis. Institution pays full cost of tuition and employee is granted a one year sabbatical with one half salary and full benefits paid;
   b) In-Residence – Employees pursuing a doctoral degree while retaining their present position. Leave time is granted for attending class sessions. Institution pays full costs of tuition and $500 per semester for travel and other relevant expenses.

Upon approval and entering the sabbatical or in-residence educational incentive program will be required to sign a three-year work agreement with the college to begin upon completion of their doctorate degree.

If an employee should terminate employment with the college prior to the completion of courses and/or fulfillment of the three-year work agreement, educational expenses expended by the college on behalf of
an employee will be annualized on a pro rata basis and will be due and payable on the date of termination.  
(Board amended 3-26-13)

Section 4-49  Doctorate of Education Degree Checklist
To be considered for a sabbatical or in-residence assistantship from CASC to pursue a graduate program leading to a Doctor of Education Degree, the following procedures must be followed:

1. Submit a written request to your immediate supervisor.
2. If the initial request is approved, schedule an interview with your immediate supervisor and Vice President of your division to discuss the feasibility of your request.
3. If approval is obtained, submit a CASC Application for Doctoral Consideration (available in HR or President's office) to the President’s office.
4. The Doctoral Advisory Committee will review the applications and formulate a recommendation to the Board of Regents.
5. To receive consideration, all steps must be completed by July 1 for the following academic year.
6. Approved application will be sent to the HR department to be filed in the employee personnel file, along with the employee signed agreement.
7. Approval issued can only guarantee funding for that fiscal year, since assistance is based on availability of annual funds.
8. Employee should complete six (6) or more hours per semester.
9. If employee does not begin program within the fiscal year approval was granted, he/she will be required to re-apply for the new funding year.

(Board Amended 3-26-13)

Section 4-50  Administrative Policy for Managing Use of Hamilton Auditorium
The employee accepting the managerial duties for the Hamilton Auditorium prior to, during, and after special events shall:

A. Receive three hours of overload compensation at the Board’s approved rate.
B. Be eligible for Work-study assistance for 100 hours per year. Hours are to be documented and reported monthly to the Business Office with authorized signatures.
C. Enforce institutional clean-up fee of $50 to $100, which may be refunded.

Section 4-51  Alcohol, Tobacco, and Drug Use on Campus
A. See Section 5-79 & 5-83 for alcohol and drug policies applicable to employees.
B. See Section 5-80 for Tobacco-free Campus policy applicable to employees.

Section 4-52  Consensual Relationships
A. It is the policy of Carl Albert State College (CASC) that employees respect the ethical and professional boundaries that exist in direct supervisory, teaching, advisory, and/or evaluative responsibility over students. CASC views consensual romantic and/or sexual Faculty/Student and Staff/Student relationships as conflicts of interest and potential violations of professional ethics. These relationships impair the integrity of CASC’s educational and employment decisions, create real or apparent conflicts of interest, increase the potential for exploitation of students, may disadvantage or appear to disadvantage third parties, and create potential liability for both CASC and the individuals involved.
B. Definitions:
1. Consensual Faculty/Student Relationship: The term “Consensual Relationship” in the Faculty/Student context means a voluntary romantic and/or sexual relationship between a student who is enrolled in a credit course at CASC and a CASC employee serving in the capacity of instructing, advising, mentoring, coaching, counseling, or holding any position of authority or control over students, or making decisions or recommendations that confer benefits such as grading.
2. Consensual Staff/Student Relationship: The term “Consensual Relationship” in the Staff/Student context means a voluntary romantic and/or sexual relationship where the staff member holds any position of authority or control over students, or any employee making decisions or recommendations that confer benefits such as financial aid awards, or other benefit. This includes but is not limited to supervisory relationships over student-employees.

C. Regulations:
1. As a matter of sound judgment and professional ethics, CASC prohibits Consensual Faculty/Student Relationships (as defined in subsection B.1 above), and Staff/Student Relationships (as defined in subsection B.2 above).
2. Under no circumstances may a faculty or staff member have a romantic and/or sexual relationship with a student who is a minor or potential student who is a minor. This prohibition applies whether or not the relationship is consensual.

D. Rationale:
1. The teacher-student relationship lies at the foundation of the educational process. As a matter of sound judgment and professional ethics, faculty members have a responsibility to avoid any apparent or actual conflict between their professional responsibilities and personal relationships with students.
2. Romantic and/or sexual relationships between a faculty member and a student have the potential to pose risks to the faculty member, the student, or third parties. In such relationships, voluntary consent by the student is suspect because of the inherently unequal nature of the relationship. A faculty/student consensual relationship can lead to a complaint of sexual harassment when the student feels that he or she has been exploited. In addition, other faculty members, staff members, or students may express concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns are damaging whether the favoritism is real or perceived. They also arise in cases where the relationship between the faculty member and the student remains amicable, as well as in cases that lead to accusations of exploitation. Involvement in such relationships may subject the college to legal liability. The same risks may apply to a staff/student consensual relationship (as defined above). For all these reasons, the college prohibits faculty/student relationships and staff/student relationships (as defined in subsection B above). Whether or not the relationship is consensual, CASC will view the romantic and/or sexual relationship as a conflict of interest and thereby unethical.
3. Students rely on staff for assistance and guidance in dealing with issues such as scheduling of classes, financial aid, tutoring, housing, meals, employment, educational programs, social activities and many other aspects of college life. Romantic and/or sexual relationships between a CASC staff employee or representative and a student has the potential to pose risks to the employee or representative and may subject the college to legal liability. Therefore, staff members not holding any position of authority or control over students or who do not make decisions or recommendations that confer benefits are still strongly discouraged from any romantic and/or sexual relationship with any student. Even when both parties have consented to romantic involvement, such consent does not preclude a subsequent charge of sexual harassment or any other discipline against the employee.
4. This policy applies to consensual romantic and/or sexual relationships between individuals of the same sex or of the opposite sex. Regardless of who initiates the relationship, the employee is responsible for complying with this policy.
D. Noncompliance with policy: Any credible allegation of a faculty/student or staff/student consensual relationship obligates the Division Chair, Department Head or other responsible person to conduct a prompt and thorough inquiry to determine whether the allegation is true. Where it is concluded that a consensual relationship (as defined in subsection B above) exists, the employee and/or the student involved must terminate the relationship or sanctions may be imposed against the parties involved.

E. Sanctions: Persons in violation of this policy shall be subject to sanctions ranging from verbal warning to dismissal or termination.

(Board Adopted 9-17-13)

Section 4-53 Positive Discipline

A. PURPOSE: Carl Albert State College (“CASC”) recognizes that positive discipline is a corrective process designed to give employees the opportunity to overcome work-related shortcomings, strengthen work performance and achieve success, while maintaining standards of performance and minimizing disruption to the educational environment and CASC. To promote consistency and fairness in the application of discipline, supervisors are expected to follow the guidelines below.

B. EXPECTATIONS:
1. The supervisor is expected to communicate work expectations to all subordinates.
2. Employees who are unsure of work expectations should seek clarification from their supervisor.
3. Where conduct and/or performance falls short of work expectations, disciplinary action under this policy is used to address conduct and performance deficiencies.

C. DETERMINING APPROPRIATE LEVEL OF DISCIPLINE: Levels of discipline described below are not steps in a progressive discipline policy and need not be applied in any particular order. The supervisor must determine the appropriate level of discipline. A Peer Review Panel may be appointed by the President to assist with evaluating the issue and making a recommendation for the level of discipline to be issued.

1. In individual cases, repeating a level, skipping a level, or even moving to an immediate recommendation for termination of employment may be appropriate.
2. In determining a level of discipline to be imposed, the supervisor should consider factors including but not limited to:
   a. the individual circumstances;
   b. the seriousness of the offense and/or performance deficiency;
   c. the prior discipline and/or performance record of the employee; and
   d. the treatment of other employees in similar circumstances.

D. LEVELS OF DISCIPLINE:

1. Informal Discussion:
   a. An Informal Discussion is a discussion between the supervisor and the employee to address potential or minor performance and/or conduct deficiencies, and/or to clarify relevant policies, procedures or practices.
   b. The supervisor may document the Informal Discussion with a memo to the supervisor’s file. The memo should contain the date of the discussion, a brief summary of the facts discussed, the supervisor’s expectations, and the employee’s response. A memo to supervisor’s file is always recommended.
   c. If performance and/or conduct deficiencies persist, the supervisor may repeat this level of discipline or utilize another level of discipline.

2. Formal Discussion with Memo to Employee
   a. Formal Discussion with Memo to Employee (“Formal Discussion”) is a discussion between the supervisor and the employee to address repeated or more serious performance and/or conduct deficiencies. A Formal Discussion may also be used where a prior Informal Discussion failed to resolve the issue.
   b. The supervisor must document the formal discussion with a memo to the employee with a copy to the employee’s personnel file in Human Resources. The memo should include at a minimum, the date, a clear description of the performance and/or conduct deficiency that prompted the discipline, any prior discipline, and the action taken by the supervisor, how the employee’s conduct or performance must change, and the consequences of continued deficiencies. (The Corrective Action Report form may be used.)
c. If performance and/or conduct deficiencies persist, the supervisor may repeat this level of discipline or utilize another level of discipline.

3. Written Reprimand
   a. A Written Reprimand formalizes the discussion between the supervisor and the employee regarding repeated or more serious performance and/or conduct deficiencies. The Written Reprimand communicates to the employee the urgency of correcting the performance and/or conduct deficiency.
   b. The Written Reprimand should include at a minimum, the date, a clear description of the performance and/or conduct deficiency that prompted the discipline, a reference to any policy, procedure, or performance standard implicated, a description of any prior discipline, the action taken by the supervisor, how the employee's conduct or performance must change, the consequences of continued deficiencies and the supervisor's signature. The Written Reprimand may or may not be accompanied with, or serve as, a Performance Improvement Plan. The Written Reprimand may include a final warning. The supervisor should have the employee sign and date the Written Reprimand acknowledging receipt. A copy of the Written Reprimand must be forwarded to the employee's personnel file in Human Resources. (The Corrective Action Report form may be used.)
   c. If performance and/or conduct deficiencies persist, the supervisor may repeat this level of discipline or utilize another level of discipline.

E. RECOMMENDATION FOR DEMOTION, DISCIPLINARY LOSS OF PAY, SUSPENSION WITHOUT PAY OR TERMINATION OF EMPLOYMENT
   1. For major offenses or where prior positive discipline failed to correct the performance or conduct deficiencies, a Recommendation for Demotion, Disciplinary Loss of Pay, Suspension without Pay or Recommendation for Termination of Employment ("Recommendation") may be appropriate.
   2. Before preparing a Recommendation, the supervisor must consult with their supervisor through the line of supervision to the employee's President's Cabinet member and Human Resources.
   3. All Recommendations, whether for Regular Full-Time and Regular Part-Time Employees outside their Introductory Period who are at-will employees or who are within the term of any written contract of employment or hourly employees, are forwarded through the line of supervision to the employee's President's Cabinet member. The President's Cabinet member reviews the Recommendation and presents a recommendation to the President.
   4. Recommendations for Termination of Employment may, but need not be, accompanied by a recommendation for administrative leave with pay pending resolution of the Recommendation for Termination. Administrative leave with pay is appropriate only when it is in the best interest of CASC, which will be determined by the President.

F. PERFORMANCE APPRAISALS:
   1. Conduct and/or performance deficiencies and disciplinary actions should be reflected in annual, semi-annual, and/or supplemental performance appraisals.
   2. Supervisors are expected to address conduct and performance deficiencies as they arise and not wait until the annual performance appraisal.
   3. Employees who receive a negative performance appraisal may be issued a Performance Improvement Plan (PIP). The PIP will address specific areas needing improvement, steps to take to aid in improvement, supervisor assistance (if any), and time frame to meet objectives, possible consequences if objectives are not met.
   4. Employees placed on a Performance Improvement Plan based on a negative performance appraisal may also be placed on probationary employment status, with the approval of the President. During a probationary status, the employee will be expected to correct certain problematic behaviors and/or procedures. A written notification of probation detaining the reason(s) for the probation, expected corrective actions, and a timeline for review of progress will be provided to the employee.

G. RECORDS RETENTION: CASC retains disciplinary actions in the Human Resources Personnel File according to the federal and state records retention requirements.
H. GRIEVANCES: An employee who disagrees with a disciplinary action may pursue a complaint/grievance pursuant to the CASC Campus Concern Policy, Sec. 8-2, except that employees, who are being recommended for termination, must use the CASC Dismissal Policy, Sec. 4-41.

(Board Adopted 9-17-13)

Section 4-54 Employment Continuation

A. Unless notified otherwise by May 1, all Regular Full-Time and Regular Part-Time Employees who are employed pursuant to a written contract of employment may assume an offer of employment for the following fiscal year, according to the following conditions:

1. The employee must have remained a Regular Full-Time or Regular Part-Time Employee of Carl Albert State College (CASC) through the term of his or her current fiscal year contract;
2. The employee must accept the conditions of employment and performance objectives in the renewed offer of employment;
3. No employment relationship exists unless and until a written contract of employment, with any stipulated special conditions and/or performance objectives, is properly executed; and
4. A properly executed contract of employment is required for record purposes and should become a part of the employee personnel file.

B. The employment of Regular Full-Time and Regular Part-Time Employees whose positions are funded by an external funding source may be terminated or non-renewed without the prior notice described in paragraph A.

C. No written contract of employment may extend beyond the end of a fiscal year.

D. CASC does not subscribe to, offer, or recognize tenure or de facto tenure of any of its employees.

(Board Adopted 9-17-13)
Chapter 5
STUDENT AFFAIRS

Article I - Students’ Freedoms and Obligations

Section 5-1  Preamble
Carl Albert State College is a community of scholars in which the ideals of freedom of inquiry, freedom of thought, freedom of expression, and freedom of the individual are sustained. It is committed to preserving the exercise of any right guaranteed to individuals by the constitution. However, the exercise and preservation of these freedoms and rights require a respect for the rights of all in the community to enjoy them to the same extent. It is clear that in a community of learning, willful disruption of the educational process, destruction of property, and interference with the orderly process of the college or with the rights of other members of the college cannot be tolerated.

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

Section 5-2  Equal Opportunity and Affirmative Action
The President and the Board of Regents at CASC reaffirm that CASC will comply with:
♦ Title VI & VII of the Civil Rights Act
♦ Executive Order 11246 as amended
♦ Title IX of the Education Amendments of 1972
♦ Section 503 and 504 of the Rehabilitation Act of 1973
♦ 41 CFR 60-2.20(a), Regulations for Implementation of Executive Order 11246
♦ CFR 60-2.3, Sex Discrimination Guidelines
♦ CFR 60-50.2, Guidelines of Discrimination Because of Religion or National Origin
♦ CFR 60-250.6, Affirmative Action Obligations of Contractors and Subcontractors for Disabled Veterans and Veterans of the Vietnam Era
♦ CFR 60.741.6, Affirmative Action Obligations of Contractors and Subcontractors for Handicapped Workers
♦ 29 USC 623-4, Age Discrimination in Employment Act of 1967
♦ Americans with Disabilities Act of 1990
♦ Civil Rights Act of 1991

Carl Albert State College, in compliance 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, the Rehabilitation Act, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and other Federal Laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, genetic information, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services.

Section 5-3  Family Education Rights and Privacy Act

Section 5-4  Freedoms of Access to Higher Education
Under no circumstances should a student be barred from admission to Carl Albert State College on the basis of race, color, sex, age, national origin, religion, disability, and/or veteran status. Thus (within limits
of its facilities) the college should be open to all students who are qualified according to its admission standards.

Section 5-5 In the Classroom
A. Free Discussion. The instructor in the classroom and in conferences should encourage free discussion, inquiry and expression. Student grades will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic situations.
B. Protection of Freedom of Expression. Students are free to take reasoned exception to the data or view offered in any course of study and reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study in which they are enrolled.
C. Improper Academic Evaluation. Students shall have protection through proper channels as established by the administration against improper academic evaluations. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
D. Protection Against Improper Disclosure. Information about student views, beliefs, and political association which instructors acquire, and the improper disclosure, is a serious professional obligation and must not be improperly disclosed. Judgments of ability may be provided at the discretion of the instructor after inquiring as to the nature of the requesting agency or individual and the intended use of the information.

Section 5-6 Student Records
To minimize the risk of improper disclosure, academic and disciplinary records will be kept separate, and the condition to access each will be set forth in an explicit policy statement. Transcripts of academic records will contain only information about academic status; however, disciplinary action taken against a student which affects his/her eligibility with the institution will be recorded. The college may, if it sees fit, add a note to student academic records if the student is on disciplinary probation, but the note will be removed when the probation term has expired.

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

Section 5-7 Student Freedom Standards
In student affairs, certain standards must be maintained if the freedom of students is to be preserved.
A. Freedom of Associations
1. Students bring to the campus a variety of interests as members of the academic community. The students of Carl Albert State College shall have the freedom to organize and join associations to promote either common interests in accordance with the policies established by the Student Conduct Committee and the policies regarding organizations established by the Board of Regents of Carl Albert College.
2. The membership, policies, and actions of a student organization will be determined by decisions of only those persons who hold membership in the college community (the Board of Regents, administration, faculty, sponsor, and the student body.).
3. Affiliation with an extramural organization will not of itself disqualify a student organization from recognition, so long as the former does not exercise any control over the student organization.
4. Each organization may be free to choose its own faculty advisor. Faculty advisors may advise organizations in the exercise of responsibility, but they will not have the authority to control the policy of such organizations. Faculty advisors will act in accordance with the policies established for organizational advisors in the CASC Policies and Procedures Manual.
5. Student organizations will be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers, and a list of members to the Office of Student Affairs.

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6. All student organizations will be open to all students without regard to race, religion, creed, sex, age, culture, physical ability, languages, national origin, sexual orientation, life style, or physical or mental disabilities, mental retardation, and past/present history of mental disorder.

B. Freedom of Inquiry and Expression
1. Students and student organizations will be free to examine and discuss all questions of interests to them and to express opinions publicly and privately. They will be free to support causes by orderly means which do not disrupt the regular and normal operations of the institutions and which comply with the regulations that relate to student activities and conduct. At the same time, it should be made clear to the academic and larger community that in their public expressions, students or student organizations speak only for themselves.
2. Recognized student organizations will be allowed to invite and to hear any person of their own choosing when the purpose of such invitations is consistent with the aims of the college.

C. Student Participation in Institutional Government
As constituents of the academic community, students will be free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has clearly defined means to participate and express their views concerning any formulation and application of institutional policy affecting academic and student affairs.

D. Student Publications
1. Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities and of formulating student opinion on various issues on the campus and in the world at large.
2. Whenever possible, the student newspaper should be an independent corporation, financially and legally separate from the college. Where financial and legal autonomy is not possible, the institution, as the publisher of student publications, may have to bear the legal responsibilities to students. The institution must provide the sufficient editorial freedom and financial autonomy for the student publications to maintain their integrity of purpose as vehicles for free inquiry and free expression in an academic community.
3. Institutional authorities, in consultation with students and faculty, have a responsibility to provide written clarification of the role of the student publications, the standards to be used in their evaluation and the limitations on external control of their operations. At the same time, the editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo. As safeguards for the editorial freedom of student publications, the following provisions are necessary.
   a) The student press should be free of censorship and advance approval of copy, and its editors and managers should be free to develop their own editorial policies and news coverage.
   b) Editors and managers of student publications should be protected from arbitrary suspension and removal due to student, faculty, administrative, or public disapproval of editorial policy or content. Only for proper and stated causes should editors and managers be subject to removal, and then only by orderly and prescribed procedures. The agency responsible for the appointment of editors and managers should be the agency responsible for their removal.
   c) All college-published and college-financed publications should explicitly state on the editorial page that the opinions therein expressed are not necessarily those of the college, or the student body.

E. Off-Campus Freedom of Students
1. Off-campus rights and freedoms of students involve the responsibility to display conduct and behavior that reflect favorably on them, the college and the community.
2. Students, local citizens, and taxpayers have equal obligations to respect the rights of others and to comply with local, state and federal laws. Violation of state laws, if committed off campus, shall be subject to college disciplinary action when a clear and present danger to life or property of members of the college or the community can be determined through campus due process procedures.
F. **Financial Policy**
   Students shall adhere to financial policies relating to student fees and costs (including meals and housing costs), as published in the CASC catalog.

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

**Section 5-8  Student Responsibilities**

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

A. Students must acknowledge that the only legal authority for the operation of the college belongs to the Board of Regents of the college who has delegated this authority to the administration.

B. Students should acknowledge that the primary purpose for their being involved in the administration of appropriate functions of the college is to gain the education it affords and to assist the administration in making better decisions.

C. Students are responsible, collectively and individually, for allowing other students to continue in their pursuit of education. All students must be allowed to pursue education, employment, or other particular interests without having undue restrictions placed upon them by activities of other students.
   1. By enrolling in college, students assume the responsibility for complying with the rules and regulations of the college. Further, students must assist the college in the refinement of such regulations to provide the greatest educational opportunity to all.
   2. The right to disagree has been previously established. However, the student must make sure the disagreement is in good taste, is factual, and is presented with proper respect for those with whom s/he is disagreeing.
   3. When approaching the administration about any matter, students should go through the established channels of communication. Students must assume responsibility for active participation in student government in order that this organization might continue to be an effective means of communication.
   4. Students have the responsibility to comply with all regulations established by the Board of Regents of Carl Albert State College and the laws of the State governing student conduct, and such regulations and laws as they may now exist or may be subsequently enacted and adopted shall have precedence over the provisions of this document.

**Section 5-9  Enforcement and Amendments**

A Student Affairs Committee consisting of staff, students, faculty members and administrators shall be established for continuing joint interpretation of the policies and procedures stated in Students Bill of Rights & Responsibilities. This same machinery shall investigate alleged violations of these guarantees.

This document shall be amended only at the direction of the Student Affairs Committee of Carl Albert State College, the College administration, or the College Board of Regents.

**Section 5-10  Grievance Procedures**

Carl Albert State College believes a strong system of mediation of disputes will encourage reporting and resolution of complaints. Mediation is appropriate when all parties involved (accuser(s) and accused) voluntarily agree to engage in the mediation process. Mediation will involve resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded to a formal grievance procedure.
Section 5-11 Grievance Procedures for Filing, Processing, and Resolving Alleged Discrimination Complaints

A. Pre-Filing Procedure
Prior to filing a written complaint, the student or employee is encouraged to visit with a Vice President, Federal Programs Director or other administrator who has administrative responsibility for the Grievant and the Respondent in an effort to resolve the problem or complaint.

B. Filing and Processing Complaints
Policies and procedure processes are listed in other chapters of this manual and are posted on the CASC website. The following grievance policies are addressed:
1. Campus Concern/Grievance Policy (addressed in chapter 8)
2. Discrimination Policy (addressed in chapter 8)
3. Sexual Harassment Policy (addressed in chapter 8)
4. Student Conduct Grievance Policy (addressed in chapter 5)
5. Grade Appeal Policy (addressed in chapter 4)

Section 5-12 Campus Judicial Procedures for Sexual Assaults

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

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

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

C. Violations
Due to the sensitive and often violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and adjudication of alleged cases of sexual misconduct. It is possible a particular action may constitute sexual misconduct even if not specifically mentioned in the examples.

1. **Rape** means all acts of sexual intercourse involving vaginal or anal penetration accomplished without consent and with a male or female (who may be of the same or opposite sex as the perpetrator).

2. **Rape by instrumentation** means any act in which an inanimate object or part of the human body, not amounting to sexual intercourse, is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.

3. **Sexual battery** shall mean the intentional touching, mauling, or feeling of the body or private parts of any person in a lewd and lascivious manner and without the consent of that person. **Sexual battery** includes, but is not limited to, the touching of a person's genitalia, buttocks, or breasts.

D. Services
Carl Albert State College has taken the following steps aimed at preventing a sexual assault on the college campus:

1. The college provides educational programs to enhance awareness of sexual assault and the conditions that foster this offense on college campuses. These include offering sexual assault awareness programs at no charge to any interested group, including classes, organizations and clubs. These programs attempt to dispel myths, provide information and give practical measures to increase safety.

2. The college provides counseling services for survivors of sexual assaults which occur on institutional property or who are affiliated with the college. Counselors are available to listen, provide support, answer questions about sexual assault, and discuss options available to the victim.

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

1. Notification by accuser. The accuser should report the incident to the Campus Police, Director of Campus Police, Vice President for Student Affairs, or the Resident Life Coordinator on the Poteau Campus or the Vice President at the Sallisaw Campus. The accuser should not douche, bathe, shower, or change clothes before reporting the incident.

2. Responsibility of the Campus Police. Upon receiving a report of sexual assault, the Campus Police:
   a) May contact the Poteau Police Department and other appropriate law enforcement agencies, as applicable. They will inform the person of his/her options (this does not mean must proceed with prosecution).
   b) Will provide transportation of the accuser to a hospital or clinic. At the hospital, the person will be given a medical examination to assess his/her medical condition and to collect medical evidence. This evidence will be needed if one decides to pursue prosecution and is only available immediately after the attack. The State Victim Compensation Fund will pay for the initial sexual assault medical exam, but certain conditions, which can be explained by the medical staff, apply. A police officer will arrive at the hospital to take the accuser's statement as soon as practicable.
   c) Will contact the Vice President for Student Affairs.
   d) Will work the campus crime scene in coordination with the District Attorney’s office.
   e) Will make arrest(s) if the suspect(s) can be identified.

3. Responsibility of the Vice President for Student Affairs.
   a) Advise the accuser of the option to file criminal charges with the District Attorney’s Office and/or to initiate the on-campus disciplinary process.
   b) Refer the accuser to counseling services at CASC, the County Health Department, or the Women's Crisis Center of LeFlore County.
c) Once a charge has been filed, inform the victim and the accused to refrain from written or spoken contact with each other. Any form of retaliation or harassment shall be grounds for separate judicial action or considered as aggravating circumstances by the hearing panel in assessing sanctions.

d) Advise the accuser and accused that both parties have the right of counsel during the proceedings (parent, other adult, or licensed attorney, at the student’s own expense) if legal charges are pending. Counsel may consult or advise, not conduct the hearing.

e) Inform the accuser and the accused of the outcome of any on-campus disciplinary procedures.

F. Filing a Charge
1. A Carl Albert State College student wishing to bring a charge of sexual assault against another Carl Albert State College student may do so by writing and signing a complaint with the Vice President for Student Affairs. There is no deadline for filing a charge; however, the Hearing Panel may consider the time elapsed since the alleged assault in determining the veracity of the witness, evidence and cause of the delay. Victims should be aware that the college may lack jurisdiction during periods when students are not enrolled.

2. Prior to filing a complaint, the victim may wish to contact a college counselor who has been trained to handle situations involving sexual assault.

3. The false report or false accusation of sexual assault by a student, whereby a student recants testimony or admits that an assault did not occur, may be grounds for disciplinary action against the student.

4. A student voluntarily withdraws a complaint, all further investigations may cease. If the withdrawal of the complaint is due to threats or retaliation or harassment by the accused or by other parties, the college may choose to prosecute the case of assault or harassment.

5. At the accuser’s request, Carl Albert State College will notify the student of options for and assistance available in changing academic and living situations after an alleged sexual assault incident, provided changes are reasonably available.

G. Notification of the Accused
1. Upon receiving the complaint, the Vice President for Student Affairs will notify the accused within five (5) working days, if a disciplinary hearing is to be held. The disciplinary hearing will be conducted to determine if there is reasonable cause or not reasonable cause to believe a sexual assault occurred.

2. In the event a criminal procedure for the same offense is pending, Carl Albert State College will abide by the decision of the courts, but retains the right to suspend the accused until a court decision is rendered.

3. The notice of allegations against the accused shall include a statement of the allegations written by the victim, the name of the person making the accusation, the date, time, and place of the hearing.

4. The Vice President for Student Affairs, after consultation with the President of the college, is authorized to enforce an abstaining order, and make all necessary arrangements on a temporary basis – prior to a determination by the Hearing Panel to enforce and designate alternatives to classes, class attendance, campus residency, campus sponsored activities, extracurricular activities, and/or any other college related activity, if the circumstances or the proximity of the victim and accused warrant such arrangements.

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

I. Hearing Panel Procedures
1. The hearing shall be closed to the public. No tape recordings may be made of the hearings or the deliberations of the Panel. Except as specifically outlined below, only the Hearing Panel and college legal counsel will be allowed at the hearing or deliberations.
2. The Hearing Panel will interview the victim, who may be accompanied by no more than one person. The victim may be accompanied by legal counsel when appearing before the Hearing Panel. The role of counsel is limited to consultation with the client. Legal counsel or other representatives (resource person, parents) are not permitted to participate directly in the hearing. The Panel will attempt to learn all that is relevant to the sexual assault incident. The accused shall not have the right to be present during the interview between the victim and the Panel. If the victim refuses to appear, the Hearing Panel will declare the complaint withdrawn and the case closed.

3. The Hearing Panel will interview the accused any time that it has interviewed the victim. The accused may be accompanied by no more than one person. The accused may be accompanied by legal counsel when appearing before the Hearing Panel. The role of counsel is limited to consultation with the client. Legal counsel or other representatives (resource person, parents) are not permitted to participate directly in the hearing. The Panel will attempt to learn all that is relevant to the sexual conduct incident. The victim shall not have the right to be present during the interview between the accused and the Panel. If the accused refuses to appear before the Panel, the Panel reserves the right to render a finding on the basis of evidence submitted.

4. The victim or the accused may provide to the Hearing Panel the names of individuals who witnessed the event or events leading up to or following the alleged assault. After interviewing the victim and the accused, the Hearing Panel shall have the discretion to interview witnesses in person or to accept written statements from witnesses who can provide information relevant to the alleged assault. Neither the victim nor the accused has the right to be present during witness testimony or to have access to witness statements. The Hearing Panel has the discretion to disclose to either party information gained from witness testimony, if such disclosure is relevant to the finding. The Hearing Panel shall keep witnesses' names confidential. The Hearing Panel may require subsequent interviews with the victim, the accused, or witnesses.

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

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

L. Appeal
Either the victim or the accused may file an appeal to the President of the college within ten (10) working days of the decision of the Hearing Panel. The college President will then consider the matter on the basis of written statements by the accused, the victim and/or the Hearing Panel. The President may request a personal interview with the victim or the accused prior to making a decision. The President will then make a decision as to whether there is reasonable cause to believe a sexual assault took place. If the President concludes that a sexual assault occurred, the President will
uphold the decision of the Hearing Panel. If the President concludes that a sexual assault did not occur, the case will be dismissed. The decision of the President is final and cannot be appealed.

Section 5-13– 5-15 (Reserved for Future Use)

Article - II  Guidance and Counseling

Section 5-16  Guidance and Counseling Services: General
A. At Carl Albert State College a qualified staff of counselors is available for consultation with students. In any complex, modern society, it is often helpful for students to discuss and clarify their feelings and attitudes prior to embarking on decisions which may affect their lives for years to come. Counselors at Carl Albert State College are prepared to assist students in clarifying basic values, attitudes, interests, and abilities; in making educational and vocational choices; in dealing with personal and emotional difficulties; and in identifying and resolving problems that interfere with the learning process. When necessary, staff will refer students to appropriate agencies.
B. As one portion of Carl Albert State College’s counseling and guidance program, academic counselors will assist students in planning their programs of study. Each student who enrolls in either day or evening classes may consult with an academic counselor. Fall enrollees may receive program advisement during the summer.

Section 5-17  Guidance and Counseling Services: Purposes; Pre-registration
A. Counseling services at Carl Albert State College serve to facilitate the learning process of students by assisting them in clarifying basic values, attitudes, interests, and abilities; in making educational and vocational choices; in dealing with personal and emotional difficulties; and in identifying and resolving problems that interfere with the learning process.
B. The student advisement function of counseling consists of information regarding course selection, transfer requirements, improvement of study habits, scholastic standing, and occupational prerequisites.
C. Pre-registration counseling is one of the major functions of Carl Albert State College. Each student who enters the College for the first time will receive counseling in regard to major fields of study, occupational goals, course selection, and enrollment procedures.

Section 5-18  Counseling: By Faculty Members; by Counseling Staff
An important function of each faculty member is educational advisement within his/her particular discipline. A faculty member should be available to students to share with them the faculty member’s knowledge in his/her field of scholarship. The counseling staff has primary responsibility in helping the student develop his/her total educational program.

Section 5-19  Student Responsibility for Catalog Information; Right of College to Change Regulations, etc.
Each student is responsible for knowledge of the information appearing in the college catalog.

Sections 5-20 – 5-25 (Reserved for Future Use.)

Article – III  Student Extracurricular Activities and Programs

Section 5-26  Student Activities
Extracurricular programs are an important part of the educational experience at Carl Albert State College and complement the academic program of studies. To further those activities that stimulate the
intellectual, recreational, social, political, and moral life of the campus, the CASC Board of Regents extends the opportunity for self-governance to students. Students have the opportunity to participate in numerous extracurricular activities. These activities include clubs/organizations, intramural sports, drama productions, forensics, publications, athletics, musical programs, rallies, speakers, films, elections, and other cultural experiences and scheduled events that enhance the overall educational experience of the College. All students are encouraged to become involved in some phase of the total activity program. The Office for Student Affairs maintains a calendar of all scheduled events and activities by each student organization or division on campus. A copy of the Event Calendar is also available at www.carlalbert.edu.

Section 5-27 Clubs and Organizations
Student clubs and organizations, under College sponsorship, may be formed whenever a worthwhile purpose and sufficient interest is indicated. Information concerning organizational procedures may be obtained from the Vice President for Student Affairs.

Section 5-28 Procedure for Establishing a New Organization
A. Student clubs and organizations, under college sponsorship, may be formed whenever a worthwhile purpose and sufficient interest is indicated.
B. At least one student should attempt to get the names, addresses, zip codes and phone numbers of interested students. A convenient meeting day and time should be provided.
C. The club or organization should attempt to locate at least one faculty or staff member who agrees to serve as advisor. The Office for Student Affairs will help in the task if difficulties are encountered.
D. The list of interested students, along with a statement of purpose of the organization and its membership requirements, should be presented to the Vice President for Student Affairs. This document is then presented to the Student Government Association for its initial approval.
E. The Office for Student Affairs will help the club or organization members locate a meeting place and will schedule the meeting on the Events Calendar.
F. Upon initial approval of the Vice President for Student Affairs, the new organization will have 90 days in which to draw up a formal Constitution and present it to the Student Government Association for final approval. The Constitution should contain the following:
   1. Official name
   2. Purpose of the club or organization
   3. At least one regular meeting date per month listed
   4. Officers and duties of each officer
   5. Election procedures
   6. Requirements for membership
   7. Procedures for amending the constitution
G. All officers in each student organization must be in good standing with CASC. Students on scholastic or disciplinary probation are normally not eligible to hold office.

Section 5-29 Conduct
Conduct at all student activities is the responsibility of the sponsoring group. If property damage should occur during the activity, the person or persons responsible for damage will be assessed for the repair or replacement of the damaged item. If the person or persons responsible cannot be identified, the sponsoring group will be assessed for the damages.

Section 5-30 Financing Clubs and Organizations
Funds are allocated to those student organizations that have a Constitution and a list of current activities on file in the Office for Student Affairs. A request for funding should be made through the Office for Student Affairs. Each club and organization is encouraged to raise additional funds to supplement the funding. All fundraising activities must receive authorization through the Vice President for Student Affairs.
Section 5-31 Meeting Times
To aid each club and organization in planning events, an Event calendar is maintained in the Office of Student Affairs located in Hemphill Hall (HH140). All student events, including meetings and social events, must be placed on the calendar, including events both on and off campuses.

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

Section 5-32 Organizational Reports
Recognized and registered student organizations will file a report with the Office for Student Affairs by September 1 of each year or at the change of officers, but no less than annually. These reports will include: (1) name, address, and phone number of each officer; (2) name of each member; (3) name of the faculty or staff advisor; (4) time and place of regular meetings.

Changes during the school year in officers and/or advisors will be reported promptly. Additionally, each recognized and registered organization is required to submit a report to the Office for Student Affairs by September, detailing program activities that are planned for the upcoming school year.

Section 5-33 Requirements for All Clubs and Organizations
A. Organizations officially recognized by CASC are allowed the privilege to:
   1. Use campus facilities;
   2. Set up campus accounts;
   3. Qualify for participation in the Student Government Association;
   4. Participate in other CASC activities; and
   5. Have the latitude to use “Carl Albert State College” as part of the organization’s name

B. In order for a club or organization to be recognized on campus, certain procedures are necessary. Clubs and Organizations must:
   1. Adhere to the policies of the college and be approved by the Student Government Association;
   2. Be initiated by a student or faculty/student group;
   3. Be composed of students, faculty, or staff of Carl Albert State College;
   4. Be non-discriminating in membership. No secret fraternities, sororities, or organizations may restrict membership on any basis other than that of scholarship, achievement, or service;
   5. All clubs and organizations will be assigned an account in the CASC Business Office. Authorization must be obtained prior to purchasing/expending monies from the account with a minimum of two signatures (one of which must be the sponsor) being necessary before any funds can be withdrawn from the account;
   6. Notify advisors as far in advance as possible (and have their approval) for all meetings, functions, parties, etc;
   7. Have at least one advisor present at all functions and meetings;
   8. Complete an application at least two weeks in advance for any off-campus activity. These forms are available from the Office for Student Affairs;
   9. Obtain the approval of the Vice President for Student Affairs for any outside speaker and make arrangements as far in advance as possible;
   10. Schedule all meetings, socials, etc., in the Office for Student Affairs, located in Hemphill Hall (HH 140). The Academic Affairs Office must clear the use of any instructional space, such as
classrooms, first. Sallisaw scheduling should be made with the Vice President for the Sallisaw campus or designee;

11. Any major event using campus facilities should be placed on the Event calendar at least two weeks in advance.

Section 5-34  Student Activity Travel
Students traveling as representatives of Carl Albert State College shall receive reimbursement in one of the following manners:
A. Reimbursement for actual expenses incurred and documented, or
B. For travel money advanced with the amount to be determined based on the circumstances of the trip and approved by the Vice President for Student Affairs. The option selected shall be at the discretion of the Vice President for Student Affairs.

Sections 5-35 – 5-40  (Reserved for Future Use.)

Article – IV  Sports and Athletics

Section 5-41  Intramural
The intramural sports program at Carl Albert State College provides opportunities for all students, both men and women, to enjoy satisfying experiences that are related to their particular physical, mental, and emotional needs. Emphasis is placed upon the student so that s/he can accomplish his/her level of aspiration. There are many additional opportunities for the students to learn the importance of group spirit, to develop their responsibilities to the group, to participate in and enjoy activities under supervision according to an established set of rules, to accept their physical and neuromuscular limitations and abilities, to recognize and accept the individual differences of their friends, to catch a vision of the importance of physical fitness as a part of good health and to acquire desirable health habits, to select recreational goals that are attainable, and to learn sports skills necessary to continue participation in activities during and after school years.

Section 5-42  Intercollegiate Athletics
A. Intercollegiate athletic competition is governed by the National Junior College Athletic Association and the Oklahoma College Athletic Conference (Oklahoma – Arkansas).
B. Current competitive sports include women’s basketball, men’s basketball, baseball, and women’s fast pitch softball.
C. Students with a valid CASC ID are admitted free of charge to all home athletic events.

Section 5-43  Student Athlete Expenses
A. Employees/coaches must file a written travel request and estimated expenses for each trip with the Athletic Director, which must be forwarded to the Vice President for Student Affairs. Coaches must file receipts showing justification of all expenditures that must be approved by the Athletic Director and Vice President for Student Affairs and filed with the Business Office. Coaches may be reimbursed for meals and lodging from the Viking Club. If a coach uses his personal vehicle rather than a school vehicle, he will be reimbursed for the cost of gasoline only, upon presenting receipts, from the Viking Club.
B. Coaches will present a written memo to the Athletic Director for authorization of cash advancement for meals and lodging for student athletes. The coaches shall state the number of people traveling and estimated cost of meals and/or lodging. When possible, arrangements with restaurants and motels will be made so that purchase orders can be issued. When cash advancements are made, coaches are responsible for turning in receipts and proper documentation on all monies. The Vice President for Student Affairs will have final approval of these arrangements.
C. Coaches, upon written request, may use monies raised from athletic camps to fund scholarships and travel for student athletes with approval of the Athletic Director and the Vice President for Student Affairs.

Section 5-44 Athletic Scholarships: Requirements; Accounting Procedures
A. The College is authorized to award athletic scholarships and to rescind scholarships based on a lack of academic progress.
B. An athletic scholarship shall not exceed room, tuition, and the free use of textbooks for one regular semester. Athletic scholarships are approved by the Board of Regents.
C. If a student receiving an athletic scholarship is employed in a College work-study program, an appropriate description of the job to be performed by the athlete shall be prepared and appropriate records of the hours worked shall be maintained by his immediate supervisor.
D. College records should be sufficient to clearly identify the computed cost of an athletic scholarship. An appropriate addition should be made for any out-of-state students. Records also shall be adequate to indicate clearly that total disbursements to a student athlete do not exceed the above-referenced computed amount.
E. Operation of concessions at College athletic events is part of the operation of the College, and income and disbursement in connection therewith shall be accounted for by the Business Office in the same manner as are accounts for all other College operations. Appropriate tests should be made by the Business Office to determine that gross concession income and disbursements reconcile. Supplies should be paid for by check. Applicable taxes shall be paid when due.
F. Tickets for athletic events shall be pre-numbered and shall be in the custody of the Business Office. Controls shall be maintained by the Business Office on the number of tickets issued and the number of tickets returned unsold. Accurate records shall be maintained on the number of tickets issued as complimentary.

Section 5-45 (Reserved for Future Use.)

Article - V Student Financial Aid

Section 46 Student Financial Aid: General Information
A. Carl Albert State College assures that no individual with the ability to benefit is denied access to post-secondary education because s/he lacks the financial resources to pay the cost. A complete program of financial aid is offered including grants, scholarships, loans, and employment opportunities. A descriptive brochure is available from the Office of Financial Aid or by accessing the Financial Aid website at www.carlalbert.edu.
B. Financial assistance, based on need and academic goals, is an important part of the total student personal program, and efforts are continually being made to increase the scope of this activity.

Section 5-47 Applicants must be admitted to the College
Applicants for financial aid must be officially admitted to CASC, be working toward a degree or certificate program and have all previous school records on file in the Office of Admissions before financial aid application can be approved.

Section 5-48 Employment of Students by the College
Procedure for employing Federal Work-study students on the campus is as follows:
1. Students must make application for campus employment through the Office of Financial Aid on the Student Data Form.
2. All requests for student help are made to the Office of Financial Aid by Division chairperson or other appropriate directors, in writing.
3. A Division chairperson or supervisor may name/request students who have worked for him/her previously or whose talents and abilities are particularly appropriate to the employer's needs.
Section 5-49  Scholarships and Grants
A. Scholarships and/or grants are available annually for many students who require financial assistance to attend college and have demonstrated above average academic ability. Funds are provided by the College, the federal government, and individual and organizational donors. Most scholarships and grants are awarded on the basis of financial need; others are awarded for academic achievement or other significant contribution to the College. A Scholarship Committee is responsible for the selection of students to receive scholarships. All funds are processed through the Business Office.
B. Applications for scholarships are available in the Office of Financial Aid or by accessing the financial aid website at www.carlalbert.edu.

Section 5-50  Stafford Guaranteed Student Loans
Borrowing to finance a college education is an investment in the future, which will increase one's earning potential. Long-term loans at low interest rates are usually available. These loans need not be repaid until the student leaves college.

Section 5-51  Federal Perkins Loan
Provided by the federal government and administered by the Office of Financial Aid, the Perkins Student Loan program is based on the availability of funds. These loans are awarded on a first-come, first-serve basis to undergraduate students who demonstrate financial need. Repayment of these funds does not begin until nine months after the student completes or terminates his/her education. Students must complete a financial aid application at www.fafsa.ed.gov for consideration of this loan.

Section 5-52  Federal Supplemental Educational Opportunity Grant (SEOG)
SEOG grants are made available by the federal government and administered through the Office of Financial Aid. These grants are based on the economic need of the student with preference going to those students coming from low income families. Students must complete the FAFSA application online at www.fafsa.ed.gov to be eligible for this grant.

Section 5-53  Federal Work-Study Program (formerly College Work-Study)
A limited number of students may find work on campus through the federally sponsored college work-study program. The economic need of the student is the determining factor in the awarding of these work scholarships. Application forms for the work-study program are available from the Office of Financial Aid.

Section 5-54  Bureau of Indian Affairs (BIA)
These funds are provided through the Bureau of Indian Affairs/Tribal Offices for students who qualify to receive educational assistance. Applications for these funds are available from the BIA/Tribal area office nearest the student's home.

Section 5-55  Veterans’ Administration (V.A.) Benefits
A. Carl Albert State College is approved for students who are eligible for VA benefits. Assistance is given to the student completing the necessary forms. For details and instructions, the student should contact the Office of Veterans’ Affairs, in the Office of Admissions.
B. In addition, the College provides other services for those receiving V.A. educational benefits. Some of these services are counseling, employment, and tutoring when necessary. For details and further information, the student should contact the Office of Veterans’ Affairs, in the Office of Admissions.

Section 5-56  Vocational Rehabilitation
The Oklahoma State Board of Regents for Higher Education, through the Vocational Rehabilitation Division, offers assistance for tuition to students who have certain physical disabilities provided the vocational objective selected by the disabled person has been approved by a representative of the
division. Applications for Vocational Rehabilitation assistance should be made to the nearest rehabilitation
office, or the Vocational Rehabilitation Office at Carl Albert State College (HT Bldg. Room 504A).

**Section 5-57 Short-Term Loan Funds**

Short-term loans are available for Carl Albert State College students through the Office of Financial Aid. These loans are for emergency situations and must be repaid within thirty (30) to sixty (60) days. Applications for these loans are available at the Office of Financial Aid.

**Section 5-58 Federal Pell Grant Program**

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

**Section 5-59 Oklahoma Tuition Aid Grant Program (OTAG)**

OTAG Grants are made available by the Oklahoma State Regents for Higher Education and administered through the Office of Financial Aid. These need-based grants are awarded to Oklahoma undergraduate students as an effort to help meet the cost of attendance in an Oklahoma institution. Funding is limited and preference is given to students who apply before March 15th. Applications are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Current regulations and guidelines are posted in the CASC Student Handbook.

**Section 5-60 (Reserved for Future Use.)**

**Article – VI Student Health Services**

**Section 5-61 Student Health Services**

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

First Aid kits are located in each classroom building and are to be utilized when a student indicates the need to use part of the contents.

Health care is considered largely the responsibility of the student's families through local family physicians. The Office for Student Affairs acts as a referral source to licensed physicians for students requesting general services during a school year. Referral information for health insurance and substance assistance is also available in the Office for Student Affairs. Students with special needs are also referred to area agencies.

In order to assure that a student's academic career will not be endangered by a major expense due to illness or injury, the school will make information available to all students concerning insurance programs. Addresses and phone numbers of insurance providers will be given to interested students at the Office for Student Affairs located in Hemphill Hall (HH140). Information from insurance companies is placed in offices and racks around campus. The institution does not endorse any particular insurance company.
Section 5-62 Meningococcal Compliance

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

The statute permits the student or, if the student is a minor, the student’s parent of other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

Section 5-63 Other Student Vaccinations

Student vaccination requirements and requirement to provide students with educational information regarding certain diseases:

Beginning with the 2004-2005 academic year in order to enroll as a full-time student at Carl Albert State College, an individual shall provide written documentation of vaccinations against hepatitis B, measles, mumps, and rubella.

The requirement shall not apply to students enrolling in courses delivered via the Internet or distance learning in which the student is not required to attend class on campus.

Beginning with the 2004-2005 academic year, Carl Albert State College shall notify students of the requirements of this Board of Regents and provide students with educational information on hepatitis B, measles, mumps, and rubella upon enrollment. Such information shall also include the risks and benefits of the vaccination. Carl Albert State College shall not be required to provide or pay for vaccinations against hepatitis B, measles, mumps, and rubella.

A written statement from a licensed physician indicating that a vaccine is medically contraindicated shall exempt a student from the vaccination. A student shall be exempt from the vaccination if the student submits a written, signed statement declaring that the administration of the vaccine conflicts with the student’s moral or religious tenets.

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

1. Students who are currently enrolled high school students;
2. Students who have graduated from a high school in a state that requires vaccinations for hepatitis B, measles, mumps, and rubella;
3. Students transferring from an institution within The Oklahoma State System of Higher Education or private institution of higher learning located within this state and accredited pursuant to Section 4103 of Title 70 of the Oklahoma Statutes;
4. Students enrolling in Higher Education Centers or other learning sites authorized by the Oklahoma State Regent of Higher Education;
5. Students born before January 1, 1956; and
6. Students who are members of a National Guard Unit or Military Reserve Unit of who are currently on active duty in a branch of the United States military. The administration shall adopt procedures for the implementation of the Board of Regents Policy.

Sections 5-64 –5-65 (Reserved for Future Use)
Article - VII Student Housing

Section 5-66 College Housing

A. Carl Albert State College provides the opportunity to experience the unique academic and social environment of on-campus living through the Scholars Center, Residential Program Housing and Athletic housing. Each room includes a 12’x19’ spacious bedroom and study area; a 8’x 8’ bathroom with two vanity sinks, bathtub, shower, and toilet; and a 4’x 8’ walk-in closet; free internet service; and cable television and telephone services are available to students who want to contract for them. No satellite dishes are allowed.

1. The Bill J. Barber and the W.D. Hoffman Scholars Centers are ultra-modern live-in facilities on campus for 76 honors students. The Scholars Centers provide educational and leadership learning opportunities to highly motivated students based on academic achievement and leadership ability. The President's Selections Committee selects the residents.

2. The Residential Program Housing (Kate "Katie" Ollie, George and Rosemary McBee, Dr. E.A. “Jack” Gedosh and Nell and Lattie Hoyle Dorms) provides 200 students a unique base for leadership development.

3. CASC also maintains Athletic housing for student athletes.

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

B. Campus Police

1. The Office of Student Affairs and Campus Police are responsible for the welfare of the student body. This creates almost a daily need for the exchange of information. The Office of Student Affairs must be advised promptly of any serious incident involving students occurring on or off campus. Incidents could include, but would not necessarily be limited to crime victim, accident and serious injury, attempted suicide, demonstrations, and/or violations of campus regulations or criminal law, whether or not charges are filed. The Office of Student Affairs also should receive a copy of all such incident reports.

2. Campus Police also should bring to the Office of Student Affairs’ attention any student or student affairs concerns that require corrective action. This may involve a high-crime area, excessive false fire alarms, prank 911 calls, or uncooperative dormitory staff.

3. Overall, there should be a harmonious, daily working relationship between Campus Police and the Office of Student Affairs. This does not mean that disagreements will not arise, with the Office of Student Affairs taking a counseling or nurturing position, while Campus Police takes an enforcement position; however, all matters must be addressed unemotionally, professionally, and in a continuing cooperative spirit.

4. The Board of Regents commission police officers pursuant to Oklahoma Statue Title 74, Sections 360.15, 360.16, 360.17, 360.19, 360.20, and 360.21. These officers perform the duties of professional law enforcement officers.

5. Officers serving in the CASC Campus Police Department shall have all police powers, liabilities, and immunities established by law for police officers. CASC police officers’ primary mission shall be the protection of persons and property on the campus of CASC. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on college property. As defined by statute, “campus” shall include all real property, buildings, and improvements within the state of Oklahoma, which are owned, leased, or rented by CASC. Officers are authorized to issue summons or to make arrests and take into custody persons guilty
of unlawful conduct or trespassing. CASC police officers shall have jurisdiction over all parts and aspects of the CASC campus and any other areas as authorized by law or pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act.

A. A pamphlet of Campus Security Statistics is posted on line each year for students, faculty, and staff concerning the accounting of criminal incidents, which occurred on the CASC campus.

B. **Sex Offender Registration**

Oklahoma’s sex offender registration laws were amended in 2002 to include university campuses. In essence, anyone convicted of a non-aggravated sex offense in the past ten years must register with Carl Albert State College campus police if they are a student, employee, resident or anyone who works on campus property in any capacity. Persons convicted of aggravated sex offenses must register indefinitely. This applies to persons convicted in Oklahoma and ALL other states and territories of the United States of America. Registration with campus authorities must be in addition to registration with the local law enforcement agency where the convicted person resides (unless they reside on campus). Failure to register in accordance with law will subject the offender to additional criminal prosecution. Carl Albert State College Campus Police has established a procedure to collect required information and make it available for public inspection. The list of registrants will be included on our Campus Police website at [www.carlalbert.edu](http://www.carlalbert.edu).

F. **Law Enforcement Assistance**

Carl Albert State College has a limited number of police personnel; therefore, it may be difficult at times to contact Campus Police. Because of this possibility, it is recommended that all CASC employees and students always contact the Poteau Police Department for immediate law enforcement assistance by dialing 911 for emergency assistance and in non-emergency situations call 918.647.8620 for Poteau Campus and 918.775.4141 for Sallisaw Campus. If a situation does not require immediate law enforcement attention, students and/or CASC personnel may contact the Director of Campus Police or a campus officer for assistance.

G. **Emergency Response Plan**

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

H. **Individuals Requesting Information on Students**

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

Normally, the CASC Public Relations Office handles all news media contacts and/or screens requests before authorizing a response. All personnel authorized to speak to the media must keep in mind the institution’s image, a department’s image, and the relationships with the community and other agencies. Unprofessional or unnecessary comments can seriously affect CASC’s image and working relationships for long periods of time.
Article – VIII  Campus Police

Section 5-67  Employment of Campus Police Officer
The College Board of Regents employs campus officers. The following regulations apply:
A. Campus officers have all powers and duties vested by law as outlined in Oklahoma House Bill No. 1536 (6/12/91) in the protection and guarding of grounds, buildings, equipment, and other property of the College. They shall direct their attention to the prevention of improper or unlawful conduct or action and trespassing on the property of the College; shall administer traffic and parking regulations on college grounds; and, if necessary, shall make arrests and take into custody persons guilty of improper or unlawful conduct or action or trespassing on college property.
B. The uniform of campus police officers of the College shall be, as nearly as may be, like the uniform worn by police officers of the City of Poteau, by the Sheriff's force of LeFlore County, or by the Highway Patrol, as the President may determine.
C. The President of the College provides each campus police officer a commission evidencing his appointment. The commission is on a card on convenient size for carrying in a person's billfold and the front side and reverse side of the commission reads substantially as, shown below.

Section 5-68  Electronic Control Devices
It is the policy of CASC and its Police Department to use only the level of force that is reasonably necessary and, in furtherance of that policy, the use of the TASER X26 is authorized to safely and effectively subdue violent or potentially violent individuals and thereby minimize the likelihood of injury to officers and suspects. Electronic Control Devices may be used by authorized and trained personnel in accordance with this policy and police departmental established procedural guidelines.

Article - IX
Sub-Article - 1 Student Disciplinary Code

Section 5-69  Preamble
The purpose of student disciplinary procedures is two-fold:
A. The guidance and redirection of an offending student toward a productive career as a learner in an academic setting as a citizen;
B. The elimination from the academic environment of those who have demonstrated flagrant disregard of its values and traditions and whose conduct and presence constitute a disruptive influence upon the learning and social climate.

A student disciplinary case is not considered a case for criminal law, nor is a disciplinary hearing considered to be a courtroom procedure. Hearings or appeals conducted as a part of this process are not courts of law, and they are not subject to many of the rules of civil or criminal hearings. Because some of the violations of these standards are also violation of law, students may be accountable to both civil authorities and to the college for their actions. Disciplinary action at the college will normally proceed notwithstanding any civil or criminal proceeding. The procedures used at Carl Albert State College concerning disciplinary action are directed toward assurance of a fair judgment for the student through case information, opportunity to be heard, opportunity for friendly counsel, and such safeguards of rights as may be easily understood by educators, laymen, and students.

Section 5-70  Definitions
A. The term “college” means Carl Albert State College.
B. The term “student” includes all persons taking courses at the college, both full-time and part-time, and those who reside in college residence halls.
C. The term “faculty member” means any person hired by the college to conduct classroom activities.
D. The term “college official” includes any person employed by the college, performing assigned administrative or professional responsibilities.

E. The term “member of the CASC community” includes any person who is a student, faculty member, college official or any other person employed by the college.

F. The term “college premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).

G. The term “organization” means any number of persons who have complied with the formal requirements for college recognition.

H. The Vice President for Student Affairs is the person designated by the college President to be responsible for administration of the Student Disciplinary Code.

I. The term “policy” is defined as the written regulations of the college as found in, but not limited to, the Student Handbook, Residential Housing Handbook, Policies and Procedures Manual, and the CASC catalog.

J. The term “shall” is used in the imperative sense.

K. The term “may” is used in the permissive sense.

Section 5-71 Grievance Procedure

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

A. Initiating A Complaint
   1. The Student Conduct Report must be sent in writing (Student Conduct forms are available in the Office for Student Affairs and online) with a signature of the person filing the report stating the name of the accused student, and the specific details of the violation.
   2. The complaint shall be submitted to the Office of Student Affairs as soon as possible after the event takes place, preferably within forty-eight (48) hours, but no later than ten (10) working days after incident.
   3. Citations by Campus Police and Housing personnel are submitted by citation.

B. Incident Report

   An incident report will be issued for conduct violations to the student by the Student Conduct Officer. The Student Conduct Officer will review the report with the student indicating action to be taken.

C. Complaint Resolution

   If the complaint is not resolved with the Student Conduct Officer, one or more of the following steps may be followed:
   1. The Vice President for Student Affairs (or other designee) may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved. After the initial investigation, the Vice President for Student Affairs (or other designee) may:
      a. Take no action.
      b. Take administrative action to counsel, advise, or admonish the student.
      c. Take disciplinary action against the offending student ranging from reprimand to suspension or expulsion. If the charges cannot be disposed of by mutual consent, student may file an appeal to the Student Conduct Committee. This does not preclude the right of the Vice President for Student Affairs to suspend a student temporarily until a hearing is arranged.

   2. Request of Appeal

      Any student adversely affected by the decision of the Student Conduct Officer, or other college official, may appeal the decision by filing a Student Conduct Grievance.
      a. Student must submit a Campus Concern/Grievance form (C-10) to the Human Resources Office, BC866D within a reasonable time frame, but no later than ten (10) working days of the Student Conduct Officer’s meeting.
      b. The Human Resources Office will verify student conduct issue and forward the appeal to the Vice President for Student Affairs (or designee).
D. Grievance Procedure
A student adversely affected by the decision of the Student Conduct Officer, or other college official, who wishes to appeal, may continue the appeal through this grievance process:

1. The request and reason for appeal should be made in writing and submitted on the Campus Concern/Grievance form, available in the Vice President for Student Affairs office and online, within a reasonable time frame, but no later than ten (10) working days of the Student Conduct Officer's meeting.

2. Student must submit the Campus Concern/Grievance form to the Human Resources Office, BC866D, Box 359, Fax; 918-647-1359.

3. Upon receipt of the Student Conduct Grievance for an appeal hearing, the Vice President for Student Affairs (or other designee) will schedule a hearing within a reasonable amount of time, but no later than fifteen (15) working days after the filing of the appeal, and notify the student requesting the appeal of the date and time of the scheduled hearing. At the same time, the student will be informed as to the procedure used at the hearing.

4. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs.

5. The Vice President for Student Affairs (or designee), will Chair the Student Conduct Committee.

6. The Vice President for Student Affairs (or designee) will appoint an equal number of faculty/staff members and students to serve on the Student Conduct Committee. The structure of this committee shall consist of six (6) voting members and one non-voting chairperson, this being the Vice President for Student Affairs or designee. The Chairperson shall cast a vote only in the instance of a tie.

7. Decisions made by the Student Conduct Committee shall be final, pending the normal appeal process.

E. Hearing Procedure
1. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs.

2. Hearings shall be conducted by the committee according to the following guidelines:
   a. Hearings normally shall be conducted in private.
   b. A time shall be set for a hearing, not less than five (5) nor more than fifteen (15) working days after the student has been notified. Maximum time limited for scheduling of hearings may be extended at the discretion of the Vice President for Student Affairs or designee.
   c. The student may not have a representative present. The complainant and/or the accused is responsible for presenting his/her own case.
   d. In hearings involving more than one accused student, the chairperson of the committee, at his/her discretion may permit the hearings concerning each student to be conducted separately.
   e. The complainant, the accused and the committee shall have the privilege of presenting witnesses, subject to the right of questioning by the committee.
   f. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the committee at the discretion of the chairperson.
   g. After the hearing, the committee shall deliberate in private (by majority vote) whether the student has violated the Student Disciplinary Code.
   h. The committee’s determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Disciplinary Code.
   i. In each case in which the committee determines that a student has violated the Student Disciplinary Code, the committee will determine the sanction(s) imposed, if any. The Vice President for Student Affairs shall issue the final decision in writing to the student.
   j. The records of a hearing shall be a summary and not a transcript. However, records should be sufficient enough to include the more significant facts presented, allegations made, statements of views, and decisions reached. If a single verbatim record, such as a tape recording, is used for the hearings before the committee, it shall be the property of the college. Deliberation by the judicial body shall not be recorded.
k. Except in the case of a student charged with failing to obey the summons of a committee or college official, no student may be found to have violated the Student Disciplinary Code solely because the student failed to appear before a judicial body. In all cases, the evidence in support of the charges shall be presented and considered.

**Section 5-72 Sanctions Which May Be Imposed**

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

A. **Admonition** – Friendly advice, counsel, criticism, or rebuke which may be given in oral or written form.

B. **Warning** – An oral or written notice that continuation of specified conduct may be cause for more disciplinary action.

C. **Conduct Probation** – A second violation means that disciplinary action will be based on both charges. Exclusion from participating in non-academic college functions for a specific period of time. Probation is for a designated period of time and includes the probability of a more severe disciplinary sanction if the student is found to be violating any institutional regulation(s) during the probationary period.

D. **Loss of Privileges** - Denial of specified privileges for a designated period of time.

E. **Fines** – may be imposed.

F. **Restitution** – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

G. **Discretionary Sanctions** – Work assignments, service to the college or other related discretionary assignments.

H. **Residence Hall Suspension** - Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

I. **Suspension** – Exclusion from classes and/or all other privileges. A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by action of the Committee on Student Conduct or by special intervention of the President. A student who is suspended for reasons of conduct may apply for readmission no sooner than one academic term from the date s/he was suspended. Formal suspension is recorded on the transcript and may be removed by action of the Vice President for Student Affairs.

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

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

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

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

The following sanctions may be imposed upon groups or organizations:

A. Those sanctions listed above in A through E.

B. **Deactivation** – Loss of all privileges, including college recognition, for a specified period of time.

**Section 5-73 Proscribed Conduct**

A. Jurisdiction of the college: Generally, college jurisdiction and discipline shall be limited to the conduct which occurs on college premises or which adversely affect the college community and/or the pursuit of its objectives.
B. An educational institution’s authority to discipline its students does not necessarily stop at the physical boundaries of the institution’s premises. The institution has the prerogative to decide that certain types of off-campus conduct are detrimental to the institution to discipline a student who engages in that conduct.

C. Standards so established may apply to student behavior on and off the campus when relevant to any lawful mission, process, or function of the institution. By such standards of student conduct, the institution may prohibit any action or omission which impairs, interferes with, or obstructs the mission, processes and function of the institution.

D. Conduct – Rules and Regulations. Any student found to have committed the following misconduct is subject to, but not limited to, the disciplinary sanctions outlined in Sec. 5-71:

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, or other forms of academic dishonesty.
   b. Furnishing false information to any college official, faculty members or office.
   c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
   d. Tampering with the election of any college recognized student officer.

2. Disruptive Behavior: Applies to behavior that persistently or grossly interferes with academic and administrative activities on campus. Ordinarily, such behavior actively hampers the ability of other students to learn and of instructors to teach. The following is a specific, although not exhaustive, list of disruptive behaviors that commonly result in the administrative position of discipline.
   a. Persistent or gross acts of willful disobedience or defiance toward college personnel.
   b. Interference with the normal operations of the college (i.e., disruption of teaching and administrative functions, disciplinary procedures, pedestrian or vehicular traffic, or other college activities, including its public service functions.)
   c. Use of personal portable amplification equipment (e.g., radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the college.
   d. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person (including any such action that takes place at an event sponsored or supervised by the college).
   e. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal public property.
   f. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
   g. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
   h. Unauthorized possession, duplication or use of keys to any college premises or unauthorized entry to, or use of, the college.
   i. Possession, distribution, or use of alcoholic beverages on college property, or at any event or activity function sponsored or supervised by the college.
   j. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in, the college.
   k. Individual students or student organizations who engage in acts of discrimination on the basis of age, gender, color, physical or mental disability, sexual orientation or national or ethnic origin.
   l. Theft or other abuse of computer time, including, but not limited to:
      i) Unauthorized entry into a file, to use, read, or change the content, or for any other purpose.
      ii) Unauthorized transfer of a file.
      iii) Unauthorized use of another individual’s identification and password.
      iv) Use of computing facilities to interfere with the work of another student, faculty member or college official.
      v) Use of computing facilities to send obscene or abusive messages.
vi) Use of computing facilities to interfere with the normal operation of college computing system.
m. The college's computing telecommunications facilities are provided for the use of students in fulfilling their needs which relate to the mission of the college. Other usage is not acceptable.
n. Smoking in classrooms or other unauthorized campus areas.
o. Failure to satisfy college financial obligations.
p. Gambling.
q. Any form of passive or covert behavior may also be regarded as quite disruptive. Examples of passive, yet disruptive behavior are those students whose poor personal hygiene so seriously offends the sensibilities of classmates and instructors that the classroom becomes an academic environment that is no longer tenable.
   i) Violation of published college policies, rules and regulations.
   ii) Copyright Issues. Users who redistribute software from the computing systems, break agreement with its software suppliers, as well as applicable federal copyright, patent and trade secret laws. Therefore, the redistribution of any software computing systems is strictly prohibited except in the case of software which is clearly marked as being in the public domain. Violations including copying, transmitting, or disclosing data, software or documentation without proper authorization or attempting to do so.
   iii) Violation of federal, state or local law
   iv) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals.
v. Participation in a campus demonstration which disrupts the normal operation of the college and infringes on the rights of other members of the college community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
   vi) Abuse of the Judicial System, including but not limited to:
      a) Failure to obey the summons of a judicial body or college officials.
      b) Falsification, distortion, or misrepresentation of information before a judicial body.
      c) Disruption or interference with the orderly conduct of a judicial proceeding.
      d) Institution of judicial proceeding knowingly without cause.
      e) Attempting to discourage an individual's proper participation in, or use of, the judicial system.
      f) Attempting to influence the impartiality of a member of a judicial body prior to, and/or during the course of, the judicial proceeding.
      g) Failure to comply with the sanction(s) imposed under the Student Disciplinary Code.
      h) Influencing or attempting to influence another person to commit an abuse of the judicial system.
      i) Harassment (verbal or physical) and/or intimidation of a member of a judicial body prior to, during, and/or after a judicial proceeding.

3. Discrimination: CASC is committed to providing students, employees, and visitors educational and working environments free from Discrimination, both in and out of the classroom. CASC does not tolerate Discrimination on the basis of race, color, national origin, religion, gender, disability, age, or veteran status. Through enforcement of this policy, CASC seeks to prevent, correct and discipline behavior that violates this policy. CASC strongly encourages students, visitors and employees to promptly report any Discrimination. Anyone determined to have violated the CASC Discrimination policy, as governed by state and federal laws will be subject to discipline action, including but not limited to expulsion or termination. Complaints of Discrimination and investigations into Discrimination allegations are kept confidential to the extent possible consistent with the need to investigate the complaint and come to a thorough and effective resolution.

The full Discrimination Policy and Sexual Harassment Policy are available in chapter 8 of the Policies and Procedures Manual, as well as, on the CASC website.
Section 5-74  Violation of Law and College Discipline
College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Disciplinary Code; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Disciplinary Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

Section 5-75  Student’s Obligation
Each student, upon matriculation at the college, assumes an obligation to obey all college rules and regulations, to show proper respect to his/her instructors and other college authorities, to preserve faithfully all property provided by the state for his/her education, and to discharge his/her duties as a student with diligence, fidelity, and honor.

Section 5-76  Dress Code
Students attending activities are requested to use good judgment about their dress, exercising good taste at all times.

Section 5-77  Honesty and Honor
Honesty and honor constitute measures of individual worth. Cheating, falsification of any official college record (including such records as enrollment records, addresses, motor vehicle registrations, class excuses, etc.), stealing, or any other form of dishonesty is not in accordance with standards of the college and could lead to suspension or expulsion.

Section 5-78  Disorderly Assembly
It is expressly forbidden for any group of students to gather in such a manner as to disturb public speech, be violent toward any person or property, disrupt the function of the college, or interfere with its faculty or staff in the performance of their duties, or otherwise by such gatherings bring disgrace or disrepute to the college. Any student who encourages, or in any way participates in the formation or prolonging of such a gatherings, could be subject to disciplinary action.

Section 5-79  Alcoholic Beverages/Possession of Drugs
CASC is in compliance with the Drug-Free Work Place Act of 1988 and the Drug-Free School and Communities Act Amendments of 1989. The college expects all members of the community to comply with the state and federal laws pertaining to alcohol and drugs. The sale, purchase, manufacture, distribution and use of controlled substances and of drug paraphernalia are prohibited. This does not apply to the possession and use of controlled substances as part of the care and treatment of a disease or injury. The college accepts the state statutory definitions of drugs and drug paraphernalia.

Misconduct in connection with the use of alcohol or illicit drugs on campus will result in disciplinary action for the student(s) involved.

For a complete listing of sanctions consistent with local, state, and federal laws, see the CASC Drug-Free School and Community Policy pamphlet or the Drug-Free Schools Policy Statement in the Student Handbook and online.

Section 5-80  Tobacco-free Campus
This policy is designed to promote the following:
- A safe and healthy environment free from tobacco use.
- Protection of students, faculty, staff and visitors from exposure to secondhand tobacco smoke.
♦ Elimination of litter associated with tobacco use.
♦ Eradication of smoke-filled areas at building entrances.
♦ A positive role model for secondary schools in LeFlore and Sequoyah County.
♦ A cooperative partnership with Tobacco-free LeFlore and Sequoyah County to prevent tobacco use among youth, reduce tobacco dependence, and promote smoke-free environments.

In accordance with Oklahoma Executive Orders 2012-01 and 2013-43, Carl Albert State College is committed to maintaining a safe and secure campus and a healthy environment for its students, faculty, staff and visitors free from tobacco use. CASC’s comprehensive tobacco-free program consists of prevention, cessation and policy. Effective July 1, 2012, all tobacco products, as defined herein, shall be prohibited on the CASC campuses.

A. Definitions:
1. Campuses: includes any and all CASC owned, leased, contracted, rented or maintained property including but not limited to buildings, facilities, exterior open spaces, parking lots, sidewalks, roadways, recreational spaces and grounds.
2. Tobacco use: includes, but it not limited to, smoking, chewing, dipping or any other consumption or use of tobacco products.
3. Tobacco products: includes all forms of tobacco but is not limited to cigarettes, cigars, pipes, electronic cigarettes, vaping devices, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking or both. This term also includes herbal tobacco products, simulated tobacco products that imitate tobacco products, including but not limited to cloves, bidis, or kreteks.
4. Students: includes but is not limited to all students enrolled in CASC classes and/or classes held on campuses, as defined above.
5. Visitors: includes but is not limited to guests, spectators, contractors, vendors, volunteers, and anyone else providing any type of product or service to CASC.

B. Procedures:
1. The use, sale or distribution of tobacco products is prohibited on the CASC Campuses.
2. Advertising the sale of tobacco products is prohibited on the CASC campuses.
3. CASC is committed to providing assistance with tobacco use cessation programs to students, staff, and faculty members who desire to quit using tobacco. In addition, CASC shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.
4. CASC shall make available a method of communication regarding tobacco use, prevention efforts on campus related to policy, prevention, and cessation.

C. Tobacco-Free Campus Policy Enforcement: As CASC transitions to a tobacco-free environment, our primary goal is to achieve voluntary compliance by educating students, faculty, staff, and visitors about the policy and providing tobacco cessation assistance to those who seek it. Compliance of this policy by all students, faculty, and staff is expected based on our commitment to a healthy environment, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff, and students.

Complaints regarding violations of this policy shall be addressed as follows:
1. Faculty and staff who violate the policy shall be directed to and handled by the Office for Human Resources. Supervisors will be notified of violations and will assist in the discipline process.
2. Students who violate the policy shall be directed to and handled by the Office of Student Conduct.
3. Visitors who violate the policy shall be directed to and handled by the Office of Campus Police. Visitors will be informed that Carl Albert State College is a tobacco-free campus. Visitors who continue to violate the policy following a warning will be escorted off campus.

D. Cessation Resources: CASC is committed to providing assistance to students, staff, and faculty members who desire to quit using tobacco. CASC provides on-campus resources for students as well as referrals to programs in the Poteau and Sallisaw communities.
1. Employees wishing to participate in tobacco cessation programs will be referred to HealthChoice of Oklahoma (1.800.543.6044), Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.
2. Students wishing to participate in tobacco cessation programs will be referred to the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.
3. The Oklahoma Tobacco Helpline can also be accessed by visiting: www.okhelpline.com

(Board amended 3-25-2014)

Section 5-81  Passing of Worthless Checks
The intentional passing of worthless checks, or the failure to immediately redeem a worthless check unintentionally passed, shall constitute a sufficient reason for disciplinary action.

Section 5-82  Academic Dishonesty
The following will apply in connection with academic dishonesty:

A. The instructor and his/her Department Chairperson have final authority over the grades given to students or the lowering of grades because of cheating or plagiarism.

B. The term “cheating” includes, but is not limited to:
   1. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
   2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
   3. Acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

C. If it is established that cheating or plagiarism has more than likely occurred:
   1. The instructor may take appropriate disciplinary action, which may include the awarding of an “F” on the particular assignment or in the course.
   2. The instructor will make a report of the incident and of action taken to the Vice President for Student Affairs of Academic Affairs.
   3. The student will receive a copy of the report if s/he desires and may appeal the decision of the instructor to the Committee on Student Conduct Academic Affairs Committee.

Section 5-83  Items Forbidden on Campus
The following items are prohibited by college regulations and/or city ordinances on the person of any student or in automobiles on any campus parking lot:

♦ Alcohol
♦ Narcotics or illegal drugs
♦ Explosives

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

Sections 5-84 – 5-85  (Reserved for Future Use)

Article - X  Student Handbook

Section 5-86  Student Handbook to be Prepared and Published
The Vice President for Student Affairs shall prepare and make available a Student Handbook. The Student Handbook shall contain such rules and regulations of the College and such other information as
are deemed appropriate and of particular interest to students. Rules and regulations of the College included therein may be changed in phraseology and form, but shall not be changed in substance.

Section 5-87 Resident Halls Regulations
The Office for Student Affairs shall prepare and make available, a Scholars Center Residential Housing Handbook from time to time as need arises. The Residential Housing Handbook shall contain such rules and regulations as are deemed appropriate and of particular interest to students residing in the residence halls. Rules and regulations of the residence halls included therein may be changed in phraseology and form, but shall not be, changed in substance. The Scholar Center Resident Regulation Handbook may be superseded in authority by the Student Handbook.

Article – XI Messages to Students

Section 5-88 Delivery of Messages
In extreme emergencies, the Office for Student Affairs may be contacted. Every reasonable attempt is made to convey telephone or written messages to students while they are on campus.

Article - XII Student Debts

Section 5-89 Settlement of Debts and Grade Reports
Grade reports are issued to each student at the end of each semester. Before grades and transcripts are released, all financial obligations to the College must be satisfied.

Note: See Appendix IV for a copy of the student body government constitution.
CHAPTER 6
TELECOMMUNICATIONS AND INFORMATION SERVICES

Section 6-1  Department Services
Carl Albert State College’s Computer Services department was renamed in 1996 to the Telecommunications and Information Services (TIS) department. The name was changed to indicate a new focus in the area of wide-area connectivity including the Internet and distance learning. The department is dedicated to meeting all of CASC’s technology needs. The missions of the department are as follows:

- Assist CASC’s faculty community by providing technology, training, and support necessary to meet student needs.
- Ensure CASC students access to technology necessary for their education.
- Assist the CASC Telecommunications academic program with technology, training, and support needs.
- Provide CASC’s administrative services with the technology, training, and support needed to increase their productivity and efficiency, thereby helping them to furnish the finest administrative services possible with the available resources.
- Promote the use of automation wherever practical.
- Support the usage of multimedia presentation techniques.
- Support distance-learning operations

Section 6-2  Support Issues
The TIS department supports all CASC technology with exception of the phone system. The TIS department assumes no responsibility for hardware or software selected outside of approved standards. The TIS department offers purchasing consultation to any CASC division.

CASC employees are responsible for backing up data from the computer assigned to them. The TIS department offers consultation at any time for backup strategies.

All requests for computer support should be created using the online Ticket helpdesk system: [http://support.carlalbert.edu/scp/login.php](http://support.carlalbert.edu/scp/login.php)

Any requests for new services, new automations, new access or equipment should be made to: [http://support.carlalbert.edu/scp/login.php](http://support.carlalbert.edu/scp/login.php)

Section 6-3  Computer Privacy
The TIS department treats matters of computer privacy seriously. All employee computer accounts are password protected. These passwords expire at regular intervals encouraging employees to select a new one. Employees are directed to never give their passwords to anyone. Improper usage of passwords is regarded as the weakest link in any computer security solution, and will be considered a violation of network security protocol.

The TIS department will not grant access to your departmental data to an external department without your permission. This includes all PX data, custom databases and network shares. The TIS will not give password information to anyone other than the account holder.

Section 6-4  Internet Issues
All CASC Internet and email users are subject to the CASC code of computer conduct.
Section 6-5  CASC Code of Computer Conduct
Carl Albert State College provides computing resources and Internet access to support education and/or research. Computer use must be consistent with the educational objectives of CASC and the Oklahoma State Regents for Higher Education. Users will comply with the Acceptable Use Policy set forth by the Oklahoma State Regents for Higher Education OneNet network (http://www.onenet.net/getting-started/new-customers/acceptable-use-policy/). Access to computer resources should be viewed as a privilege, not as a right. CASC reserves the right to cancel computer use privileges for uses deemed inappropriate by the Telecommunications Committee. The following guidelines shall be followed by any user of a CASC computer system and all CASC employees.

Section 6-6  Abide by Security Restrictions on all Systems to which you have Access
Do not distribute your password to others or otherwise attempt to evade, disable, or crack passwords or other security restrictions. Failure to abide by this guideline will result in immediate revocation of computer use privileges and possible college disciplinary and/or legal action.

Section 6-7  Assume Responsibility for Virus Detection
All CASC computers have virus detection software. Scan all attached storage devices before you use them in a CASC computer. Any files downloaded should be checked for possible contamination. Modifying files without authorization (including altering data, introducing viruses, or simply damaging files) will lead to suspension of computer use privileges and possible college disciplinary and/or legal action.

Section 6-8  Respect Copyright and Other Intellectual/Property Rights
Copying files or passwords belonging to others or to the college may constitute plagiarism or theft. Software licensed by the college or merely used on college equipment must be used in accordance with license agreements. The college may seek repayment of fines or damages from anyone who violates licensing terms, and the college may take disciplinary and/or legal action against any individual who fails to abide by licensing agreements.

Section 6-9  Respect Others’ Rights to Freedom from Harassment and/or Intimidation
Do not send patently rude, obscene, harassing or unsolicited material to others. This includes, but is not limited to, product advertising, political lobbying, any commercial transmissions, and transmissions of any material that are in violation of any state or U.S. law. It is not acceptable to use this network to threaten or harass others. Sexually explicit messages, images and cartoons will not be allowed. The College will not tolerate racial, ethnic, or gender-based slurs. Do not cause the work of others to be disrupted by your actions. Do not conceal or misrepresent your name or affiliation. Using identifiers of other individuals as your own constitutes fraud.

Section 6-10  Respect Access Privileges
Accept limitations or restrictions on computing resources such as storage space, time limits, or amount of resources consumed when asked to do so by the managers of facilities. Such restrictions are designed to ensure fair access for all computer users. The Internet is not a secure environment; be cautious about the material you send over this medium. Also, note that as part of their responsibilities, technical managers may need to view the contents of files to diagnose and/or correct problems in shared systems.
**Section 6-11  Be Aware of Warranty Limitations**
CASC makes no warranties of any kind, whether expressed or implied, for the service it is providing. CASC will not be responsible for damages users suffer, including, but not limited to, loss of data resulting from delays, non-deliveries, incorrect deliveries, and service interruptions. Use of any information obtained via the CASC network is at the user's risk. CASC specifically denies any and all responsibility for the accuracy and/or quality of the information obtained through your use of the college's computer resources and services.

**Section 6-12  E-mail Issues**
All holders of CASC email accounts must complete and sign the established application and agreement which should include the following statements:

Electronic communication is provided for academic programs and college operations. Incidental personal use is tolerated; however, for extensive or recurring communication not related to college purposes, you should use non-college resources.

Use caution when utilizing e-mail. The Internet is not a secure environment. As pointed out by other universities, “The privacy of electronic mail is somewhere between that of a letter and a postcard.” CASC also reserves the right to copy and examine any files or information resident on CASC systems, including the OneNet hub equipment. It is not the intention of CASC to actively monitor electronic communication; however, all forms of electronic communication are subject to the CASC code of computer conduct.
Chapter 7
Article - I AFFIRMATIVE ACTION/ADA COMPLIANCE POLICY

Section 7-1 Notice of Non-Discrimination
Carl Albert State College, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, the Rehabilitation Act, The Americans with Disabilities Act, and other Federal Laws and Regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services.

Section 7-2 Affirmative Action Grievance Procedures
Grievance procedures for filing, processing, and resolving alleged discrimination complaints (Students and Employees) are addressed in section eight (8) of this manual and posted on the website.

Section 7-3 ADA Requests for Accommodation
A. Employee ADA Requests for Accommodation – Consideration will be given to reasonable accommodation requests according to the Americans with Disabilities Act and the Rehabilitation Act where applicable. The following procedure concerning employee accommodation has been implemented:
1. Employee making a request must provide documentation to support their disability.
2. Employee requests for accommodation are made to the appropriate Vice President. Consultation can be obtained through the HR office and/or ADA Coordinator. If satisfactory accommodation is achieved, the goal of accommodation is considered met.
3. If satisfactory accommodation cannot be achieved, the matter is referred to the ADA Compliance Committee.
4. If satisfactory accommodation cannot be achieved, or further review is needed, the matter may be appealed to the President of the College who may decide the question or appoint a hearing committee of college personnel.
5. The employee may request that the hearing be open or closed, may present any evidence pertinent to the question, and may request a transcript of the hearing.

B. Student ADA Requests for Accommodation - Consideration will be given to reasonable accommodation requests according to the Americans with Disabilities Act and the Rehabilitation Act where applicable. The following procedure concerning student accommodation requests has been implemented, according to the CASC Student Disability Services guidelines (posted online):
1. Student requests for accommodation or complaints concerning accessibility are made to the ADA Coordinator/Counselor at the Poteau campus, or the ADA Assistant at the Sallisaw campus.
2. Student making a request must complete a Student Disability Services Intake form.
3. Student making a request must provide documentation to support their disability.
4. Accommodations are based on need. If satisfactory accommodation is achieved, the goal of accommodation is considered met.
5. If satisfactory accommodation cannot be achieved, the matter may be appealed to the ADA Compliance Committee.
6. If satisfactory accommodation cannot be achieved, the matter may be appealed to the President of the College who may decide the question or appoint a hearing committee of College personnel and at least one student representative.
7. The student may request that the hearing be open or closed, may present any evidence pertinent to the question, and may request a transcript of the hearing.
Article - II  Equal Employment Opportunity

Section 7-4  Affirmative Action Policy

A. Administrative Policy
   It is the policy of Carl Albert State College to practice non-discrimination on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

B. Dissemination of the Administrative Policy
   The administrative policy statement will be distributed at regular intervals to the college administrators, faculty, supervisory personnel, new employees, and all recruitment sources. The administrative policy statement will be included in staff handbooks, and other appropriate publications.

C. Responsibility for Implementation
   The President, as the chief executive officer of the college, has assigned the direct responsibility of implementation of this Affirmative Action Plan to the Affirmative Action Officer through designating her as Director of Civil Rights Compliance. Other administrators and supervisory personnel will assist, also, to insure compliance in all areas of the college.

D. Recruitment, Employment, Promotions, and Compensation
   1. The College will make it known throughout the community, generally by letter, that it is an equal opportunity employer. Records will be kept of applicants for all employment opportunities who choose to complete the “optional affirmative data form,” as well as data regarding their skills.
   2. Selection procedures will be reviewed regularly by the Director of Civil Rights Compliance Affirmative Action Officer or his/her designee to assure nondiscrimination toward any applicant; periodically, statistics will be gathered indicating the number of ethnic minority members and females in various job categories.
   3. It shall be the policy of Carl Albert State College to consider employees for promotion when an opening or new position occurs in their area of interest and skill competency, when budgeted funds for these positions are available.
   4. Compensation for services to the college by employees of the college are made according to salary schedules approved by the college regents or, in the case of administrative personnel, according to specific salary amounts approved each year by the college regents.
   5. Job descriptions will be developed for each full-time position within the college.

E. Training
   As a comprehensive two-year college operating fifteen hours a day, opportunities for personnel to increase their skill levels are usually available. Personnel may enroll, on a regular basis, in classes, which would be of value to them in increasing their skill competency.
   The college will continue to work with community and area leaders and agencies in on-the-job training programs to train or retrain minority applicants for positions.

F. Facilities
   College work areas, food service areas, and recreational areas will be maintained on a non-segregated basis.

G. Compliance
   1. The Carl Albert State College will continue to comply with Title VI and VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, Section 504 of the Rehabilitation Act, The Americans With Disabilities Act, and other federal laws and regulations.
2. If at any time in the future it ever becomes necessary to reevaluate, revise, reemphasize or otherwise change the basic plan, it shall be the continued objective of this college to maintain a working climate of equal opportunity.

**Section 7-5 Affirmative Action Plan**

A. Carl Albert State College is proud of its accomplishments in encouraging good citizenship and improving the condition of life for the people of this college area, the state, and the larger world community. Fulfilling such a role requires the best of human talents available to this college. Individuals seeking to make contributions through service, scholarship, and good citizenship look more and more to this institution for corresponding opportunities. Consistent with these goals, Carl Albert State College emphasizes, as fundamental to its policies of employment and advancement, the concept of equal employment opportunity for all persons.

B. These policies reflect the institution’s support of the provisions of the Title VI and Title VII of the Civil Rights Act of 1964, and the college proudly complies with Title IX of the Education Amendments of 1972, Section 504, The Americans with Disabilities Act, and all applicable regulations. Accordingly, it is the intention of Carl Albert State College that no person in the United States shall, on the ground of race, color, national origin, sex, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity of this College. Necessary measures to effectuate this intention are being taken through the adoption of Affirmative Action Policy by the Board of Regents and the establishment of an Affirmative Action Officer. An Affirmative Action Officer has been appointed, reporting directly to the President of the College, and an Affirmative Action Committee monitors compliance with the adopted Policy.

C. The purpose of the Affirmative Action Policy is to establish proper procedures for insuring the institution’s commitment to equal opportunity without regard to race, creed, color, national origin, sex, age, religion, disability, or status as a veteran.

D. To effectively implement the Policy, an Officer of Affirmative Action and Equal Employment Opportunity has been established. The Affirmative Action Officer manages the institution’s responsibility as an Equal Opportunity Employer and serves as the Equal Opportunity Officer for the campus. In practice, however, the responsibilities reflect institutional policies and attitudes, and all members of the college community share these.

E. The objectives and substances of this Policy are fully endorsed by the Administration of Carl Albert State College. The provisions of this Policy are part of policies and procedures of the institution and will be revised from time to time to reflect the needs of changing circumstances. The principle objectives are as follows:

1. To assure all persons equal employment and advancement opportunity, regardless of race, creed, color, national origin, sex, age or disability.
2. To take new initiatives in the recruitment, employment, development, and advancement of disadvantaged persons.
3. To meet the responsibilities of the Civil Rights Act of 1964 and appropriate college committees as an institution of higher education in the State of Oklahoma.

F. Each person having administration and/or supervisory responsibilities assumes personal leadership in the application of the Affirmative Action Policy. The college administration and the Equal Employment Officer work with all segments of the college community to make the objectives of affirmation action a reality.

G. Copies of the Affirmative Action Policy are on file with all divisions of the institution and posted on the employees’ bulletin board located in the Mail Room. Regular reports are prepared showing a breakdown of individuals by race working in the major categories of employment. These reports are distributed to all appropriate State and Federal offices.
H. The Affirmative Action and Equal Opportunity Officer has been assigned primary responsibility for the development of new sources of minority applicants for staff positions. Division chairpersons are asked to use every possible avenue for increasing the number of minority candidates for academic appointments. An Affirmative Action Committee has been appointed. Its function is to monitor the College’s Affirmative Action Policy, implement necessary actions in areas of respective responsibility, advise the Affirmative Action Officer on means to make the Affirmative Action Policy more effective, and recommend any necessary changes in the Affirmative Action Policy to the President.

I. As needed, seminars will be conducted with administrative and supervisory personnel to explain and discuss the college’s policies and continued plans for affirmative actions with regard to equal employment opportunity. Periodically, the accomplishments of the Affirmative Action Policy will be reviewed and reports prepared for the appropriate offices of Equal Employment Opportunity. The Affirmative Action Policy is continuously evaluated and updated with corrective measures and refined objectives consistent with current needs of the college community. It is believed that these procedures will assure that Carl Albert State College meets the compliance responsibility of the Civil Rights Act.

Section 7-6 Equal Employment Opportunity Procedures
A. All full-time positions should be submitted in writing on the vacancy form provided by the Affirmative Action Office. The Affirmative Action Officer or HR Representative is responsible for referring them to the Oklahoma State Employment Commission, which had agreed to post them in appropriate locations to assure state, regional, and national exposure. To assist in employing the best-qualified applicant and to assist in continuing implementation of equal employment opportunity, the following procedure is required.
1. All applications for employment are processed and distributed through the Human Resources department. Once an application is formalized, the employment process follows recommendation and confirmation procedures.
2. After submitting an application through the Human Resources Department, applicants may be required to take other proficiency testing as required by the job description. Applications of qualified applicants are referred to the Committee or Administrator of the applied-for position, for consideration and appropriate action.
3. A screening committee made up of appropriate personnel selects the applicants to be interviewed. All applications are returned to the HR Office after interviewing or deciding not to interview the applicant.
4. Full-time positions: The Human Resources Department is responsible for contacting the applicant, arranging for interviews, and with the approval of the President, selecting screening committees. Professional staff are selected by the President and submitted to the Board of Regents for final approval.

B. The Human Resources Department is responsible for creating and posting position announcements, with the assistance of administrators.

C. Employment opportunities are posted as an “Internal Vacancy Notice” or an “External Vacancy Notice”. When an Internal Vacancy Notice is posted, full-time, regular employees of the College may apply within five working days. If no internal candidates apply or one is not selected for a position, it will then be posted as an External Vacancy Notice.

Section 7-7 Complaint & Grievance Procedures
CASC is committed to providing a positive educational and work environment for students, employees, and visitors. In pursuit of maintaining this positive environment, CASC has implemented procedures to provide a clear, orderly, and expedient method through which students, faculty, staff, or visitors to the College may process bona fide grievances or complaints. CASC’s procedures for handling concerns
place a strong emphasis on resolving complaints/concerns informally, in a non-adversarial process. The complete procedures for filing, processing, and resolving complaints for the following categories are addressed in Section 8 of this manual and on the CASC website:

A. Campus Concern Policy - Any student, faculty, staff member, or visitor who believes his or her educational or work experience has been compromised may file a concern notice on the Campus Concern/Grievance form.

B. Discrimination Policy - Any student, faculty, staff member, or visitor who believes they have been discriminated against on the basis of race, color, national origin, gender, age, religion, disability, or veteran status may file a Discrimination Grievance on the Campus Concern/Grievance form.

C. Sexual Harassment Policy – Any student, faculty, staff member, or visitor who believes they have been sexually harassed may file a Sexual Harassment Grievance on the Campus Concern/Grievance form.
Chapter 8
Complaint & Grievance Policies

Section 8-1 INTRODUCTION
CASC is committed to providing a positive educational and work environment for students, employees, and visitors. In pursuit of maintaining this positive environment, CASC has implemented procedures to provide a clear, orderly, and expedient method through which students, faculty, staff, or visitors to the College may process bona fide grievances or complaints. CASC’s procedures for handling concerns place a strong emphasis on resolving complaints/concerns informally, in a non-adversarial process. (Form is included in Appendix V)

Section 8-2 CAMPUS CONCERN POLICY
A. CASC is committed to providing a positive educational and work environment for students, employees, and visitors. Through enforcement of this policy, CASC seeks to prevent, correct, and discipline behavior that violates this policy. CASC strongly encourages students, visitors and employees to promptly report any campus concerns.

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

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

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

B. DEFINITIONS:
1. The “Complainant” is an employee, student, or visitor who informs the CASC Human Resources Office that the employee, student, or visitor believes he or she has been denied rights under CASC policies and procedures.

2. Complainant does not include a CASC supervisor, administrator, employee, or official who reports an incident that he or she has observed or a complaint he or she received involving other persons.
   The Complainant does not have to be the specific person to whom the action was directed, but must be a person who was affected by the incident.

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

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

5. Issues addressed by this policy can include, but are not limited to academic issues, student conduct issues, policies, workplace environment, or such conduct that has the purpose or effect of unreasonably interfering with a person’s work or academic performance or creating an intimidating, hostile or offensive work or social environment. The CASC Human Resources Office will determine whether or not a dispute is within the scope of policy.
C. INITIATING A COMPLAINT:
1. Employees, students, or visitors who believe they have been denied rights must report the incident to the CASC Human Resources Office using a Campus Concern/ Grievance Form. The Campus Concern/ Grievance Form includes the Complainant’s name and contact information, identifies the complained-of individual, and describes the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant’s preferred outcome for resolving the matter.
2. The complaint should be turned into the CASC Human Resources Office no later than thirty (30) days after the last complained-of incident.
3. Any CASC supervisor, administrator, or official receiving a complaint of denied rights should inform the individual of this policy and refer them to the Human Resources Office.

D. COMPLAINT RESOLUTION: The Human Resources Department will determine, whether a complaint is to be resolved by formal or informal means.
1. INFORMAL RESOLUTION: The informal resolution process is appropriate when the concern can be resolved through communication and/or mediation. Neither the Complainant nor the Respondent may have an attorney or representative present during the informal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.
   a. The Human Resources Office shall attempt to resolve the concern using the informal resolution process within a reasonable amount of time after the concern has been submitted.
   b. At any time during the Informal Resolution process, the Human Resources Office may request a formal resolution process.

2. FORMAL RESOLUTION: If the informal process fails to resolve the concern, and the student, employee, or visitor wishes to continue the matter, he/she must begin the steps of the formal resolution process. Neither the Complainant nor the Respondent may have an attorney or representative present during the formal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.
   a. Initiating the Formal Resolution Process: The Complainant must have previously submitted to the Human Resources Office a Campus Concern/ Grievance Form.
   b. The President (or designee) shall appoint an investigator(s) to examine all written, formal complaints against employees, students, and visitors. The investigator(s) may or may not be CASC employees.
   c. In the course of the investigation, a copy of the written concern will be given to the Respondent. The Respondent shall have ten (10) Working Days in which to submit a signed, written response to the concern.
   d. The investigator(s) interviews separately the Complainant and the Respondent as soon as reasonably possible after receipt of the written concern and written response, if any.
   e. The Respondent will not take any action against the Complainant or any witnesses or other persons, in retaliation for their initiation of or participation in the complaint process. Retaliation is a separate violation of this policy and may result in discipline even where the original complaint is unfounded.
   f. The investigator(s) may interview any other persons considered to have information relevant to the complaint.
   g. The investigator(s) may receive, gather, and review any documents and physical evidence related to the complaint.
   h. Where necessary, the investigator(s) may recommend to the President temporary adjustments to the Complainant’s class schedule or work environment pending conclusion of the investigation.
i. The investigation of complaints against visitors may differ from the investigation described herein based on the circumstances.

3. Report and Recommendations: The investigator prepares written findings of fact and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written findings of fact.
   a. The Complainant and Respondent shall have ten (10) working days to submit a “written reply” regarding the findings of fact to the Human Resources Office. The Human Resources Office shall provide the President with a copy of the Complainants and Respondent’s “written reply”, if any.
   b. Within a reasonable time after receiving the written report, the President (or designee) shall review the report, and review the Complainants and Respondent’s “written reply”.

4. If it is determined that policy was violated, the President (or designee) shall take appropriate discipline or corrective action with the Respondent including but not limited to expulsion or termination.

5. The President's (or designee's) determination on the report and discipline shall be final and non-appealable.

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

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

G. FILING OF FALSE COMPLAINTS and Statements: Anyone who knowingly or intentionally files a false complaint or false statement is subject to discipline, up to and including termination of employment, suspension or expulsion from CASC.

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

Section 8-3 DISCRIMINATION POLICY

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

B. DEFINITIONS:
1. The “Complainant” is an employee, student, or visitor who informs the CASC Human Resources Office that the employee, student, or visitor believes he or she has been subjected to Discrimination.
2. Complainant does not include a CASC supervisor, administrator, employee or official who reports Discrimination that he or she has observed or a complaint he or she received involving other persons.
3. The “Respondent” is the employee, student, or visitor who allegedly discriminated against another person in violation of this policy.
4. “Retaliation” means any action or failure to act with respect to an individual based on that individual's making a complaint, participating in the investigation of a complaint, or participating in the process under this policy, where such action or failure to act could have the effect of dissuading a reasonable person from participating or assisting with this policy.

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

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

a. No specific intent to discriminate against an individual need be present for discrimination to occur.

b. Examples of discriminatory conduct prohibited by this policy include, but are not limited to, the following: Unequal or disadvantageous treatment of an individual or group of individuals based on race, color, national origin, gender, disability, age, military status, or veteran status.

c. The discriminator may be the supervisor of the individual who is discriminated against, a supervisor in another area, a co-worker, a subordinate, a faculty member, a student, or a non-employee;

d. Conduct may constitute Discrimination in violation of this policy even in the absence of economic injury to, academic injury to, or discharge of the individual who is discriminated against.

C. INITIATING A COMPLAINT

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

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

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

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

D. COMPLAINT RESOLUTION

The Human Resources Department will determine, whether a complaint of Discrimination will be resolved by formal or informal means.

1. INFORMAL RESOLUTION: The informal resolution process is appropriate where the complained-of conduct is not sufficiently serious or repetitive to rise to the level of unlawful Discrimination. No formal investigation is conducted. Neither the Complainant nor the Respondent may have an attorney or representative present during the informal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.

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

b. At any time during the Informal Resolution process, the Human Resources Office or the Complainant may request a formal resolution process.

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

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

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

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

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

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

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

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

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

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

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

3. Investigator(s) Report and Recommendations: Within ten (10) days after completing the investigation, the investigator prepares a written report and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written report.

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

b. The Complainant and Respondent shall have ten working days to submit a “written reply” regarding the Report to the Office of Human Resources. The Office of Human Resources shall provide the committee with a copy of the Complainants and Respondent’s “written reply”, if any.

c. Within twenty (20) days after receiving the Report, the committee shall review the Report and review the Complainants and Respondent’s “written reply” to the Report, if any.

4. The committee shall make one of the following determinations:

a. Return the Report to the investigator(s) for additional investigation.
b. Dismiss the complaint on finding that the complained-of conduct did not occur or that the complained-of conduct did not violate this policy and notify the Complaint and Respondent of the determination.

c. Find that the conduct did occur and constituted a violation of this policy.

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

E. APPEALS: If either the Complainant or the Respondent is dissatisfied with the determination reached in the formal resolution process, he or she may appeal that determination as follows:
1. The appeal must be in writing, directed to the President and must state the grounds for the appeal. The written appeal must be received within 10 Working Days of the date of delivery of the written determination. The appeal may be made on substantive and/or procedural grounds.

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

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

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

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

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

Section 8-4 SEXUAL HARASSMENT POLICY

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

Schools are required by the Title IX regulations to have grievance procedures through which individuals can complain of alleged sex discrimination, including sexual harassment. As outlined in this guidance, a grievance procedure also provides schools with an excellent mechanism to be used in their efforts to prevent sexual harassment before it occurs.

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

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

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

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

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

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

4. For purposes of this policy, Sexual Harassment is a form of gender discrimination as outlined by
state and/or federal laws, which may consist of unwelcome sexual advances, requests for sexual
favors, or other verbal or physical conduct of a sexual nature when; Submission to such conduct
is made either explicitly or implicitly a term or condition of a person's employment, education, or
participation in a CASC program or event; Submission to or rejection of such conduct by an
individual is used as the basis for decisions affecting an individual's employment or academic
standing, or participation in a CASC program or event; or Such conduct has the purpose or effect
of unreasonably interfering with a person's work or academic performance or creating an
intimidating, hostile or offensive work or social environment.

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

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

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

(i) Incidents involving sexual assault of CASC students are addressed under Campus
Procedures for Sexual Assaults Involving a CASC Student (Student Handbook).

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

e. The harasser may be the supervisor of the individual who is sexually harassed, a supervisor
in another area, a co-worker, a subordinate, a faculty member, a student, or a non-employee;
f. The Complainant does not have to be the specific person to whom the sexually harassing conduct is directed, but must be a person who was affected by the offensive conduct of the harasser.
g. Conduct may constitute Sexual Harassment in violation of this policy even in the absence of economic injury to, academic injury to, or discharge of the individual who is sexually harassed.

C. INITIATING A COMPLAINT:
1. Employees, students, or visitors who believe they (or someone they have witnessed), have been subjected to Sexual Harassment in violation of this policy must report the incident to the CASC Human Resources Office using the Campus Concern/Grievance Form. The Campus Concern/Grievance Form includes the Complainant’s name and contact information, identify the complained-of individual, and describe the complained-of conduct, including but not limited to dates, times, places, and witnesses, if any, along with the Complainant’s preferred outcome for resolving the matter.
2. The complaint should be turned into the CASC Human Resources Office no later than one hundred eighty (180) calendar days after the last complained-of incident.
3. Any CASC supervisor, administrator, or employee who receives a complaint or otherwise becomes aware of conduct he or she believes to be Sexual Harassment in violation of this policy must notify the Human Resources Office as soon as possible, but no later than ten (10) Working Days after the supervisor, administrator, or employee learns of the conduct.
4. The CASC supervisor, administrator, or official must also inform the individual making the Sexual Harassment complaint of this policy and refer them to the Human Resources Office.

D. COMPLAINT RESOLUTION: The Human Resources Department will determine, whether a complaint of Sexual Harassment will be resolved by formal or informal means.
1. INFORMAL RESOLUTION: The informal resolution process is appropriate where the complained-of conduct is not sufficiently serious or repetitive to rise to the level of unlawful Sexual Harassment. No formal investigation is conducted. Neither the Complainant nor the Respondent may have an attorney or representative present during the informal resolution process. The Complainant and/or Respondent is responsible for presenting their own case.
   a. The Human Resources Office shall attempt to resolve the Sexual Harassment complaint using the informal resolution process, within 30 days after the complaint has been submitted. When needed, the Human Resources Office shall conduct an investigation and attempt to resolve the matter informally.
   b. At any time during the Informal Resolution process, the Human Resources Office or the Complainant may request a formal resolution process.
2. FORMAL RESOLUTION: The formal resolution is appropriate where the complainant alleges a serious or repetitive violation of this policy, or where no resolution is reached through the informal resolution process. Neither the Complainant nor the Respondent may have an attorney or representative present during the formal resolution process. The Complainant and/or Respondent is responsible for presenting his/her own case.
   a. Initiating the Formal Resolution Process: The Complainant must have previously submitted to the Human Resources Office a signed written statement (Campus Concern/Grievance Form)
   b. The Formal Resolution Process shall be completed within 45 days from the date of the Complainant’s signed written statement is received. Additional time may be required based on unusual circumstances, including but not limited to the unavailability of the Complainant, Respondent, information or witnesses.
   c. The President shall appoint an investigator(s) to examine all written complaints of Sexual Harassment against employees, students, and visitors. The investigator(s) may or may not be CASC employees.
d. In the course of the investigation, a copy of the written complaint will be given to the Respondent. The Respondent shall have ten (10) Working Days in which to submit a signed, written response to the complaint.

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

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

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

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

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

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

3. Investigator(s) Report and Recommendations: Within 10 days after completing the investigation, the investigator prepares a written report and provides Complainant and Respondent, by hand delivery or other traceable means of delivery, a copy of the written report.

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

b. The Complainant and Respondent shall have ten (10) working days to submit a “written reply” regarding the investigation report to the Human Resources Office. The Human Resources Office shall provide the Committee with a copy of the Complainants and Respondent’s “written reply,” if any.

c. Within twenty (20) days after receiving the written investigation report, the Committee shall review the written report, and review the Complainants and Respondent’s “written reply” to the investigation report, if any.

4. The committee shall make one of the following determinations:

a. Return the written investigation report to the investigator(s) for additional investigation.

b. Dismiss the complaint on finding that the complained-of conduct did not occur or that the complained-of conduct did not violate this policy and notify the Complainant and Respondent of the determination.

c. Find that the conduct did occur and constituted a violation of this policy.

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

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

1. The appeal must be in writing, directed to the President and must state the grounds for the appeal. The written appeal must be received within ten (10) Working Days of the date of delivery of the written determination.

   The appeal may be made on substantive and/or procedural grounds.

2. The President shall thoroughly review the matter and issue a written decision within twenty (20) Working Days of the appeal receipt date. The President may accept or reject the committees’ investigation report and may accept, modify or reject any discipline imposed. The President’s decision on appeal shall be the final institutional decision.
F. CONFIDENTIALITY: Complaints of Sexual Harassment and investigations into Sexual Harassment allegations are kept confidential to the extent possible consistent with the need to investigate the complaint and come to a thorough and effective resolution.

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

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

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

J. Policy on Relations between faculty, staff, or any other CASC employee or representative and Students. See section 4-52 Consensual Relationships.

Section 8-5 Student Conduct Grievance Procedure

The Student Conduct Grievance Policy is addressed in Chapter five, Section 5-70.

Section 8-6 ADDITIONAL RESOURCES

Most complaints, grievances or disciplinary matters should be resolved at the campus level. This is the quickest and most successful way of resolving issues involving the College. You are encouraged to work through the campus complaint process first before escalating issues to any of the following resources. Issues that are not resolved at the campus level may be presented:

A. Oklahoma State Regents for Higher Education Complaint Procedures
   Current and prospective student complaints that are reported to the Oklahoma State Regents for Higher Education (OSRHE) are handled through OSRHE Academic Affairs Office by reviewing the circumstances of the complaint and providing the individual with contact information for the most appropriate campus office with the authority to resolve the complaint. If the individual has exhausted the process for review and appeal at the institution and believe the complaint is unresolved, OSRHE staff requests permission to contact the institution on their behalf to identify any possible resolution. OSRHE staff remains in contact with the student to determine if their issue has been resolved or adequately addressed.
   655 Research Parkway, Suite 200
   Oklahoma City, OK 73104-3603
   405-225-9100

B. North Central Association, the Accrediting Commission for CASC, for complaints associated with the institution’s compliance with academic program quality and accrediting standards.
   30 North LaSalle Street, Suite 2400
   Chicago, Illinois 60602-2504
   Telephone: (800) 621-7440
Chapter 9

CASC DEVELOPMENT FOUNDATION

The CASC Development Foundation was formed in December 1979 to benefit students and programs of Carl Albert State College. The three-fold mission of the Foundation is to build an endowment fund for scholarships, a program for academic enrichment and a residential campus.

The Foundation seeks private sector gifts and grants, which allow the College’s vision to become reality. Former Speaker of the U.S. House of Representatives, Carl Albert, served as Honorary Chairman of the CASC Development Foundation Board of Trustees until his death. The Board of Trustees meets semi-annually, in addition to committee meetings conducted throughout the year. The Executive Committee, which is comprised of two Board of Regents representatives and three Board of Trustees representatives, including the Chair, Vice-Chair and Secretary of the Trustees, meets a minimum of two times per year. This Committee is primarily responsible for the review and oversight of the major investments of the Foundation.

The Board of Regents of Carl Albert State College and the CASC Development Foundation entered into an Agreement for Exchange of Services that permits each of the parties to provide mutually beneficial goods, services and funds to the other party. The Agreement is attached hereto as Exhibit “A”.

To fulfill its mission the CASC Development Foundation has developed the following programs:

♦ **Endowed Professorships** – This program provides financial resources to directly support excellence and innovation in classroom teaching which enables committed teachers to better prepare graduates for advanced study or career entry.

♦ **CASC Scholar Program—Adopt-A-Scholar** – Businesses, individuals, and organizations who support the Human Endowment program finance the annual scholarships offered to the 76 residents of the Bill J. Barber and W. D. Hoffman Scholars Centers. Adopt-a-Scholar sponsors are invited to attend an annual recognition dinner and other special events with their scholar. Contributions to this program exceed $50,000 annually.

♦ **Endowed & Annual Scholarships** – Endowed and long-term scholarships use the interest earned on the endowed principals to make their awards. Annual scholarships are awarded through yearly contributions. Students receive in excess of $50,000 from the endowed and annual scholarships.

♦ **Students in Free Enterprise Residential Halls** – This program provides housing for 80 students living in the Nell and Lattie Hoyle and the Dr. E. A. “Jack” Gedosh Living Centers. The AES/SIFE Program allows students to explore various avenues of business based on free enterprise systems and also provides an opportunity for competition with other colleges and universities throughout the United States.
 AGREEMENT FOR EXCHANGE OF SERVICES

This Agreement for Exchange of Services is made and entered into between the Board of Regents of Carl Albert State College ("College") and Carl Albert State College Development Foundation, Inc. ("Foundation").

W I T N E S S E T H:

WHEREAS, the College is a State of Oklahoma college and a part of the Oklahoma State System of Higher Education; and

WHEREAS, the Foundation is an Oklahoma non-profit corporation created for the benefit of the College, its students, staff and employees insofar as the same shall be in aid of charitable, scientific, literary or educational purposes; and

WHEREAS, 70 Okl. Stat. S4306, as amended, requires that the regents of any institution of higher education enter into a written contract before directly or indirectly transferring any funds to any college-related foundation or rendering service or providing anything of value to such foundation to document adequate payment or reimbursement therefore; and

WHEREAS, each of the parties hereto provide the other party with goods, services and funds, all of which are adequately documented and the parties, by this contract, intend to comply with said statutory requirement.

NOW, THEREFORE, for and in consideration of the goods, services and funds provided one to the other, the adequacy of which is hereby acknowledged, the parties agree as follows:

1. The College shall provide the Foundation the following:
   (a) The Services of the President, Assistant President for Fund Development, Public Relations Director, and their staffs on a part-time basis.
   (b) Adequate office space on the Carl Albert State College campus.
   (c) Maintenance of the office space and the insuring thereof.
   (d) Use of Carl Albert State College postage, vehicles, telephones, computers, bookkeeping services, construction crew, and bonding for executive director.
   (e) Cost of the annual, external audit.
   (f) Other reasonable services and goods as the administration shall determine.
   (g) Occasional lunches and/or dinners that benefit the College.

2. The Foundation shall provide the College the following:
   (a) Scholarship grants to the residents of the Bill J. Barber and W. D. Hoffman Scholars Center and to other College students from donations to the Foundation and from endowment income.
(b) Funds obtained by the Foundation for College projects including but not limited to library improvement, computer equipment, lectures, and other academic enrichment activities.

(c) Public relations services to the college services area.

(d) Other reasonable funds, services and goods as the Foundation shall determine for the good of the College and the furtherance of its mission.

(e) Provide living center rooms for people who desire to be residential students plus other services that residential students might need.

(f) Make application for funds from other foundations that whereupon, if funded, the revenue would enhance the scope of the College’s operation and mission.

(g) Through the Foundation, tangible assets including real estate, can be deeded to the College upon agreement by the Board of Regents and Trustees. As acquired through gifts or grants to the Foundation, these will enhance the scope of the College’s operation and missions.

IN WITNESS WHEREOF, the parties agree that the effective date shall be the 1st day of March, 1993. Revised the 10th day of October 1997, and the 5th day of April, 2001.
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ADOPTION RESOLUTION

RESOLUTION OF THE BOARD OF REGENTS
ADOPTING THE POLICIES AND PROCEDURES MANUAL
OF CARL ALBERT STATE COLLEGE

BE IT RESOLVED BY THE BOARD OF REGENTS OF Carl Albert State College:

THAT the Policies and Procedures Manual of Carl Albert State College, compiled, edited, and
prepared under the supervision of the President of the College and his staff, and as modified by the
Board of Regents, is hereby adopted by the Board of Regents of Carl Albert State College:

THAT the Policies and Procedures Manual of Carl Albert State College shall go into effect on

THAT all resolutions, motions, and other actions of a permanent, general nature heretofore
adopted by the Board of Regents of Carl Albert State College or by its predecessor and still in effect, but
not included in this policies and procedures manual or in the College catalog or in both, are hereby
repealed as of the time when this manual goes into effect;

THAT repeal of any resolution, motion, or other action of the governing board of the College by
the above shall not affect any act done or any right or obligation established prior to the effective date of
such repeal;

THAT the continuance in effect of all resolutions, motions, and other actions of the governing
board of a temporary and/or special nature, although omitted from the manual, shall not be affected by
such omission therefrom; and this resolution shall not repeal or amend any such temporary and/or special
action of the governing board still in effect.

ADOPTED BY THE BOARD OF REGENTS OF Carl Albert State College ON June 12, 2012.

/s/ Bill Barber, Chairman

ATTEST:

/s/ Carroll Huggins, Secretary

(Seal)
APPENDIX II

BASIC DOCUMENTS PERTAINING TO THE HISTORY & DEVELOPMENT OF CARL ALBERT STATE COLLEGE
Senate Bill No. 2 of 1967, referred to as The Community Junior College Law, authorized the establishment, maintenance, and operation of “community junior colleges.” It required boundaries of the respective “communities” to be described, and provided for the election of a Board of Trustees.

Carl Albert State College was one of the junior colleges in the state to take advantage of the legislation, and the institution operated under it as a “community junior college” until the school became a “state Junior college” on October 25, 1973, when a new governor-appointed Board of Regents was sworn into office.

Since this Bill is no longer applicable to Carl Albert State College, it is not reproduced here. It may be found in the Oklahoma Statutes 1971, Title 70, Sec. 4401 to 4409, and also in the Oklahoma Higher Education Code, X X 1401 to 1409, published by the Oklahoma State Regents for Higher Education.
DOCUMENT NO. 2

HOUSE BILL NO. 1049, SECTION 16, OF 1973
PROVIDING THAT COMMUNITY JUNIOR COLLEGES SHALL BECOME
STATE JUNIOR COLLEGES AND MEMBERS OF THE
OKLAHOMA STATE SYSTEM OF HIGHER EDUCATION

Note: House Bill No. 1049 of 1973 is the Higher Education Appropriation Bill. Section 16 of this Bill appears below as it is coded in the Oklahoma Statutes, Supp. 1973, s 4423.

S 4423. El Reno Junior College --Carl Albert Junior College -- Seminole Junior College -- Sayre Junior College -- Oscar Rose Junior College -- South Oklahoma City Junior College.

A. The Oklahoma State Regents for Higher Education are hereby authorized and directed to establish and maintain two-year colleges at El Reno to serve Canadian County and surrounding area, which shall be known as the El Reno Junior College, at Poteau to serve LeFlore County and surrounding area, which shall be known as the Carl Albert Junior College, at Seminole to serve Seminole County and surrounding area, which shall be known as the Seminole Junior College, at Sayre to serve Beckham County and surrounding area, which shall be known as the Sayre Junior College, at Midwest City to serve Oklahoma County and surrounding area, which shall be known as the Oscar Rose Junior College, and in South Oklahoma City to serve Oklahoma County and surrounding area to be known as the South Oklahoma City Junior College; and, each of said junior colleges shall be an integral part of the Oklahoma State System of Higher Education and shall be entitled to the same privileges and be subject to the same laws as other member institutions of said State System except as expressly provided otherwise herein. It is expressly provided as a condition precedent that each of said junior colleges must make provision locally for the donation, to the State of Oklahoma, of a suitable site for the college including facilities and other resources of the existing junior colleges, above named.

B. After the Oklahoma State Regents for Higher Education have acted to establish the junior colleges above named and identified, there shall be created a separate Board of Regents for each of said junior colleges, and said Board of Regents shall consist of seven (7) members to serve seven-year overlapping terms, with members of said Board to be appointed by the Governor by and with the advice and consent of the State Senate. Each Board shall have the same powers and duties as the Board of Regents of Tulsa Junior College. Four members of the Board of Regents for the junior colleges located at El Reno, Poteau, Seminole and Sayre shall be from the county in which said junior college is located. Four members of the Board of Regents for Oscar Rose Junior College and South Oklahoma City Junior College shall be residents of the original district of each of said junior colleges. With respect to Oscar Rose Junior College and South Oklahoma City Junior College, it is further provided that the college and its governing Board of Regents shall continue to operate the technical area school district program to carry out the function of post-secondary technical education for the people of the technical education school district as now operated, and in accordance with, O.S. 1971, Title 70, Section 4410. The foregoing constitutes a separate authorization and direction to the Oklahoma State Regents for Higher Education to act separately and independently with respect to each of said junior colleges in the manner prescribed.

C. The junior colleges referred to in this section shall be entitled to all privileges and be subject to the same laws as other institutions in the State System except that, irrespective of whether said junior colleges each or all of them become a part of the Oklahoma State System of Higher Education, the State Regents shall not allocate state appropriated funds to these institutions in an amount that would exceed the rate of seventy-five percent (75%) per capita of the amount allocated to the junior colleges in the State system existing on the effective date of this act. Laws 1973, c. 209, 16 emerg. eft. May 18, 1973.
WHEREAS, on the 5th day of June, 1973, a regular board meeting was held by the Board of Trustees of the Carl Albert Junior College; and

WHEREAS, a discussion was had concerning the obtaining of official membership of institutions in the Oklahoma State System of Higher Education, pursuant to Section 16 of House Bill #1049 of the 1973 Oklahoma Legislature; and

WHEREAS, it was resolved that the people of the community as well as the Board of Trustees of Carl Albert Junior College are ready and willing to convey title to the land and property, including improvements, of the Carl Albert Junior College to the State of Oklahoma, for the continued use of Carl Albert Junior College as a State institution of higher learning.

THEREFORE, by it resolved, by the Board of Trustees of the Carl Albert Junior College at a regular meeting that the Carl Albert Junior College desires to have official membership in the Oklahoma State System of Higher Education, pursuant to Section 16 of House Bill #1049 of the 1973 Oklahoma Legislature and that they are ready and willing to convey title to the land and property, including buildings of the Carl Albert Junior College to the State of Oklahoma.

/s/ Herman Thomas, President of the Board

/s/ Joe Ellzey, Clerk

ATTEST:

/s/ Jan Pate, Notary Public
WHEREAS, the First Session of the Thirty-Fourth Oklahoma Legislature in its enactment of House Bill #1049 provided in Section 16 of the bill for the conversion of community junior colleges to full member institutions of The Oklahoma State System of Higher Education and authorized and directed the State Regents to proceed with the administration of this law; and,

WHEREAS, the law provided that as a prerequisite for the conversion, the college must make provision locally for the donation to the State of Oklahoma of a suitable site for the college, including its existing facilities and other resources; and,

WHEREAS, the Board of Trustees of Carl Albert Junior College located at Poteau submitted a Resolution to the State Regents on June 22, 1973, requesting that the State Regents proceed with steps to convert this community junior college to a state junior college pursuant to provisions of the law cited above, upon which request the State Regents acted affirmatively and directed the Chancellor to inform college officials and advise them that the next step would be to comply with the law requiring the donation of land and other property owned by the institution to the State of Oklahoma; and,

WHEREAS, the State Regents subsequently received a deed to land owned by the College, including improvements thereon and appurtenances thereto and a bill of sale to other movable property owned by the institution, and the Attorney General of Oklahoma has given a satisfactory opinion regarding the deed conveying title to the property.

NOW, THEREFORE, BE IT RESOLVED by the Oklahoma State Regents for Higher Education as follows:

SECTION 1. The community junior college, known as Carl Albert Junior College located at Poteau, is hereby proclaimed to be and shall hereafter operate as a full member institution of the Oklahoma State System of Higher Education pursuant to provisions of Section 16 of House Bill #1049 of the 1973 Oklahoma Legislature.

SECTION 2. A copy of this Resolution shall be filed with the Secretary of the State of Oklahoma, a copy shall be sent to the President and governing board of Carl Albert Junior College, and a communication shall be dispatched to the Governor of Oklahoma containing a copy of the Resolution and a request that he proceed to appoint a Board of Regents for Carl Albert Junior College in accordance with state law.

SECTION 3. After the Board of Regents has been appointed and qualified and has been organized for operation as the governing board of the junior college, the Chancellor and staff shall work in cooperation with the governing board and president of the college to accomplish the administrative activities necessary to convert the fiscal operations of the institution from a local district basis to a state level basis establishing appropriate accounts and funds in the State Budget Office and the State Treasury as well as proper procedures for the efficient fiscal operation of the institution as a member institution of The Oklahoma State System of Higher Education.
Adopted this 23rd day of July, 1973.

Exall English, Secretary
Goodwin Broaddus, Jr., Chairman

I hereby certify that the above accurately reflects the action taken by the State Regents in meeting on July 23, 1973.

E. T. Dunlap, Chancellor


Adeline Laird
Notary Public
HOUSE BILL NO. 1965, SECTION 9, OF 1990 AMENDING 70 O.S. 1981, SECTION 4423, AS AMENDED BY SECTION 2, CHAPTER 16, O.S.L. 1983 (70 OS. SUPP. 1989. SECTION 4423), WHICH RELATES TO JUNIOR COLLEGES, CHANGING NAME OF CARL ALBERT JUNIOR COLLEGE TO CARL ALBERT STATE COLLEGE.

SECTION 9. NEW LAW A new section of law to be codified in the Oklahoma Statutes as Section 4423.1 of Title 70, unless there is created a duplication in numbering, reads as follows:

The state educational institution located at Poteau which is known as “Carl Albert Junior College” and is presently designated as “Carl Albert Junior College” shall continue at the same location and the official name of the institution shall be designated in all future references as “Carl Albert State College.” Any reference in the statutes to Carl Albert Junior College shall be deemed a reference to Carl Albert State College.
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APPENDIX III

Policies of Oklahoma State Regents
For Higher Education on Admission and Retention of Students
POLICY STATEMENT ON ADMISSION TO RETENTION IN AND TRANSFER AMONG COLLEGES AND UNIVERSITIES OF THE STATE SYSTEM

Article XIII-A of the Constitution of Oklahoma and Title 70, Section 3206 of the Oklahoma Statutes provide that the Oklahoma State Regents for Higher Education (OSRHE) shall prescribe standards of education for institutions in the Oklahoma State System of Higher Education, including standards for “admission to, retention in, and graduation from State Educational Institutions.” In order to perform these constitutional and statutory responsibilities, the State Regents established curricular requirements, criteria, and standards for admission to State System institutions, as well as standards for retention in and transfer among institutions by type. Admission to all associate and baccalaureate programs must conform to these standards except as otherwise addressed in Admission Professional Schools and Admission Special Programs of Section 5 of OSRHE Policy.

An annual review of the implementation of the admission and retention policies will be done. The purpose of the annual review will be, first, to assure that the admission and retention standards are being carried out consistent with the intent of the OSRHE policy. Second, the review will provide a comprehensive overview of the progress and effects of the admission and retention standards specifically whether or not the ultimate goal of the policy to achieve student success is being met.

PART I. ADMISSION STANDARDS

Students must meet the criteria for both the high school curricular requirements and the high school performance criteria as defined in the following sections. Students meeting both criteria are eligible for admission.

A. High School Curricular Requirements for Admission to Programs Leading to Associate in Arts, Associate in Science, and Baccalaureate Degrees.

<table>
<thead>
<tr>
<th>Units</th>
<th>Course Areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>English (Grammar, Composition, Literature; should include an integrated writing component)</td>
</tr>
<tr>
<td>2</td>
<td>Lab Science (Biology, Chemistry, Physics or any lab science certified by the School district; General Science with or without a lab may not be used to meet the requirement) Effective fall 2010, three lab science courses will be required for college admission.</td>
</tr>
<tr>
<td>3</td>
<td>Mathematics (from Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre-Calculus [must have completed Geometry and Algebra II], Calculus, Advanced Placement statistics)</td>
</tr>
<tr>
<td>3</td>
<td>History and Citizenship Skills (including one unit of American History and two additional units from the subjects of History, Economics, Geography, Government, Non-Western Culture)</td>
</tr>
<tr>
<td>3</td>
<td>Additional units of subjects previously listed or selected from the following: Computer Science, Foreign Language, or any Advanced Placement course except applied courses in Fine Arts. Effective fall 2010, the number of additional units be reduced to two.</td>
</tr>
<tr>
<td>15</td>
<td>Total Required Units</td>
</tr>
</tbody>
</table>
Computer science courses (one or more units) that meet the State Regents’ guidelines for high school curricular requirements may satisfy the postsecondary system-wide computer proficiency graduation requirement (see the State Regents’ Undergraduate Degree Requirements Policy).

In addition to the above requirements, the following subjects are recommended for college preparation:

- 2 additional units: Fine arts - music, art, drama, and speech
- 1 additional unit: Lab science (as described above)
- 1 additional unit: Mathematics (as described above)

4 Recommended Units

While these curricular requirements will normally be met by students in grades 9 through 12, advanced students who complete these courses in earlier grades will not be required to take additional courses for purposes of admission.

The remaining units required by the State Board of Education for high school graduation may be selected from courses to meet students’ individual needs and interests.

B. Curricular Deficiencies

1. Baccalaureate Programs

Students must meet all basic academic skills curricular requirements (English, Mathematics, and science) to be admitted to baccalaureate programs at research or regional institutions. Students with a deficiency in a non-basic academic skills course (excludes English, mathematics, and science) who present an ACT reading subject score at or above the specified level or who score at the designated level on any approved secondary institutional reading assessment instrument may be admitted as a regular admission student. These students will be required to complete an additional three-hour collegiate course in the relative subject area to make up the high school deficiency (see the State Regents’ Remediation and Removal of High School Curricular Deficiencies Policy). Other exceptions are noted in the special admission options outlined later in this policy.

If an institution admits students with one or more curricular deficiencies to a baccalaureate program utilizing the alternative admission category, the institution must provide the means to satisfy those deficiencies (see the State Regents’ Remediation and Removal of High School Curricular Deficiencies Policy) and the student must successfully remediate basic academic skills course requirements within 24 college level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit.

2. Associate in Arts and Associate in Science Programs

Students lacking curricular requirements are admissible into AA or AS programs in the community colleges but must remediate curricular deficiencies in the basic academic skills at the earliest possible time but within the first 24 college-level hours attempted. Students continuously enrolled in courses designed to remove deficiencies may be allowed to continue enrollment beyond the 24 hour limit. In addition, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

3. Associate in Applied Science Programs

Students entering AAS degree programs or other certificate programs must remove high school curricular requirement deficiencies before taking courses in the same field as part of an AAS degree or certificate program. Students admitted under this provision may not transfer into an AA, AS or baccalaureate program without first removing the high school curricular deficiencies.

Students may remove curricular deficiencies as detailed in the State Regents’ Remediation and Removal of High School Curricular Deficiencies Policy. The institution’s president or the president’s designee may allow a deserving student who failed to remediate a basic
academic skills deficiency in a single subject to continue to enroll in collegiate level courses in addition to remedial course work beyond the 24-hour limit providing the student has demonstrated success in collegiate courses to date. Such exceptions must be appropriately documented. Students pursuing admission to AA, AS, AAS, or baccalaureate degree programs may not count remedial/development courses toward satisfaction of degree program requirements.

C. Applied Courses
The use of applied courses to meet the high school curricular requirements is to be considered an alternative. College bound students are encouraged to take courses currently specified in the State Regents' Institutional Admission and Retention Policy. The State Regents are interested in experimenting with alternative delivery systems that might facilitate student interest and success. It must be noted that the State Regents request and expect high school transcripts to be valid and reflective of the actual courses taken by students; anything less threatens the integrity of the academic process.

One year of Principles of Technology may substitute for one of the currently required lab science courses providing that students taking the course also successfully complete a lab science course listed in the State Regents’ Institutional Admission and Retention Policy. Additionally, the Principles of Technology course must be taught by a teacher certified or endorsed in physics who has completed the specialized training to instruct the course.

Admission of First-Time Freshmen: Performance Requirements
Students must meet the criteria for both the high school curricular requirements and the high school performance requirements as defined in the following sections. Students meeting both the high school curricular and the high school performance requirements are eligible for admission. This section includes performance requirements for regular admission which includes three options for admission: standardized tests, high school GPA in all courses plus class rank, or high school GPA in the State Regents’ 15-units of required high school core courses. The ACT score used for admission purposes is the composite score without the writing component. The SAT score used for admission purposes is the combined critical reading and math scores without the writing component. Students utilizing a test other than ACT will have their scores converted to ACT equivalents. The high school class rank is one more than the number of students in the high school graduating class who have a high school GPA greater than the student in question. A GED recipient’s high school class must have graduated to be eligible for admission. The president or the president’s designee may allow exceptions on an individual student basis. Any exceptions, including subsequent student academic performance, will be reported to the State Regents upon request. The University of Oklahoma (OU) is authorized by the State Regents to also require a minimum average standard GED score for automatic admission. The high school GPA used for admission purposes in option 2 is the unweighted average of all grades (“A” equating to 4.00 and “D” equating to 1.00) taken in the 9th through 12 grades. The GPA used for admission purposes in option 3 shall add a standard weighting (1.0) to The College Board’s Advanced Placement courses and the International Baccalaureate Organization’s higher-level courses (an “F” remains zero). While the State Regents strongly support the initiation of honors courses, honors weighting will not be used in the calculation of either high school GPA because there is no equitable mechanism to include the honors premium. The exact standardized test scores and high school GPA will vary over time, and may differ at each institution. The high school GPA will be defined annually to correspond to the rank in class. The ACT score equivalent to these percentages will be determined based on the average of the preceding three years’ ACT scores of graduating seniors if available. Oklahoma test data will be used. The concordance table used to set the equivalent SAT score is updated regularly. First-time entering students must also meet entry-level assessment requirements before enrolling in college-level courses. See the State Regents’ Assessment Policy for more information.

Minimum High School Performance Criteria for Admission of First-Time-Entering Students at Community Colleges and Technical Branches:
Students Seeking Admission to AA, AS, or Baccalaureate Degree Programs. Any individual who:
A. is a graduate of a high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED;
B. has met the curricular requirements as set forth in part 3.9.3 of this policy; and
C. has participated in the ACT program or a similar acceptable battery of tests is eligible for admission to any of the community colleges and technical branches in the State System.

Students Seeking Admission to Other Undergraduate Degree or Certificate Programs. Any individual who:
A. is a graduate of high school accredited by the appropriate regional association or by an appropriate accrediting agency of the home state or has achieved a high school equivalency certificate based on the GED; and
B. has participated in the ACT program or a similar acceptable battery of tests is eligible for admission to any of the community colleges and technical branches in the State System.

International Student Admission and Admission of Non-native Speakers of English
International undergraduate students are required to meet equivalent academic performance standards as listed above. Additionally, both first-time undergraduate and graduate students for whom English is a second language shall be required to present evidence of proficiency in the English language prior to admission, either as first time students to the system or by transfer from another non-system college or university. The State Regents adopted this policy to ensure that students will have a reasonable chance to succeed at a higher education institution based on their ability to comprehend, read, and write the English language. Students must meet one of the standards described below to demonstrate their competency in English. Institutions may not waive this admission requirement as part of the alternative admissions category within the State Regents’ general policy on admission.

A. First-Time Undergraduate and Graduate Students
1. Standardized Testing. Students must meet the minimum score set by the State Regents on either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) Examination. Results of the TOEFL taken at international testing centers and special testing centers will be accepted at all State System colleges and universities. Results of the TOEFL administered at institutional testing centers shall not be accepted by colleges and universities other than the administering institution.
2. Intensive English Program (IEP). Students must meet a minimum score set by the State Regents on the TOEFL administered at a special testing center or an international testing center or on the IELTS Examination. In addition, after achieving the required score and immediately prior to admission, successfully complete a minimum of 12 weeks of study at an IEP approved by the State Regents. At least two-thirds of the 12 weeks must be instruction at an advanced level. A list of State Regents’ approved IEPs can be found in the State Regents’ Academic Affairs Procedures Handbook.
3. High School Performance. Undergraduate students must have successfully completed the high school core requirements in or graduate from high school where English is the primary language in a country where English is a primary language and demonstrate competency through the Remediation and Removal of High School Curricular Deficiencies Policy.
4. Graduate students may satisfy the English language requirement by completing a baccalaureate or graduate degree from a college or university where English is the primary teaching language in a country where English is a primary language and that is recognized by professional organizations in the U.S. involved in admissions and international education.
5. Institutional Discretion. In extraordinary and deserving cases, the president or the president’s designee may admit a student in lieu of the above requirements. In these situations, the applicant must have demonstrated
proficiency in the English language by some other means prior to admission. Such exceptions must be appropriately documented and reported to the State Regents annually. OU has been authorized by the State Regents to require higher than the set minimum score on the TOEFL and IELTS for both undergraduate and graduate students.

Special Admission

Students admitted must meet curricular standards as defined above and must meet the high school performance criteria as defined above. The only exceptions are students admitted in the following special admission categories.

A. Special Non-Degree Seeking Student- Students who wish to enroll in courses without intending to pursue a degree may be permitted to enroll in no more than nine credit hours without submitting academic credentials or meeting the academic curricular or performance requirements of the institution of desired entry. Retention standards will be enforced. Once a student has completed the designated number of hours, the student is required to meet the formal admission or transfer criteria for the institution of desired entry in order to enroll in additional course work. (This provision is not intended to be limited only to first-time-entering students.) The president or the president’s designee may allow non-degree seeking students to exceed this initial nine credit-hour limit on an individual student basis. Such exceptions may be made for nondegree-seeking students only who meet the retention standards and must be appropriately documented and reported to the State Regents annually.

B. Alternative Admission- Research and regional institutions may admit 8 percent of the number of previous year’s first-time freshmen or 50 students (whichever is greater) without the students having met the State Regents’ high school curricular or performance admission requirements. Institutions admitting students through the alternative admission category must have formally established admission criteria on file at the State Regents’ office. The criteria must be oriented to identifying those students who:

1. have a reasonable chance for academic success;
2. have unusual talent or ability in art, drama, music, sports, etc; or
3. are educationally or economically disadvantaged and show promise of being able to succeed in a program or curriculum at the institution where they desire to enroll.

Institutions should use interviews as a part of the mechanism for admitting students in this program. Students wishing to enter under the alternative admission category should be given the opportunity to convince the institutions of their ability through this interview process. In addition, the institution must have implemented programs designed to assist first-year students making the transition to college both academically and socially. The objective of these procedures and programs is to increase the success rate of students as measured by the increase in the retention and graduation rates of all students and particularly minority students. It is intended that the alternative admission opportunities be equitably utilized and proportionately represent different types of students of unusual talent or abilities who do not otherwise meet State Regents’ admission standards. Waivers shall not be awarded in significant disproportion for scholarship athletes. It shall be used to promote the system goal of social justice.

Adult Admission

1. Students who are 21 years of age or older or on active military duty may be admitted based on criteria established at the campus level and submitted to and approved by the State Regents. For students admitted under the adult admission category, the campus must consider the probability of the academic success of the student. Related to the curricular requirements, students admitted under the adult admission category must demonstrate proficiency to the satisfaction of the entering institution in the curricular area the student desires to pursue. Institutions will be required to submit an annual report of those students admitted in this category to the State Regents.
2. Any student who:
   a. is not a high school graduate but whose high school class has graduated; and
   b. has participated in the ACT program or similar battery of tests is eligible for admission to any of the community colleges in the State System. Students utilizing a test other than ACT will have their scores converted to ACT equivalents. A GED recipient’s high school class must have graduated to be eligible for admission. The president or the president’s designee may allow exceptions on an individual student basis. Any exceptions, including subsequent student academic performance, will be reported to the State Regents upon request.

Home Study or Non-Recognized Accredited or Unaccredited High Schools
An individual who is a graduate of a private, parochial, or other nonpublic high school which is not accredited by a recognized accrediting agency is eligible for admission to an institution in the State System as follows:

1. The student must have participated in the ACT or SAT program and achieved the requisite composite score, as defined by the State Regents, for admission to the institution the student wishes to attend.
2. The student's high school class of his or her peers must have graduated. The president or the president's designee may allow exceptions for GED recipients on an individual student basis. Any exceptions, including subsequent student academic performance, will be reported to the State Regents upon request.
3. The student must satisfy the high school curricular requirements for the institution to which the student is applying, as certified by the school or for home study, the parent.

Opportunity Admission Category
Students who have not graduated from high school whose composite standard score on the ACT without the writing component places them at the 99th percentile of all students using Oklahoma norms, or whose combined critical reading and mathematical score on the SAT without the writing component places them at the 99th percentile of all students using national norms may apply for full enrollment at a college or university of the State System. The college or university will determine admissibility based on test scores, evaluation of the student's level of maturity and ability to function in the adult college environment, and whether the experience will be in the best interest of the student intellectually and socially.

Correspondence Study Enrollment
Admission to the institution is not required for enrollment in correspondence work. However, academic credit for correspondence work will not be applicable toward a degree until such time as the student has been formally admitted to the institution and has secured the approval of the appropriate academic officers for such credit. Students who desire to apply credit for correspondence courses must make the necessary arrangements with the school where credit is to be applied. Completed courses will appear on the student's official transcript and be designated as correspondence study.

Admission Requirements for Concurrent Enrollment
High school students wishing to enroll concurrently in college courses must meet the admission standards detailed below and the ACT assessment requirements in the State Regents’ Assessment Policy. The ACT standard is based on Oklahoma norms and the SAT standard is based on national norms. All other students not qualified by grade level as specified in this section might be considered for full enrollment or concurrent enrollment under the Opportunity Admission Category.

1. Workload- A high school student admitted under the provision set forth below may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional
officials will evaluate the student's academic performance and potential for success in determining the student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

2. Curricular Requirements- The completion of the high school curricular requirements set forth in this policy shall not be required of concurrently enrolled high school students for purposes of admission. However, students may only enroll in curricular areas where they have met the ACT assessment requirements for college placement as stated in the State Regents’ Assessment Policy. A high school student not meeting the designated score in science reasoning, mathematics, and English will not be permitted enrollment in the corresponding college subject area. A student scoring below the established ACT score in reading will not be permitted enrollment in any other collegiate course (outside the subjects of science, mathematics, and English.) Secondary institutional assessments and remediation are not allowed for concurrent high school students. Concurrently admitted high school students will not be allowed to enroll in any remedial/developmental courses offered by colleges and universities designed to remove high school curricular or basic academic skills deficiencies.

3. Continuing Enrollment- High school students concurrently enrolled in college courses may continue concurrent enrollment in subsequent semesters if they achieve a CGPA of 2.0 or above on a 4.0 scale. Following high school graduation, a student who has been concurrently enrolled as a high school student may be admitted to the original institution of concurrent enrollment or another institution in the State System if the student meets the entrance requirements of the receiving institution, including the high school curriculum requirements, and subject to the State Regents’ retention standards.

4. Permission- All students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the senior year. Students must also provide a letter of recommendation from their counselor and written permission from their parents or legal guardian.

5. Collegiate Experience- Concurrent enrollment must include opportunities for high school students to achieve college credit through a collegiate experience. The collegiate experience is evidenced by the rigor of the course, the qualifications of the personnel delivering the course, and the student's readiness for college. The collegiate experience is present in four environments:
   a. High school students enrolled on a college or university campus in a course with collegiate students enrolled.
   b. High school students enrolled at an off-campus site in a course that originates on campus with collegiate students enrolled.
   c. High school students enrolled in a course with collegiate students enrolled at an established off campus site with a regular program of study (defined as at least one certificate, associate in arts, associate in science, associate in applied science or baccalaureate degree).
   d. High school students enrolled at other off campus sites (including in the home and including the use of synchronous or asynchronous instruction) and taught by regular faculty whose primary educational employment is as a faculty member at the institution delivering the course. Exceptions may be made upon request to the Chancellor. Regular faculty is defined as a person qualified for appointment to the full-time faculty of the institution proposing to award credit. All appointments must be recommended by the academic unit awarding the credit and approved through the established procedures for academic appointments.

High School Seniors
A twelfth grade student enrolled in an accredited high school may, if the student meets the requirements set forth above and the minimum standards below, be admitted provisionally to a college or university in the State System as a special student. The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing
component. Minimum standards for State System institutions are outlined below. Institutions may request higher standards.

<table>
<thead>
<tr>
<th>Institution Type</th>
<th>ACT/SAT at</th>
<th>High School GPA</th>
<th>Class Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Universities</td>
<td>67th percentile OR</td>
<td>3.0 and</td>
<td>top 33.3%</td>
</tr>
<tr>
<td>Regional Universities</td>
<td>50th percentile OR</td>
<td>3.0 and</td>
<td>top 50%</td>
</tr>
<tr>
<td>Community Colleges</td>
<td>42nd percentile OR</td>
<td>3.0</td>
<td></td>
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</tbody>
</table>
| OU and OSU have been authorized to set separate higher admission standards for twelfth grade students based on freshman admission standards. Revisions are made with State Regents’ approval and current standards are published annually and available from the institution or the State Regents. OU is authorized to require a minimum class rank or high school GPA in addition to the ACT or SAT score.

High School Juniors
An eleventh grade student enrolled in an accredited high school may, if the student meets the requirements above and the additional minimum requirements set forth below, be admitted provisionally to a college or university in the State System as a special student. The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing component.

<table>
<thead>
<tr>
<th>Institution Type</th>
<th>ACT/SAT at</th>
<th>High School GPA</th>
<th>Class Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Universities</td>
<td>83rd percentile OR</td>
<td>3.5 and</td>
<td></td>
</tr>
<tr>
<td>Regional Universities</td>
<td>top 50%</td>
<td>3.5 and</td>
<td></td>
</tr>
<tr>
<td>Community Colleges</td>
<td>58th percentile OR</td>
<td>3.5</td>
<td></td>
</tr>
</tbody>
</table>

Admission Requirements for Concurrent Enrollment of Home Schooled Students and Students from Unaccredited High Schools
A student receiving high-school-level instruction at home or from an unaccredited high school may be admitted provisionally to a college or university in the State System as a special student if the student meets the requirements set forth below. The ACT score is the composite score without the writing component. The SAT score is the combined critical reading and math scores without the writing component.

  a. The student must be 17 years of age or older and must meet the minimum requirements set forth below. Institutions may request higher standards.

<table>
<thead>
<tr>
<th>Institution Type</th>
<th>ACT/SAT at</th>
<th>High School GPA</th>
<th>Class Rank</th>
</tr>
</thead>
<tbody>
<tr>
<td>Research Universities</td>
<td>83rd percentile OR</td>
<td>3.5 and</td>
<td></td>
</tr>
<tr>
<td>Regional Universities</td>
<td>top 50%</td>
<td>3.5 and</td>
<td></td>
</tr>
</tbody>
</table>
72nd percentile OR

Community Colleges  ACT/SAT at  High School
58th percentile OR GPA 3.5

OU and OSU have been authorized by the State Regents to set separate higher admission standards for students 17 years of age or older and receiving instruction at home or from an unaccredited institution based on freshman admission standards. Revisions are made with State Regents’ approval and current standards are published annually and available from the institution or the State Regents. OU is authorized by the State Regents to require a minimum class rank or high school GPA in addition to the ACT or SAT score.

b. Or the student must be 16 years of age and must meet the requirements set forth below.

Research ACT/SAT at
Universities 83rd percentile

Regional Universities ACT/SAT at
72nd percentile

Community Colleges ACT/SAT at
58th percentile

Admission by Transfer
Undergraduate students entering a State System institution by transfer from another State System institution must meet one of the following:

1. Students originally meeting both the high school curricular requirements and academic performance standards of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution’s retention standards as defined in the State Regents’ Institutional Admission and Retention Policy.

2. Students originally meeting the high school curricular requirements but not the academic performance standards of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution’s retention standards based on at least 24 attempted semester credit hours of regularly graded (A, B, C, D, F) college work.

3. Students originally meeting the performance but not the curricular requirements of the institution to which the student wishes to transfer must have a GPA high enough to meet that institution’s retention standards as defined in the State Regents’ Institutional Admission and Retention Policy and must also complete the curricular requirements before transferring.

4. A student originally meeting neither the curricular nor the performance requirements of the institution to which the student wishes to transfer must have a GPA high enough to meet the institution’s retention standards based on at least 24 attempted semester credit hours of regularly-graded (A, B, C, D, F) college work and must also complete the curricular requirements of the institution to which the student wishes to transfer before transferring.

Admission by Transfer from Non-State System Institutions
Undergraduate students wishing to transfer from non-State System institutions to an institution in the State System may do so by meeting the entrance requirements of the receiving institution as outlined in the State Regents’ Institutional Admission and Retention Policy; and also meet the following:

1. Transcripts of record from colleges and universities accredited by the HLC or other regional associations will be given full value.

2. Each nonresident applicant must be in good standing in the institution from which the applicant plans to transfer.

   a. Each nonresident applicant must have made satisfactory progress (an average grade of “C” or better or meet this policy’s current retention standards, whichever is higher) in the institution from which the applicant plans to transfer.
3. Transcripts of record from institutions not accredited by a regional association may be accepted in transfer when appropriate to the student’s degree program and when the receiving institution has had an opportunity to validate the courses or programs.

a. Each nonresident undergraduate applicant must meet the conditions of 1.a and 1.b above.

b. Each nonresident undergraduate applicant who meets 1.a and 1.b above will also be required to validate the transferred credit by making satisfactory progress (an average of “C” or better) for at least one semester.

Transfer Probation
Students who do not meet the academic criteria including curricular requirements in section A or B above, but have not been formally suspended, may be admitted as transfer probation students. Institutions may develop policies and procedures, subject to State Regents approval, to guide the admission of transfer students who do not meet the requirements. Such policies should include that these students are admitted on probation and must maintain a 2.0 GPA average each semester while on probation or raise their GPA to the designated level as detailed in the State Regents’ Institutional Admission and Retention Policy. Any transfer probation student with curricular deficiencies must remove the deficiencies within the first 12 hours of enrollment. Additionally, it is expected that institutions will provide the appropriate academic support services to assist such students in achieving academic success.

Retention Standards
In keeping with this philosophy of maximizing student success, institutions are strongly urged to initiate or strengthen programs which will assure that students experiencing academic difficulties will be provided appropriate academic assistance. Such specially designed programs should include, but not be limited to, academic and career counseling, tutoring opportunities, study skills sessions, and diagnostic testing as appropriate. Students on academic notice or academic probation should be required as a condition for continued enrollment to participate in these special academic support services. These programs should be available to all students who feel participation will enhance their academic performance and success.

A. GPA Requirements- All students must maintain a 2.0 GPA for the duration of the college experience with the exception of freshmen on academic notice and academic probation. A student will be placed on academic probation if the following requirements are not met:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>GPA Requirement</th>
</tr>
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<tbody>
<tr>
<td>0 through 30 semester credit hours</td>
<td>1.7 Greater than</td>
</tr>
<tr>
<td>30 semester credit hours</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed as detailed in the State Regents’ Grading Policy, remedial/developmental (pre-college) courses, and physical education activity courses. Any student not maintaining satisfactory progress toward the academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. Students suspended in the spring semester may attend, at the discretion of the suspending institution, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. The student’s transcript will note suspension at the end of the spring semester. For students who fail to achieve retention standards after the summer session, the phrase “suspension continued” should be entered on the transcript at the end of the summer session. Only students under first-time suspension status at the suspending institution are eligible. To continue in that fall semester, such students must achieve a 2.0 semester GPA or raise their GPA to the required level.

B. Suspension of Seniors- An institution may allow a student with 90 or more hours in a specified degree program who has failed to meet the GPA of 2.0 or the semester GPA of 2.0 to enroll in up to 15 additional semester hours in a further attempt to achieve the GPA requirement. During this 15 hours of enrollment, the student must achieve a minimum 2.0
semester GPA during each enrollment or raise the GPA to 2.0 or above. This senior suspension exception can be exercised only once per student.

C. Academic Suspension Appeals- Institutions have the discretion to establish an academic suspension appeals procedure. Such procedures should allow appropriate discretion in deserving cases. Academic suspension appeal procedures should require that the suspended student document any extraordinary personal circumstances that contributed to the academic deficiencies. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Such appeals decisions should be made only following the thoughtful deliberation of an appropriate committee which may include faculty, students, and administrators. Any institutional policies and procedures developed for the appeal of academic suspension decisions must be submitted to and approved by the State Regents. Annual reports detailing all decisions concerning appeals requests will be submitted to the State Regents.

D. Readmission of Suspended Students- Students who are academically suspended by an institution will not be allowed to reenter the suspending institution for at least one regular semester (fall or spring) except as noted above. Institutions should develop policies and procedures to guide the readmission of suspended students. Such policies should include the provision that suspended students can be readmitted only one time. Such students are readmitted on probationary status and must maintain a 2.0 GPA average each semester attempted while on probation or raise their GPA to the designated level. Should a reinstated student be suspended a second time from the same institution, the student cannot return to the suspending school until such time as the student has demonstrated, by attending another institution, the ability to succeed academically by raising the GPA to the retention standards.

E. Reinstatement of Suspended Students at System Institutions- It is the intent of the State Regents that public higher education opportunities be provided for all citizens with the ability and desire to use these public services. As previously stated, students will not be permitted readmission to the suspending institution for a minimum of one regular semester (fall or spring). However, research indicates that many times students suspended from one institution may succeed in a new academic environment if given the opportunity. As such, institutions may develop a special admission procedure, subject to State Regents’ approval, for students who are suspended from other system institutions and who would otherwise qualify for admission to the reinstating institution. Such students would be admitted at the discretion of the receiving institution and such admission would be probationary. Institutions admitting such students should provide the appropriate academic services to facilitate their success.

Principles
The following principles are intended for use as guidelines for interpretation of policies on admission and retention at colleges and universities of the State System.

A. Any Oklahoma resident, upon graduation from an accredited high school or completion of the GED, should have the opportunity of continuing his or her education at some institution in the State System.

B. Admission and retention policies should recognize and be consistent with the functions, purposes, and programs of respective institutions in the State System.

C. There should be sufficient flexibility in admission and retention policies to permit institutions to make exceptions in worthy and extraordinary cases. Each case must be documented and the institution must report annually to the State Regents on the exceptions made.

D. Admission and retention policies should be stated in such a manner that they are easily understood.

E. Admission and retention policies should be administratively feasible and should be periodically and systematically reviewed.

F. Residents of Oklahoma should be given preference.

G. Admission and retention policies adopted for public institutions should serve the educational welfare of students and at the same time make possible maximum use of public resources.

H. Admission and retention policies should provide for uniformity in the transfer of students among institutions.
I. Students should make satisfactory progress toward an educational objective within a reasonable period of time as specified in policy.
J. Institutions should provide appropriate academic support services for students experiencing academic difficulties. While these programs should be available to all students, students on academic notice or academic probation should be required to participate.
K. Students suspended for academic reasons should, after a reasonable period of time and upon application, be considered for readmission.
L. Provisions in other State Regents’ policies are subject to the requirements specified in this policy.
M. Institutional and individual programs’ admission and retention policies should be considered minimum standards. Institutions are encouraged to propose more rigorous standards for approval by the State Regents. These standards should be based on indices which have been shown to be related to success in the program(s).

Non-Academic Criteria for Admission
A. In addition to the academic criteria used by institutions in the State System as the basis for student admission, institutions shall consider the following non-academic criteria in deciding whether a first-time applicant or a transfer student shall be granted admission:
   1. Whether an applicant has been expelled, suspended, denied admission or denied readmission by any other educational institution.
   2. Whether an applicant has been convicted of a felony or convicted of any lesser crime involving moral turpitude.
   3. Whether an applicant’s conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.
B. If the institution finds that an applicant has any of the above, then the institution shall deny admission. If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:
   1. Be advised of the ground of the denial.
   2. Be informed of the facts which form a basis of the denial.
   3. Be afforded an opportunity to be heard. Institutions should establish a hearing committee or some other appropriate mechanism to guarantee the proper administration of the procedural safeguards outlined above.
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APPENDIX IV

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

ARTICLE I
Section 1: Name
The organization described herein shall be known as the Student Government Association of Carl Albert State College.

Section 2: Voting
1. Any individual attending classes on the Poteau campus of Carl Albert State College and possessing a valid student identification card shall be eligible to vote in all elections, general and special.
2. Voter of all general and special elections shall be determined by a minimum of constitutionally required fraction of votes cast.

Section 3: Advisors
The Student Government Association of Carl Albert State College shall have at least, but not limited to, two (2) advisors from the faculty and/or staff of Carl Albert State College.

ARTICLE II: DEFINITION OF CARL ALBERT STUDENT
For purposes of this constitution, the terms “student body” and “student” shall be defined as follows: “The individual who attends classes on the Poteau campus of Carl Albert State College and possesses a valid Carl Albert State College student identification card.”

ARTICLE III: STRUCTURE
The Student Government Association of Carl Albert State College shall consist of three (3) branches. These shall be the Executive Branch, the Legislative Branch and the Judiciary Branch. Each shall be granted specific duties, powers and responsibilities within this constitution; however the absence of enumeration of a power within this document does not deny its existence.

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

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

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

Section 3: Election
A. The Sub-Committee on Personnel shall nominate two (2) candidates for the office of President of the Student Government Association in March of each year. Following the nomination by the Sub-Committee on Personnel, the Vice President for Student Affairs shall approve or disapprove the nominations. The nominees shall then have one (1) day to select a Vice President. Nominations must be approved within seven (7) days by a two-thirds (2/3) vote of the Student Government Association. The senate shall not have the right to consider the nominees separately, nor shall it have the right to vote on nominees separately.
   1. In case of rejection of one or both of the nominees, the Sub-Committee on Personnel shall present another nominee to the Vice-President for Student Affairs who shall again confirm or reject the nominees, then the senate shall have seven (7) days to confirm or reject the nominees. The process shall continue until two (2) nominees are approved.
   2. Upon approval by the senate, the current President shall direct the Executive Branch to conduct an election with the purpose of selecting a President and Vice President.
      a. The student body shall have the opportunity to vote for their choice of President and Vice President. The Presidential and Vice Presidential nominees shall run as a team and their names shall not be separated on the ballot.
      b. All terms are to be for one (1) year.
B. The polls shall be manned by individuals designated by the Director of Student Life, in a place designated by the Director, and shall be open at times designated by the Director.
C. All individuals must present a valid student identification card before voting.

ARTICLE V: LEGISLATIVE BRANCH
Section 1: Structure
The Student Government Association shall be composed of one body, known as the Senate. The Senate shall have all legislative power within the Student Government Association.

Section 2: Composition
The Senate shall be composed of:
A. Six (6) Executive Senators, including the President and Vice President of the Student Government Association, the Secretary of the Senate, the Press Secretary of the Senate, the Treasurer of the Senate and the Parliamentarian of the Senate.
B. Ten (10) Senators; five (5) Senators from the Sophomore class and five (5) Senators from the Freshman class.
C. One Senator from each club and organization of the college’s student body.
D. The President Pro Tempore of the Senate.

Section 3: Eligibility

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

Section 4: Election

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

Section 5: Duties and powers of the Senate

The Senate, in accordance with this Constitution, shall:
A. Be the legislative representative for the student body.
B. Enact standing rules by a majority vote, which shall be formal statements to persons, groups, and/or organizations outside of the Student Government Association.
C. Enact resolution(s) by a majority vote, which shall be formal statements to persons, groups, and/or organizations outside of the Student Government Association.
D. Establish standards for new campus organizations and grant and revoke charters.
E. Confirm or reject the appointments of the President.
F. Have the power to refer to the Judicial Branch by a two-thirds (2/3) majority vote, for cause, elected members of the Student Government Association.
G. Recognize a quorum of fifty-one percent (51%) and be able to conduct business as such.
H. Each non-executive Senator must submit at least two (2) pieces of appropriate legislation per each term (one school year) that they serve.
Section 6: Vacancies
If, for any reason, a vacancy occurs in the Senate, such vacancy shall be filled by a nominee of the Student Government President, subject to approval by a two-thirds (2/3) majority vote of the Senate. If the case of a vacancy in the office of the President, such vacancy shall be (IV, Section 3, Sub-Sections A through F of this constitution.) filled by the Vice President, who shall in turn select a nominee to fill the vacancy in the office of the Vice President, subject to approval by a two-thirds (2/3) majority vote of the Senate. In such case that a vacancy occurs in the office of President and Vice President, such vacancy shall be filled in the same manner that the President and Vice President are elected such time as a new President and Vice President can be selected, the President Pro Tempore of the Senate shall act as the President of the Student Government Association and the Parliamentarian of the Senate shall act as the Vice President of the Student Government Association.

Section 7:
The Senate shall have the power to consider all measures which shall be delegated to it by the President of Carl Albert State College, or any other government body of the college. It shall also consider any other measure to implement its own power.

Section 8:
A. The President of the Student Government Association, in conjunction with the Senate, shall determine session dates and convene the Senate at least twice a month.
B. Sessions of the Senate shall be open to all members of the student body and members of the general public; however, the Senate shall reserve the right to call an executive session, barring all non-senators from the meeting.
C. Senate sessions shall be conducted in accordance with the Open Meeting Act of the State of Oklahoma, and Robert’s Rules of Order, Revised.
D. Each Senator shall have one vote in the Senate. The Student Government Association President shall cast his/her vote only to break a tie.

Section 9:
A. Members of the Student Government Association shall be installed with an oath of office at the first meeting of the Student Government Association. The first meeting of the Student Government Association shall be held the first Wednesday after the election of members of the Senate.
B. The President of Carl Albert State College shall administer the oath of office to all Executive Senators. The Student Government Association President shall, in turn, administer the oath of office to non-executive Senators.
C. The oath of office shall be: “I, state your name, do solemnly swear (or affirm) that I will support, obey and defend the Constitution of the United States, the Constitution of Oklahoma, and the Constitution of the Student Government Association of Carl Albert State College; and that I will not, knowingly, receive, directly or indirectly, any money or other valuable thing, for the performance or nonperformance of any act or duty pertaining to my office, other than the compensation allowed by law; I further swear (or affirm) that I will faithfully discharge my duties as a member of the Student Government Association of Carl Albert State College to the best of my ability.”

Section 10: Duties of the President Pro Tempore of the Senate
The President Pro Tempore of the Senate shall:
A. Be a non-executive Senator holding a class Senate seat.
B. Upon election as Pro Tempore of the Senate have a seat on the Executive Council
C. Preside over the Senate in the absence of the President and Vice President of the Student Government Association.
D. Assist the President and Vice President of the Student Government Association.
E. Be elected in the following manner:
   1. Any Senator who desires to be President Pro Tempore of the Senate shall submit, in writing, a statement announcing their candidacy for said position to the Student Government Association President no later than the third (3) sessions of the Senate.
   2. The Student Government Association President shall prepare the ballots with each candidate’s name listed alphabetically.
   3. The Student Government Association President shall present the ballots to members of the Senate during the fourth (4) session of the Senate. Election shall be made by secret ballot.
4. The Senator who receives fifty percent (50%), plus one (1), of the total votes cast shall be the President Pro Tempore. In the event that no one senator receives the votes necessary to win, the two senators with the most votes shall be in a runoff election to be held the fifth (5th) session of the Senate. The Senator who receives a majority of the votes cast shall be the President Pro Tempore.

F. Carry out implied or delegated powers not enumerated in Article V, Section 10, Sub-sections A through E of this Constitution.

G. Each Senator shall have one vote in the Senate. The Student Government Association President shall cast his/her vote only to break a tie.

Section 11: Duties of the Secretary of the Senate.
A. Be a member of the Executive Council.
B. Keep complete and accurate minutes of all sessions of the Senate.
C. Be responsible for delivery and posing of the minutes of previous sessions to:
   1. President of Carl Albert State College.
   2. Vice President for Academic Affairs.
   3. Vice President for Student Affairs.
   4. Carl Albert State College bulletin boards.
   5. Elsewhere as directed by the Student Government president of the Senate.

D. Carry out implied or delegated powers not enumerated in Article V, Section 11, Sub-sections A through E of this Constitution.

Section 12: Duties of the Press Secretary of the Senate
The Press Secretary of the Senate shall:
A. Be a member of the Executive Council.
B. Report to a local media and school paper activities that the Student Government Association is sponsoring or taking part in.
C. Report to local media and school paper concerning resolutions passed by the Student Government Association.
D. Advise the President on matters related to the media.
E. Be in attendance at the publicists’ meeting.
F. Be responsible for the maintenance and upkeep of the Carl Albert State College Student Government Association web page.

G. Carry out implied or delegated powers not enumerated in Article V, Section 12, Sub-sections A through D of this Constitution.

Section 13: Duties of the Treasurer of the Senate
The Treasurer of the Senate shall:
A. Be a member of the Executive Council.
B. Prepare the Student Senate budget in conjunction with the Student Government Association President, Student Government Association Advisors, and the Office of Student Affairs.
C. Compile and keep an account of expenditures and submit a financial report to the Senate and Director of Student Life.
D. Disburse all moneys authorized by the Senate.
E. Carry out implied or delegated powers not enumerated in Article V, Section 13, Sub-section A through D of this Constitution.

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

Section 15: Definition
For purposes of this Constitution, “Executive Senator” shall be defined as: “The President and Vice President of the Student Government Association, the Secretary of the Senate, the Press Secretary of the Senate, the Treasurer of the Senate, and the Parliamentarian of the Senate.” The term “Non-Executive Senator” shall be defined as: “Any elected member of the Student Government Association who is not an executive senator and those Senators representing other clubs and organizations of the college.”
ARTICLE VI: COMMITTEES

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

Section 1: Composition

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

Section 2: Duties and powers of the Internal Affairs Committee

The Internal Affairs Committee shall:

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

Section 3: Duties and powers of the Collegiate Affairs Committee

The Collegiate Affairs Committee shall:

A. Review all proposed legislation concerning matters under the direct control of the Carl Albert State College Board of Regents and make a non-binding recommendation to the full Senate to pass or defeat the legislation. This includes, but is not limited to, legislation concerning the change or implementation of policies on the Carl Albert State College Campus.
B. Work with the Coordinator of Student Life and Student Activity Board concerning the planning of upcoming campus activities.
C. Carry out any other duties that may be delegated by the Student Government Association President.

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

The Extra-Collegiate Affairs Committee shall:

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

ARTICLE VII: JUDICIARY BRANCH

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

Section 1: Structure

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

2. The Sub-Committee on Personnel shall consist of the Student Government Association
President and Vice President, and one (1) Senator from each class who shall be appointed
by a two-thirds (2/3) majority votes of the Senate. The Senator from each class who is a
member of the Sub-Committee on Personnel shall not be the same Senator who is appointed
to the Full Judiciary.

Section 2: Powers of the Full Judiciary
The Full Judiciary shall:
A. Have the power to recommend that fines be dismissed or upheld. Such recommendations shall be
   non-binding but shall be forwarded to the President of Carl Albert State College for the final ruling.
B. Have the power, for cause, to investigate any member of the Student Government Association and if
   sufficient evidence of wrong doing is found, forward the evidence to the full Senate to implement
   impeachment proceedings.
C. Meet only when cases are pending.
D. Make all decisions concerning constitutional questions.

Section 3: Powers of the Sub-Committee on Personnel
The Sub-Committee on Personnel shall:
A. Make recommendations on personnel matters to the Full Judiciary and Senate. This includes, but is
   not limited to, recommending the confirmation or rejection of all nominees of the Student Government
   Association President and the nominee for President and Vice President of the Student Government
   Association. Review, when necessary, the action of any member of the Student Government
   Association if brought forward by the Senate or the President. If fault is found, the sub-committee
   shall make recommendation and forward the case to the Full Judiciary

ARTICLE VIII
Section 1: Initiative and Referendum
A. Measures may be initiated by a petition signed by ten percent (10%) of the student body. Such
   petitions shall be presented to the Senate for consideration at its regular session and shall be
   submitted to a general student vote no more than fifteen (15) days after presentation.
B. A referendum may be demanded on any measure passed by the Senate by a petition signed by ten
   percent (10%) of the student body. Such petitions shall be submitted to a general student vote not
   more than fifteen (15) days after presentation.
C. A majority vote of the votes cast in the initiative or referendum shall be sufficient to pass or recall the
   bill or resolution, providing that at least fifty-one percent (51%) of the members of the student body
   vote. In such a case that at least fifty-one percent (51%) of the members of the student body do not
   vote, the initiative or referendum shall not take place.

Section 2: Recall
A. Any member of the Student Government Association may be subject to recall for conduct
   unbecoming a Senator.
B. The petition to recall shall not be valid unless it contains the signature of at least thirty-five percent
   (35%) of the members of the student body. If the president deems the petition to be in good order,
   s/he shall direct the Executive Branch to conduct an election within ten (10) days. Public notice of
   such an election shall be sufficient to effect recall, provided that at least fifty-one percent (51%) of the
   members of the student body do not cast a vote, recall will not take place.
C. If the request for recall shall pass, the President shall then direct the Executive Branch to conduct an
   election for the office in question; i which election, the officer in question shall continue in office until
   the election returns have been officially announced.

ARTICLE IX: STANDING RULES
Section 1: Standing Rule Number One
Any campus organization desiring approval must present three (3) copies of their Constitution to the
Senate. Upon review by the Internal Affairs Committee, and approval by the full Senate, Student
Government Association President, Vice President of Student Affairs, and President of Carl Albert State College, the charter shall be considered approved and the applying organization shall be considered legitimate.

**Section 2: Standing Rule Number Two**

All resolutions passed by the Senate during each week’s session shall be posted in public places on the Carl Albert State College campus. Copies for these purposes shall be prepared by the Secretary of the Senate. Resolutions concerning the policies of Carl Albert State College passed by the Senate shall be forwarded to the Student Government Association President for him/her to approve or veto. The Student Government President shall have ten (10) days upon receipt of the resolution to approve or veto said resolution. In the event that the Student Government President does not act upon the resolution within ten (10) days of receipt, the resolution shall be passed.

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

**Section 3: Standing Rule Number Three**

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

**ARTICLE X: PRESIDENTIAL ADVISORS**

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

**ARTICLE XI: WORK-PLAN**

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

**ARTICLE XII: IMPEACHMENT**

In the event that the Sub-Committee on Personnel or the Full Judiciary finds sufficient evidence of wrongdoing by a member of the Student Government Association, the evidence and recommendation to or not to remove a member in question from office. Upon receiving the evidence and the recommendation from the Judicial Branch, the full Senate shall conduct hearings into the matter. The proceedings shall be presided over by the Student Government Association President. In such a case that the Student Government Association President is the member in question, the proceedings shall be presided over by the Student Government Association Vice President. During the proceedings, the member in question shall have the right to call witnesses on their behalf. Also during the proceedings, members of the Senate shall have the right to call witnesses with information concerning the Senator and actions in question. Upon the conclusion of the hearings, the Senate shall enter into an executive session, during which time a vote shall be taken concerning the removal of the member from office. A three-fourths (3/4) majority of the members of the Senate must vote to remove the member from office. (This is distinct from three-
fourths (3/4) of the members present) Failure to obtain the three-fourths (3/4) majority necessary to remove the member from office shall result in charges being dropped and the matter forgotten. Only under special circumstances can a member be tried for the same event twice. Retrying a member of the same event shall occur only if the Student Government Association President rules that the new evidence is substantial and proves guilt beyond reasonable doubt.

**ARTICLE XIII: AMENDMENTS**

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

**ARTICLE XIV: RATIFICATION***

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

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

**NOTE:**

Proposed amendments will be adapted into the Constitution pending approval.
APPENDIX V

Complaint/Grievance Form
For
Students and Staff/Faculty
Carl Albert State College

Campus Concern/Grievance Form

This form is used to report any campus concern or grievance.

Please return completed form to the Human Resources Office, 1507 S. McKenna, Poteau, OK 74953, Holton Business Building 866(D), fax to 918-647-1359. Phone 918-647-1373, email vhill@carlalbert.edu

Name_________________________________________ Date____________________

Home Address:____________________________________________________________________

Home Phone:_________________________ Cell Phone:_________________________

Email Address:____________________________________________________________________

Are you a: CASC Student_______ CASC Visitor________ CASC Employee_______

Concern Relates To: (Please check all that apply)

_____ Campus Concern

_____ Discrimination Grievance

_____ Sexual Harassment Grievance

_____ Student Conduct Grievance

On the following page(s) please describe the incident in detail.

• Please note by signing this form you are giving permission for any of your records to be reviewed.

_______________________________    _________________
Signature           Date

Please return completed form to Human Resources.
Date of Incident:________________________   Time of Incident:__________________
Location of Incident:______________________________________________________
Person(s) Involved:_______________________________________________________
Name of Witness(es) if any:________________________________________________
Describe the Issue (Be Specific):________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
(Use additional pages if needed.)
Preferred Resolution:__________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
(Use additional pages if needed.)
Signature:___________________________________          Date:_________________

Please return completed form to Human Resources.
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Constitution of the Carl Albert State College

Faculty Association

Article I – Name
The name of the association shall be the Carl Albert State College Faculty Association.

Article II – Purpose
The purpose of this organization shall be:

1. To promote communication and mutual understanding among faculty, administration, Board of Regents, and any other groups dealing with the welfare of the college and its students.
2. To promote the involvement of Association members in the growth, development, and decision-making processes of the college.
3. To address concerns specially related to faculty.
4. To improve education and advance the interests of education and educators.
5. To assist in interpreting the role and function of higher education in the state and in the community.

Article III – Membership

Section 1 – Voting Members
Membership is open to the following:

a. All employees described as full-time faculty instructors
b. Any association faculty contracted for 9+ semester hours who maintains office hours.
c. Any teaching employee approved by the association

Section 2 – Non-voting Members
Non-voting membership is open to all adjunct faculty and retired faculty who pay annual membership dues.

Section 3 – Membership Approval Procedure

1. Any active member of the Faculty Association may nominate a teaching employee of Carl Albert State College for voting membership in the Faculty Association, if the nominee does not fit into the “Non-Voting” membership.
2. To be nominated for membership an active member will submit the name along with number of hours taught. The active member will also include the signatures of five other active members.
3. This nomination should be submitted to the Faculty Council at least one week prior to a regularly scheduled meeting. It will then be posted on the agenda and a simple majority yes vote will be needed to approve the candidate as a active/voting member once dues are paid.
Article IV – Dues and Fees

Annual membership dues will be assessed each September. Such dues shall be determined annually by a vote of the membership. Special fees may be assessed subject to the approval of the membership.

Section 1 – Dues must be paid in full by May 31 of each year for the following school year. Dues must be paid in order to maintain active status with Association.

Article V – Faculty Council

Section 1 – Membership

The Association shall have a Faculty Council which shall consist of five voting members.

Section 2 – Officers and Duties

The Faculty Council shall consist of the past Association president and the current officers of the Faculty Association which will be the following offices:

1. President: The President will act as chairman of the Faculty Council and moderator of the Faculty Association at the Regent’s meetings. The President will service as the representative of the Faculty Association to the appropriate administrators. The President will also serve as an ex-officio member of all committees or will appoint another officer for that purpose.
2. Vice President: The Vice President will perform all of the duties of the President in the absence of the President. The Vice President will be in charge of forming and chairing a committee to hold elections in May of each odd year.
3. Secretary/Treasurer: The Secretary/Treasurer is responsible for recording minutes of all Faculty Association meetings and for collection and reporting on funds of the Faculty Association.
4. Parliamentarian: The Parliamentarian’s responsibility is to provide procedural rulings during the Faculty Association meetings. The Parliamentarian will also provide assistance to the Secretary/Treasurer with respect to funds of the Faculty Association.
5. Past President: The Past President will serve in an advisory role to the Faculty Council.

Section 3 – Meetings

The Faculty Association will meet monthly during Spring and Fall semesters and as necessary during the summer break. Before each Faculty Association Meeting the Faculty Council will meet in order to set the agenda for the Faculty Association Meeting. Any member of the Faculty Council may request additional meetings as needed.

Section 4 – Committees

The President shall be an ex officio member of each committee and shall appoint council members as chairpersons of the standing committees. Committees will be formed and appointed as deemed necessary by Association.

Article VI – Elections

Section 1 – First Year Elections
The first year, the Association will elect four officers. Election to the Council requires a majority of the voting membership present at the meeting designated for elections.

**Section 2 – Council Terms**

Each member of the Council will serve a two year term. Elections will be held to fill vacant officer positions as necessary.

**Section 3 – Nomination Committee**

In March of every odd numbered year, the Faculty Council shall accept nominations for election to be held in April.

**Section 4 – Election Procedures**

All voting shall be by secret ballot for election of officers. Absentee voting may occur if signed ballot is sent to Vice President of Association in sealed envelope. Vice President shall coordinate and administer elections.

**Article VII – Association Meetings**

**Section 1 – Regular Meetings**

The Faculty Council shall call meetings of the general membership as necessary; preside at all meetings of the general membership, set the agenda for each meeting, and call additional meetings as necessary.

**Section 2 – Rules of Conduct**

*Roberts Rules of Order, Revised* shall govern the conduct of all meetings.

**Article VIII – Amendment Ratification Procedure**

1. Proposed amendments will be presented to the entire Faculty Association prior to a regularly scheduled meeting.
2. The vote on the amendment will take place the next regularly scheduled meeting following the one in which it is presented.
3. Two-thirds of the votes cast are necessary to ratify the amendment.
APPENDIX VII

CAPITALIZATION AND DEPRECIATION POLICY
PURPOSE

The purpose of this document is to establish a procedure to be followed in capitalizing and depreciating fixed assets for Carl Albert State College under the control of the Carl Albert State College Board of Regents.

CAPITALIZATION

The capitalization procedures will be applied to fixed and movable assets in accordance with the Financial Accounting and Reporting Manual for Higher Education (FARM) as published by the National Association of College and University Business Officers (NACUBO) and in accordance with state law.

Land - Capitalized at cost. Land and structures purchased or donated together will be separated when possible and capitalized separately. Cost of preparing the land for use will be capitalized, if material, along with the cost of the land. Land is not depreciated.

Buildings - Capitalized if the cost is $25,000 or more and if the life expectancy is at least 10 years. Additions and renovations will be capitalized if (a) the cost of the project is $25,000 or more, and (b) the renovation extends the useful life of the facility or modifies and/or upgrades a building such as installation of sprinkler systems, removal of handicapped barriers, etc.

Improvements other than buildings and infrastructure assets - Capitalized if the cost is $5,000 or more. Examples are parking lots, streets, sidewalks, fiber optic networks, etc.

Equipment - Capitalized if (a) cost is $500 or more, (b) useful life exceeds one year, and (c) the item is not an integral part of another unit. All items costing $500 or more must be tagged or otherwise properly identified as property of CASC. Software will be capitalized only if the useful life exceeds five years and the cost is $5,000 or more.

Library Books - Capitalized at cost if the item becomes a part of the volume count for the library.

Art Collections - Inexhaustible collections will not be capitalized. Disclosure will be made in accordance with the FARM.

Constructed Assets - Assets that are constructed by CASC will be capitalized in accordance with the FARM.

Donated Assets - Assets other than art that are donated to CASC will be capitalized at fair market value.

DEPRECIATION

Depreciation is recorded on a straight-line basis over the estimated useful life of the asset. Useful life will be 40 years for buildings, 20 years for renovations, 10 years for improvements other than buildings, 5 years for equipment, 3 years for desktop and laptop computers and 5 years for library books.
Carl Albert State College  
Open Records Request  
Fee schedule  
Days and times for inspection or pick up of copies

Fees

CASC will charge twenty-five cents ($0.25) per page, or one dollar ($1.00) per copied page for a certified copy. Additionally if the request is solely for commercial purpose, or would clearly cause excessive disruption of the essential functions of the public body, CASC may charge a reasonable fee to recover the direct cost of record search and copying with said cost to be determined based on the circumstances of each request.

Days and times for inspection or pick up of copies

After an Open Records Request is submitted and Carl Albert State College (CASC) has sufficient time to fulfill the request, the records can be inspected or copies picked up at the CASC Public Relations Office between 9 a.m. and 3 p.m. of a week in which the college is open for business. If the CASC Public Relations Director is unavailable, the CASC Human Resource Director will be the official in charge of providing said requested inspection or copies. The person requesting the record and the person authorized to release the records of the public body may agree to the inspection, or the pick up of copies, on a day and at a time other than the days and times set above, but only if both parties are in agreement with the alternate day and time.

The requestor of copies of records will be required to make payment for copies (and if a fee is charged based on the excessive disruption statement above) to the CASC Business Office before copies will be released.

The CASC Public Relations Office is located at the F. L. Holton Business Center, BC 866C, 1507 S. McKenna, Poteau, Oklahoma. The CASC Human Resources Office is at the F. L. Holton Business Center, BC 866D, and the CASC Business Office is located in Hemphill Hall Office # 105.
MISCELLANEOUS

A. CASC Faculty and Staff Verification Statement

CASC FACULTY AND STAFF VERIFICATION STATEMENT

The pamphlet Drug-Free School and Community Policy is distributed to students and employees. Please review it carefully as it contains information that may be utilized in day-to-day interactions with students and fellow employees.

The Drug Prevention Center is located in the Office of Student Affairs. The Center offers educational materials and referral for persons with alcohol and other drug related problems. CASC does not have the resources for extensive long-term treatment, but it has established working relationships with community, area, and government alcohol and other drug treatment agencies and centers. Long-term treatment which includes alcohol and drug treatment is part of the health insurance benefits offered to employees who are participating in the college health insurance plan.

Federal legislation and regulations require most colleges and universities to adopt and implement a program to prevent the illicit use of drugs and the abuse of alcohol by students, faculty, and staff; this applies to all institutions that receive Federal grants and contracts, including the guaranteed student loan program. Employers must maintain a drug-free workplace by communicating the dangers of workplace drug abuse and providing information about drug counseling, rehabilitation, and employee assistance programs.

Institutions must take action against employees who manufacture, distribute, dispense, possess, or use a controlled substance. If employees are convicted under criminal drug laws, they must notify their employer within 5 days of that conviction. Within 30 days of a conviction, the college must discipline the employee or require that the person complete a drug rehabilitation program. Appropriate disciplinary action must follow within the procedures established by the college for the adjudication of such violations. The procedures for students, faculty, and staff may be different, but nonetheless must be applied; persons found guilty must be held accountable for their actions.

* * * * * * * * * * * * * * *

I, the undersigned, certify that I have read in its entirety the CARL ALBERT STATE COLLEGE DRUG-FREE SCHOOL AND COMMUNITY POLICY and fully understand additional copies of this pamphlet are available at the Office of Student Affairs, Admissions Office, and the Business Office.

NAME (Please Print)_________________________________________________________

Employee Social Security or ID Number _________________________________________

Signature_________________________________________________________________

Date_____________________________________________________________________

164
SISTER INSTITUTION EDUCATIONAL ENDEAVOR
AGREEMENT

THIS SISTER INSTITUTION EDUCATIONAL ENDEAVOR AGREEMENT, made and entered into this 17th day of July, 2000, by and between Carl Albert State College, Poteau, Oklahoma, United States of America, hereinafter referred to as “CASC,” and the Nunez Community College, Chalmette, Louisiana.

WITNESSETH:

WHEREAS, CASC and the Nunez Community College recognize the increasingly global nature of our world’s social and economic systems, and the need for educational institutions in the United States to cooperatively promote national and global cultural, educational and technological relationships to successfully build the global world;

WHEREAS, mutual cultural understanding, appreciation, diplomacy, tolerance, and diversity are essential to continuing the construction of the global world;

WHEREAS, the basis and foundation of cultural understanding and tolerance is inextricably woven into the education systems of communities and nations;

WHEREAS, it is the desire and intention of CASC and the Nunez Community College to promote and attain interstate, national, and international cultural understanding and diversity through its policies and actions;

NOW THEREFORE, in consideration of the mutual covenants herein contained the parties agree as follows:

- To exchange officials, administrative staff, faculty, and students, the details of which shall be agreed upon in the future.
- To jointly develop academic programs that shall be mutually beneficial to the students at both institutions.
- To promote the unique culture of the other’s community and nation.
- To jointly develop technology that shall promote mutual cooperation between the institutions.
- To encourage interstate and international trade that shall promote products and services between the service areas of the institutions.
- To encourage members of each institution to make official and unofficial visits to the other institution.

BE IT HEREBY KNOWN that Carl Albert State College shall be known as an Oklahoma sister institution to the Nunez Community College, and the Nunez Community College of Chalmette shall be known as a Louisiana sister institution of Carl Albert State College.


Carl Albert State College
Poteau, Oklahoma
BY: Dr. Joe E. White, President

Nunez Community College
Chalmette, Louisiana
BY: Dr. Raymond J. Garrity, Interim Chancellor

165
CARL ALBERT STATE COLLEGE
CONTRACT FOR USE OF THE HAMILTON AUDITORIUM
FOR A NON-COLLEGE ACTIVITY

This agreement made and entered into this _________ day of _______________, 20____ by and between Carl Albert State College of LeFlore County, Oklahoma, a body corporate, herein after called CASC, and _______________________________________________, the LESSEE, for the use of the auditorium on ___________________________ (dates) for the purpose of ____________________________________.

Equipment/Set-up needs:
_____________________________________________________________________

___________________________________ Date:
LESSEE Signature: __________________________
Name of Organization: _______________________
Address: _________________________________ Phone #:
_____________________________________

RULES AND REQUIREMENTS
1. The Lessee, if it is a *non-profit organization, shall not be charged if the event is held during regular CASC hours. Non-profit organizations using the auditorium any time other than regular CASC hours and other organizations and individuals using the auditorium at any time, shall pay $100 usage charge and $100 per hour for all events. Checks should be made payable to CASC at the time the contract is signed. In the event the auditorium is needed for a CASC activity, the auditorium will not be available for a non-college activity.
2. Use of the CASC grand piano in the auditorium requires a separate contract and a $50 charge.
3. The Lessee shall do a clean-up of the auditorium area to the satisfaction of CASC. Lessee agrees to allow no food, beverage, candy, gum, and/or tobacco products at any time in the auditorium.
4. A deposit of $250 shall be made by the Lessee to insure against cleaning and damages to the property. Lessee agrees to be responsible for all cleaning and damages exceeding $250 deposit.
5. Only CASC employees will be allowed to operate sound and lighting equipment. It is the Lessee’s responsibility to ensure CASC employee is present every time the sound and lighting equipment is in use.
6. The auditorium shall be made available only to those seeking to use the auditorium for public good.
7. The Lessee shall furnish his/her own liability insurance, and the Lessee further agrees during said use of the auditorium to hold harmless and indemnify said Lessor of any liability during use of auditorium.
8. President’s Office has priority use of auditorium when necessary.

Usage Cost:  Deposit fee $____________ Usage fee $____________ Per hour $____________ TOTAL $____________

Approval by: CARL ALBERT STATE COLLEGE

___________________________________    _______________________________
CASC Administrator       Date

*Non-profit organization: An organization incorporated under state laws and approved by both the state’s Secretary of State and its taxing authority as operating for educational, charitable, social, religious, civic, or humanitarian purposes.
§74-840-2.23. State leave sharing program.

A. There is hereby created the state leave sharing program. The purpose of the state leave sharing program is to permit state employees to donate annual or sick leave to a fellow state employee who has exhausted, or will exhaust, all types of paid leave and:

1. Who is eligible for and requires family leave pursuant to the provisions of the Family and Leave Medical Act of 1993, 29 U.S.C., 2601 et seq.; or

2. Who is suffering from or has a relative or household member suffering from an extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment;

3. Immediately after the death of a relative or household member, provided that the total leave received for this purpose shall not exceed five (5) days in any calendar year; or

4. Who is affected by a presidentially declared national disaster in Oklahoma after May 1, 1999, for a period of eighteen (18) months after the date of the presidentially declared national disaster if:
   a. the employee suffered a physical injury as a result of the disaster,
   b. the spouse, relative, or household member of the employee suffered a physical injury or died as a result of the disaster, or
   c. the domicile of the employee or the home of a relative of the employee was damaged or destroyed as a result of the disaster.

B. As used in this section:

1. “Relative of the employee” shall be limited to the spouse, child, stepchild, grandchild, grandparent, stepparent, or parent of the employee;

2. “Household members” means those persons who reside in the same home, who have reciprocal duties to and do provide financial support for one another. This term shall include foster children and legal wards even if they do not live in the household. The term does not include persons sharing the same general house, when the living style is primarily that of a dormitory or commune;

3. “Severe” or “extraordinary” means extreme or life threatening;

4. “State employee” means a permanent classified employee or a regular unclassified employee with one (1) year or more continuous service with the state. The term “state employee” does not include classified employees in probationary status or unclassified employees on temporary or other limited term appointments, except that those employees are eligible to receive shared leave as provided in paragraph 4 of subsection A of this section and the leave with pay authorized by Section 840-2.23A of this title related to a presidentially declared national disaster; and

5. “Terminal” means likely to result in death within two (2) calendar years.
C. An employee may be eligible to receive shared leave pursuant to the following conditions:

1. The chief administrative officer of the employee determines that the employee meets the criteria described in this section; and

2. The employee has abided by state policies regarding the use of leave.

D. An employee may not donate annual or sick leave to an eligible employee without the permission of the chief administrative officer of the donating employee’s agency.

E. An employee may donate annual or sick leave to another employee provided the donation does not cause the annual leave balance of the employee to fall below eighty (80) hours and provided the donation does not cause the sick leave balance of the employee to fall below eighty (80) hours.

F. Except as otherwise provided for in this subsection, the chief administrative officer of the employee shall determine the amount of donated leave an employee may receive and may authorize an employee to use up to a maximum of two hundred sixty-one (261) days of donated leave during total state employment. If the employee is suffering from an illness which has been certified in writing by a licensed physician or health care practitioner as being terminal and the employee who either has reached or shall reach in the near future the maximum amount as set out in this subsection, the chief administrative officer of the employee may approve additional donated leave upon written request of the employee.

G. The chief administrative officer of the employee shall require the employee to submit, prior to approval or disapproval of shared leave pursuant to paragraph 1 of subsection A of this section, a medical certificate from a licensed physician or health care practitioner verifying the need for the leave and expected duration of the illness, injury, impairment, or physical or mental condition for which the leave is donated.

H. Donated annual or sick leave is transferable between employees in different state entities with the agreement of both chief administrative officers of the entities.

I. Donated annual or sick leave is transferable between employees on an hour-to-hour basis irrespective of the hourly wage of the donating or receiving employee.

J. Any donated leave may only be used by the recipient for the purposes specified in this section.

K. All forms of paid leave available for use by the recipient must be used prior to using donated leave.

L. Any donated leave not used by the recipient during each occurrence as determined by the chief administrative officer of the employee shall be returned to the donor. The donated leave remaining will be divided among the donors on a prorated basis based on the original donated value and returned at its original donor value and reinstated to the original leave balance of each donor.

M. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual or sick leave for purposes of the leave sharing program.

N. Employees may not donate excess annual or sick leave that the donor would not be able to otherwise take.
# Cash/Check Receipts Log

Carl Albert State College

Date:

Department: [Name]
[Submitted by Name]
Extension:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Payment Type</th>
<th>Payer</th>
<th>Description</th>
<th>Amount</th>
<th>Fund</th>
<th>Org</th>
</tr>
</thead>
<tbody>
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**Payment Summary**

Checks
Credit Cards
Cash
Total

Cashier Initials
Date
## Count Sheet

**Cash Receipt Policy**  
**Appendix B**

### Checks Received

**Number of Checks:**  
**Total of Checks Received:** $ __________

### Cash Received

<table>
<thead>
<tr>
<th>Coins</th>
<th>Amount</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 0.01</td>
<td>$</td>
<td>$</td>
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<tr>
<td>$ 0.05</td>
<td>$</td>
<td>$</td>
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<td>$ 0.10</td>
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<td>$ 0.25</td>
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<tr>
<td>$ 1.00</td>
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</tbody>
</table>

**Total Coins Received:** $ __________

### Bills

<table>
<thead>
<tr>
<th>Denomination</th>
<th>Total</th>
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<tbody>
<tr>
<td>1's</td>
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<tr>
<td>2's</td>
<td>$</td>
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<tr>
<td>5's</td>
<td>$</td>
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<td>10's</td>
<td>$</td>
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<tr>
<td>20's</td>
<td>$</td>
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<tr>
<td>50's</td>
<td>$</td>
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<tr>
<td>100's</td>
<td>$</td>
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</tbody>
</table>

**Total Bills Received:** $ __________

**Total of Deposit:** $ __________

---

**Counted by:**  
________________________

**Counted by:**  
________________________

**Comments:**  
________________________

________________________
# Department Deposit Log

<table>
<thead>
<tr>
<th>Department</th>
<th>Date:</th>
<th>Account Number</th>
<th>Purpose:</th>
<th>Cashier’s Use Only</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Student ID</th>
<th>Student Name/Payee</th>
<th>Check #</th>
<th>Check Amount</th>
<th>Cash Amount</th>
<th>Receipt Date</th>
<th>Receipt #</th>
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<table>
<thead>
<tr>
<th>Totals</th>
<th>Grand Total:</th>
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</table>

Contact Person: __________________________ Phone No. __________________________

Supervisor/Advisor Signature: __________________________ Supervisor/Advisor Name: __________________________
APPENDIX IX

PROCEDURES FOR AMENDING
THIS MANUAL
PROCEDURES FOR AMENDING THIS MANUAL

The Carl Albert State College Board of Regents may amend this Manual in any meeting of the board. Board of Regents minutes should reflect action on such amendments.

After a change has been approved by the Board of Regents, the President of the College shall cause such changes to be entered in the official copy of the Manual. A footnote giving the date of the revision should follow the amended portion of the Manual.