

imagine more

at ODESSA COLLEGE

2016-17
Student Handbook
Student Rights & Responsibilities

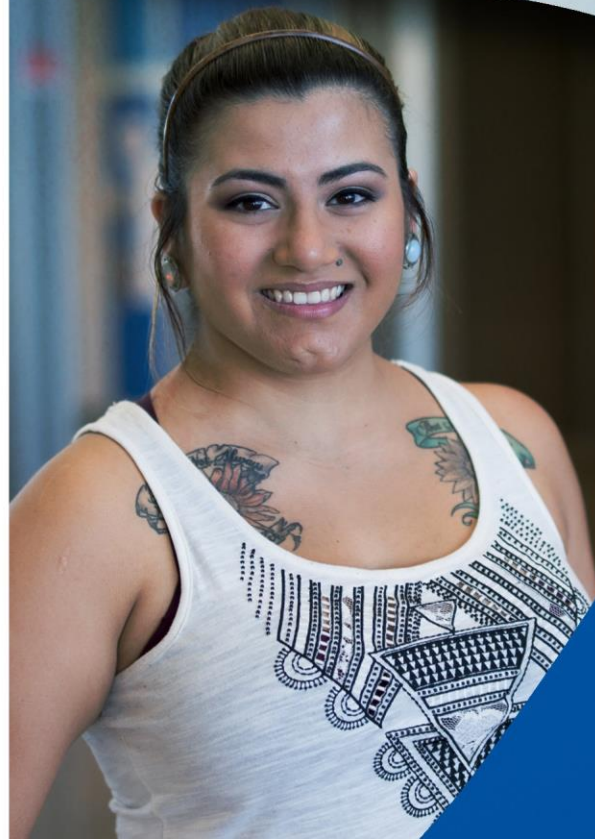


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WELCOME TO ODESSA COLLEGE

Faculty and staff at Odessa College are committed to assisting you in completing your educational goals. You may plan to learn a skill or trade and go directly into the work force, or you may plan to complete your general education requirements and transfer to a four-year institution. Some of you may be taking classes for your own personal enrichment.

Whatever your reason for being here, you are important to Odessa College.

Please use this handbook as a resource for information on services and activities that are available to you. Also in the handbook is information on your rights and responsibilities as a student.

If you are unable to find the information you need in this handbook, please ask a faculty member or other college personnel for direction. Best wishes for a successful experience here at Odessa College.

Odessa College Vision Statement

Odessa College is an institution that is student centered both in its philosophy and its operation. All components of the institution will focus on how best to serve the needs of the student: traditional, non-traditional, on-campus or off-campus. The institution will accept a student at whatever level he/she enters and will assist the student to advance as far along the learning spectrum as the student desires.

Philosophy of Odessa College

Odessa College exists for students. The college, with its faculty and staff, is committed to excellence in its services, programs, and practices. It affirms equal access to all aspects of the institution for the diverse population it serves. The institution approaches all endeavors with the highest standards of ethics and professionalism.

Equal Opportunity at Odessa College

No person shall be excluded from participation in, denied benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Odessa College on any basis prohibited by applicable law, including, but not limited to race, color, age, marital status, national origin, religion, sex, disability, or status as a qualified disabled veteran or Vietnam era veteran.

Odessa College Mission and Purpose

Odessa College provides **more** opportunities for success.

Odessa College will lead the way in preparing its students and community for the future. The College offers exemplary courses, programs, and services to assist students in achieving their educational goals and becoming lifelong learners, community builders, and global citizens. Odessa College empowers its employees to model excellence in their service to students, colleagues, and community.

The purpose of Odessa College, as prescribed by the Texas Higher Education Coordinating Board, is to provide:

1. Career and technical programs up to two years in length leading to associate degrees or certificates.
2. Career and technical programs leading directly to employment in semi-skilled and skilled occupations.
3. Freshman and sophomore courses in arts and sciences.
4. Continuing adult education programs for occupational or cultural upgrading.
5. Compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students.
6. A continuing program of counseling and guidance designed to assist students in achieving their individual educational goals.
7. Workforce development programs designed to meet local and statewide needs.
8. Adult literacy and other basic skills programs for adults.

Role of Odessa College

Odessa College is an open door, two-year institution offering quality career, technical, and academic courses for certification or associate degrees. Additionally, the College offers continuing education, remedial and compensatory education, and provides guidance and counseling programs. Odessa College primarily serves individuals located in our service area and insists on excellence in teaching, research, and public service.

Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College.

STUDENT SERVICES & INFORMATION

Accommodations for Persons with Disabilities

In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. The Executive Director of Administration is designated as the coordinator for college compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Students with a disability should contact the Odessa College Advising Center, 335-6433, for information and assistance with obtaining accommodation services. An advisor who specializes in accommodation assistance is available. The college strives to provide a complete range of services for students with special needs including, but not limited to technology, workshops and organizations to help with their education while attending Odessa College. Students with disabilities will be responsible for disclosing their disability and the need for accommodations. Documentation provided will need to be from a professional in the field, who is properly licensed or certified in the field appropriate for the diagnosis of the particular disability claimed.

Recommendations made by the professional will be incorporated as appropriate into the academic advisement plan for the student. Accommodations for placement testing are available and must be planned for in a timely manner, to plan accordingly for the targeted term or semester to attend classes.

Admissions

Applications for admission are processed by personnel in the Wrangler Express Center. The Wrangler Express also collects and processes transcripts from high schools and other colleges and universities.

Students are required to submit to Odessa College transcripts from other colleges they have attended or a high school transcript if the student is entering OC directly from high school. These transcripts become the property of Odessa College and each student's record.

If a student was allowed to enroll under a waiver for receipt of transcripts or other required forms and does not supply the information in the time frame agreed to, personnel in the Wrangler Express will place a hold on the student's record. That hold will block registration for subsequent terms.

Re-Admission

A student at Odessa College who has gone for a calendar year or longer without enrolling

for a class at OC is required to complete a new application for admission before registering for class(es).

Advising

Advisors, student success coaches, and faculty are available on campus to assist students in a variety of areas. Success coaches and academic program advisors provide assistance with academic advising, Texas Success Initiative requirements, testing, transfer information, crisis intervention and referral, career guidance, testing referrals, stress and worry reduction, decision-making skills, clarifying educational and personal goals, and other problems or concerns that interfere with the attainment of academic, technical, professional or personal goals. Services are free and confidential for students at OC.

To see someone about advisement, no appointment is necessary, but recommended. Students may come to the Advising Center in the Saulsbury Campus Center (2nd floor) and a student success coach will assist you. To set up an appointment, you can call 335-6433.

Bookstore & Supplies

The Odessa College Bookstore is located at 214 W. University Blvd., across the street from the Jack Rodgers Fine Arts Building and adjacent to the Cosmetology Building. Students may purchase college textbooks, art supplies, lab supplies, school supplies, backpacks, notebooks, etc., from this campus facility. In addition, the bookstore carries special OC clothing - shirts, sweatshirts, shorts, jackets and more. A selection of cards and a variety of gift items are also available. Students may purchase with cash, checks or several major credit cards. At the end of each term, the bookstore runs a "buyback" of textbooks. If you have books that have not been discontinued, you may sell them during the posted "buyback" period.

Cafeteria

The OC cafeteria is located on the first floor of the Saulsbury Campus Center. Meal service includes full meals, served cafeteria style, as well as a variety of short-order foods. Students who live on-campus participate in a meal plan, and that same plan is also available to students living off-campus. Meal hours during the fall and spring terms are as follows:

Monday—Friday

Breakfast: 7:00 a.m. to 10:30 a.m.

Lunch: 11:00 a.m. to 1:30 p.m.

Dinner: 5:00 p.m. to 7:00 p.m.

During times that meals are not being served, students are welcome to use cafeteria facilities for study activities.

Computer Labs

Open computer labs are available on the first and second floors of the Library/LRC, and also in the student Success Center. The open labs are primarily reserved for course-related work.

Computers in campus labs are used largely for self-directed learning and tutorial activities. Students are able to access the Internet and use student email accounts via computers in most open labs.

Computer Printing

Library policy: Students may print 15 pages per semester at no charge. Thereafter, the cost is 5 cents per page.

Copy/Fax Machines

Copy machines for student use are located in the LRC. The Student Success Center printer policy allows students to print up to 20 copies per day per student without charging. Charges are assessed on a per copy basis after 20 copies. For a small fee, students may send and receive fax at the LRC Circulation Desk. The LRC fax number is 432-335-6610.

Financial Aid

OC awards more than \$5 million annually in grants, scholarships, loans and work programs. Applications for these programs are available on the Odessa College's website (www.odessa.edu) under Student Financial Services.

Students who receive federal financial aid must maintain at least a 2.0 grade point average and complete 66% of the classes for which they enroll. Students who have received any type of financial assistance through Odessa College must check with the SFS Office before dropping any classes during the term or long semester. If a student who is awarded a federal grant or loan completely withdraws from classes the student may be responsible for repaying a portion of that grant or loan.

Email

The College will setup a special Gmail account for each student usually within 24 hours of the first time you register for classes at OC. The College will use this email account to communicate about classroom activities, official announcements and communications with Colleges offices. The login and password for your Gmail account will also work for Blackboard, WebAdvisor and the Student Portal (though you must change your initial Gmail password).

Your Gmail account also gives you access to Goggle Apps which has a word processor, spreadsheet and a slideshow tool all of which are compatible with Microsoft Office. Google Apps are available anywhere you have an Internet connection and a web browser and supports 7 GB of online storage.

Enrollment Verifications

Provided as a service of the Wrangler Express Center, enrollment verification is a statement that a person is enrolled as a full- or part-time student at Odessa College for a stated semester. This verification may be required by insurance companies, loan granters, prospective employers or other entities. Since information included in enrollment verification is classified as directory information, it is released to third parties unless the student has issued direction in writing that such information not be released. Enrollment verifications maybe requested only after the semester has officially begun.

Health Emergencies

Regular health care is the responsibility of the student. A person who becomes aware of the need for first aid or other health emergency on campus should contact the closest Odessa College employee. If emergency medical services are required, the employee will call 911. The EMT unit will decide and recommend whether on-premises treatment or transport to an emergency room will be required.

Charges incurred for emergency medical service are the responsibility of the individual receiving services.

Lost & Found

All articles found on campus should be taken to Campus Police. Those who have lost articles should check with Campus Police.

Learning Resources Center

The Murry H. Fly Learning Resources Center (LRC) is a full-service academic library. To meet the needs of students, the LRC has more than 129,000 books, electronic books, videos, and CD's. The Library subscribes to over 60 research databases that provide access to magazines, newspapers, and scholarly journals. The Films-on-Demand database features over 7,000 streaming online videos. The current issues of over 200 periodicals are available for browsing on the first floor. Research librarians are ready to answer questions and help students find information. Quiet areas and private study desks are located throughout the library. Computers, photocopiers, and VHS/DVD players are available. The online gateway to multiple research services can be found at the Library's web page. Go to (www.odessa.edu) and click on Learning Resources Center. Students also may call the Library Circulation Desk at (432) 335-6640 for further information.

Licensed Professional Counselor

Odessa College offers short-term personal counseling for individuals, households and families (at least one person in the counseling relationship must be a current student). Services are offered by a state licensed professional counselor (LPC) or LPC-intern under advisement of a full-time LPC. Students seeking assistance with anxiety, grief, depression, suicidal ideology, or other personal issues may seek services for no fee. Students may make an appointment or walk-in to see the LPC by visiting the Advising Center in the Saulsbury Campus Center or by calling (432) 335-6121.

Mental & Physical Health

If officials of the college determine that a student's mental or physical condition prohibits the student from benefiting from instruction at the college, or if the student creates a continuing disturbance to the learning process or creates a safety hazard to himself or others, the student will be advised of the situation. Every attempt will be made to give the student the opportunity to remedy the situation in question and obtain assistance, if needed. If the situation cannot be resolved, the student may be referred to the Behavioral Intervention Team and/or to the Director of Student Life.

If the situation still cannot be resolved, an instructor may request that the student be withdrawn from the class(es) in question. When a withdrawal of this nature is made, it is for the welfare of the student and the college. No special notation will be made on the student's transcript regarding the withdrawal.

Parking

Motor vehicles parked on the OC campus must be registered and display a valid parking permit. Permits are issued at registration and must be renewed each academic year. Annual parking permits are good from September 1 to August 31.

Campus driving and parking regulations are printed and distributed to students when vehicles are registered. Students are reminded to park only in areas designated for student parking (yellow spaces). Tickets are issued for vehicles that are parked out of the appropriate zone. Outstanding tickets can cause a hold to be placed on student accounts, which will both prevent students from registering for subsequent semesters and block students' access to official transcripts

Phi Theta Kappa (PTK)- Honor Society

Phi Theta Kappa (PTK) is the international academic honor society for two-year colleges. All programs of the group are based on four hallmarks - scholarship, leadership, service and fellowship. Phi Theta Kappa's purpose is to recognize and promote scholastic achievement, provide members with opportunities for leadership development and encourage members to foster an atmosphere conducive to scholarly fellowship. To qualify for membership a student must be enrolled at Odessa College, have earned at

least 12 hours of college level credit at Odessa College with a grade point average of 3.0 or higher by the semester previous to the semester of induction. All candidates for membership must be of good moral character and in good standing with Odessa College. Contact the Student Life Office for more information.

Sports Center

The OC Sports Center is the home arena to the OC Wrangler and Lady Wrangler basketball team and the OC volleyball team. In addition to the competition arena, the facility contains racquetball courts, community activity gymnasium, indoor and outdoor tracks, weight training facilities, Fitness Center, dance room, Physical & Health Education classrooms, tennis center and an indoor swimming pool.

Odessa College students, employees and community members have the benefit of the classes and activities centralized at the Sports Center. A valid OC ID card allows access to the facility, recreational equipment, and a variety of classes. Exercise participation must not conflict with the academic purpose of the college.

Non-students and persons who are not on the OC staff are invited to use the facility. Activity cards may be purchased and a variety of activity membership options are available. Individuals or groups may rent the facility for special events or parties.

Student Activities & Intramural Sports

Students at OC enjoy participating in a wide range of activities. The Student Activities Coordinator and Student Entertainment Board host events and activities throughout the year to keep students engaged on the campus. A schedule of events is available from the Student Activities Coordinator or through the OC Student Activities social media pages. Students should check their emails each Monday afternoon for weekly updates about campus events and activities.

Intramural programming is offered each semester, and students are encouraged to participate as individuals or to form teams. The intramural program is coordinated out of the Student Life Office. The Student Activities Coordinator may be reached by calling 335-6313.

Student Government Association (SGA)

Student Government is the governing body challenged with the role of representing students in the decision-making processes of the College. SGA gives every student the chance to practice and develop leadership skills while representing their peers and improving OC and student life. Students involved in Student Government have the chance to interact with the college administration and faculty and work in a collaborative manner to better the institution. Student Government members are respected as leaders of the student body, and their input is often sought in making important decisions for

Odessa College. To become involved in Student Government, please contact the Student Activities Coordinator at 335-6313.

Student Housing

Student housing is available in Century Commons. This facility features laundry rooms, study and internet labs, barbecue areas and a swimming pool. Century Commons apartment-style living features private bedrooms with shared kitchens units that include microwaves, ovens and dishwashers. Residents share a bathroom with one other student. Apartments are available in two-person and four-person units. For more information about on-campus housing, call Student Housing at 432-335-6300.

Student Success Center

The Student Success Center is a very valuable resource for students. The SSC contains a Tutoring Center, and an open-access computer lab. Free on site and on-line tutoring is available for OC students in credit classes in a variety of academic subjects, including math, writing, speech, accounting and the sciences. The SSC also has PLATO Web and Rosetta Stone for learning Spanish.

Both the Basic Skills lab and the open-access lab have access to the Internet and Microsoft Office XP for student use. The SSC offers a variety of free workshops on test-taking techniques, time management, study skills, critical thinking, and other topics; check the web (<http://www.odessa.edu/dept/ssc>) for a schedule and other resources. Lab assistants help students to set up email accounts or learn to access web-based classes. Students should obtain a tutoring appointment by calling the SSC at 335-6878.

Student Organizations

A number of student organizations are available in which students can get involved and be engaged on campus. Organizations range from leadership groups such as Student Government Association to academic honor societies to cultural-based and social groups. For a full list of the organizations available at Odessa College or to start a new organization, contact the Student Activities Coordinator.

Testing

The Testing Center provides a variety of testing and related services to OC students and to the community at large.

Odessa College offers the following tests as a service to interested students, potential students and people of the surrounding communities:

The Testing Center is located in LRC 209. Phone is 335-6620. Many of the tests require the payment of a testing fee. Some of these fees are paid directly to the testing company when an individual registers to take the test. Others are paid to Odessa College. Personnel

in the Testing Center should be consulted regarding fees for specific tests.

Veterans

Veterans of the U.S. armed forces and their dependents may be entitled to educational benefits. To apply for benefits, Veterans and their eligible dependents may consult the Veterans' Coordinator for information and assistance. For help with VA Benefits, contact the Veterans Outreach Specialist at 335-6833 or visit the Saulsbury Campus Center, 2nd floor.

GENERAL COLLEGE POLICIES & INFORMATION

Academic Progress

Most OC degree and certificate plans require that students have a GPA of 2.0 or higher for graduation (one exception is the Nursing Program, which requires a 2.75 GPA); therefore, students are considered to be in good standing as long as they maintain a GPA of 2.0 or higher on a semester or cumulative basis.

Alcohol

The use of intoxicating beverages shall be prohibited in classroom buildings, laboratories, residence halls, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities and all other public campus areas; provided, however, that with the prior consent of the board, the provisions herein may be waived with respect to any specific affair that is sponsored by the institution. State law shall be strictly enforced at all times on all property controlled by the District in regard to the possession and consumption of alcoholic beverages.

Assaults

Students are prohibited from assaulting any person on College property or while under the College's jurisdiction. An "assault" is defined as:

1. Intentionally, knowingly or recklessly causing bodily injury to another;
2. Intentionally or knowingly threatening another with imminent bodily injury; or
3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative. Texas Penal Code 22.01

Campus Police

Odessa College is determined to provide the best campus police possible with the resources available. Campus Police officers are licensed peace officers with the State of Texas. They work closely with area law enforcement authorities to provide quick response times in an emergency. The campus police officers will contact the appropriate local authorities when additional assistance is needed.

Campus Prevention Programs

Sexual Harassment

Odessa College is opposed to any and all forms of sexual discrimination or harassment within the College community and will take the steps necessary to stop such conduct. Determining what constitutes sexual harassment can vary according to individual circumstances, but it can be described in general terms as unwanted or unwelcome sexually-oriented behavior, such as physical actions or verbal comments, which adversely affects the working or learning environment of an individual.

This statement of zero tolerance for sexual harassment applies to students and College personnel alike. Odessa College's sexual harassment policy and procedures are designed to deal with complaints of sexual harassment in a reasonable and orderly fashion.

Federal law requires that the College appoint a Title IX coordinator, who is responsible for serving as a resource person on sexual harassment issues and all other forms of discrimination. The Executive Director of Administration and Human Resources is the designated harassment prevention/Title IX coordinator. The Director of Student Life will serve as an advocate for students in distress or a person of contact to initiate campus investigations.

Sexual Assault and Related Offenses

Odessa College is committed to providing a safe, secure environment for students, visitors, and employees. The College provides educational materials to staff and students promoting safety awareness and crime prevention. The College's educational programs:

- promote and support institutional activity programming that encourages safety awareness as it relates to sexual assaults and non-sexual offenses;
- expand collaborative relationships between community groups, agencies, and the institution for education, treatment, and referral of those who have experienced sexual assaults or nonsexual offenses;
- provide training for students, faculty, and staff to enable them to detect specific problems as a result of sexual assaults and to refer persons with such problems to appropriate referral sources;
- provide counseling services for students needing assistance;

- include printed materials and guest lecturers promoting safety and crime awareness during faculty/staff in-service meetings;
- promote use of the “buddy system” for students in college housing;
- continue to strengthen relationships with law enforcement officials to insure quick response to calls involving sexual assault or other campus crimes.

Definitions of Sexual Assault/Violence Crimes

Consent (Texas Family Code §71.004)

Consent is an act of reason and deliberation. A person who possesses and exercises sufficient mental capacity to make an intelligent decision demonstrates consent by performing an act recommended by another. Consent assumes a physical power to act and a reflective, determined, and unencumbered exertion of these powers.

Sexual Assault (Texas Penal Code §22.011)

Intentionally or knowingly for adult or child:

- Causes the penetration of the anus or sexual organ of another person by any means, without that persons consent;
- Causes the penetration of the mouth of another person by the sexual organ of the actor, without the person’s consent;
- Causes the sexual organ of another person, without the person’s consent, to contact or penetrate the mouth, anus, sexual organ of another person, including the actor.

Is without the consent of the other person if:

- The actor compels the other person to submit or participate by the use of/or threatening the use of physical force or violence against the other person, or the person believes that the actor has the present ability to execute the threat;
- The person has not consented and the actor knows the person is unconscious or physically unable to resist;
- The actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting;
- The other person has not consented and the actor knows the other person I unaware that the sexual assault is occurring; or
- The actor has intentionally impaired the other person’s power to appraise or control the other person’s conduct by administering any substance without the other person’s knowledge.

Domestic Violence/Family Violence (Texas Family Code §71.004)

1. An act by a member or a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault, or that is a threat that reasonably places a member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself.

2. Abuse, by a member of the family or household toward a child of the family or household.

Stalking (Texas Penal Code §42.072)

A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct, including following the other person.

The actor knows or reasonably believes the other person will regard actions as threatening:

- Bodily injury or death for other person;
- Bodily injury or death for a member of the other persons family or household
- That an offense will be committed against the other persons property

Would cause a reasonable person to fear:

- Bodily injury or death for him/her self
- Bodily injury or death for a member of the person's family or household.
- That the offense will be committed against the person's property.

Preventing Sexual Assault & Reporting Incidents

Sexual assault is an act of violence. Sexual assault should not happen in a learning environment, but it can, even with people you know and trust. Most sexual assaults are committed by acquaintances. This is sometimes referred to as acquaintance rape. For this reason, it is important for you to be assertive, direct, and clear in your communications. Be aware of your non-verbal and verbal communication. Always be on alert when you get in a car with someone you have just met (perhaps at a party or from online), no matter how nice the person seems. Also, it is a good practice to never leave your drink unattended if at a party or social gathering. The use of alcohol and drugs at social gatherings dramatically increases the risk of sexual assault for college students.

If you have been sexually assaulted on campus, report the crime to the Campus Police or the Director of Student Life. Students living on-campus should contact the Housing Coordinator if the assault occurs in the residence halls. Reporting does not mean you must take legal action. This is a choice you can make later. By reporting the crime, though, you may help to stop a rapist. Chances are that the person has raped before and will rape again, until apprehended. If you have been raped, preserve physical evidence that could be useful later on. Do not change clothes, bathe, or use the bathroom. Do seek medical care immediately, whether or not you report the crime. In addition to taking care of obvious injuries, you need medical care to protect you from unwanted sexually transmitted diseases/infections.

The law warns that knowing someone—even intimately—is never an excuse for forced sex. Clear communication should be used to reach an understanding with a friend or date. Do not assume an earlier understanding still holds; do not ever assume communication can be clear if either party is abusing alcohol or other drugs.

In social situations, both women and men must use good judgment because the stakes are high for both. The best precaution is to stay in control and remember that a wrong decision in the area of sexual activity may remain with you for a lifetime.

Campus Sexual Assault Victim Bill of Rights

Both the accuser and accused have rights in regard to sexual assault investigations. The accused students will have the same rights as any student involved in the disciplinary process. As necessary, victims of sexual assault may take advantage of any and all rights that the College has established for such victims. Victims of sexual assault will have the right to the following:

1. Reasonable changes to the academic and/or living situations;
2. Referrals to counseling, assistance in notifying law enforcement;
3. Same opportunity as accused to have others present at disciplinary hearing/meetings;
4. Unconditional notification of outcomes of disciplinary hearing sanctions and terms of sanction in place;
5. Opportunities and assistance to speak (or choose not to speak) to anyone regarding the outcome; and
6. Name and identifying information kept confidential (FERPA right).

College Calendar

Odessa College follows a published calendar for each academic year. This calendar is published in the Odessa College schedule of classes that is available on the Odessa College's website (www.odessa.edu).

Consult the college calendar for important dates such as registration dates, deadlines for dropping classes and filing for graduation, final exams, graduation, holidays and spring break.

Adding or dropping a class can affect a student's schedule considerably. Adds and drops can also affect whether a student is considered full time or not. Students should consult their program advisor or their student success coach for more information about adding or dropping classes.

Computer Usage

Privacy Procedures for Computer Usage

Odessa College complies with the Family Education Rights and Privacy Act (FERPA) and protects the privacy of students' educational records regardless of delivery mode. The Registrar's Office enforces FERPA and is the main point of contact for all FERPA related issues. The Registrar's Office is responsible for ensuring that faculty and staff receive training in their responsibilities of unauthorized release of confidential records or information. Because an online environment creates a record of student activity, it is subject to FERPA privacy rights, unlike verbal exchanges in a physical classroom.

Identity Verification in Distance Learning Courses

The identity verification process for online courses protects student's privacy through the use of a secure portal, a secure login and password. Online courses are hosted on Odessa Colleges secure learning management system, Blackboard. Faculty post assignments and exams within the learning management system to ensure the privacy of student information.

Faculty Responsibility

Student's records are kept private by faculty, except in cases where academic staff or administration access the course, with legitimate educational interest under FERPA guidelines.

Student Responsibility

It is the student's responsibility to keep his/her login and password confidential. A password reset is accomplished through an e-mail response sequence protocol. Only work submitted to open forums, like discussion boards, can be accessed by other students; other assignments, grades and correspondence are not viewable by other students.

Password Security

Both students and faculty are responsible for maintaining the security of their secure-portal passwords.

Exams

Fully online courses may require students to come to campus for proctored exams or may allow proctoring through online proctoring services in order to verify student identity and maintain academic integrity.

Communication

Odessa College students are encouraged to use their assigned e-mail address to communicate with online instructors or contact the instructor through the communication feature of the learning management system. This is to ensure that electronic communications with the instructor are secure.

Computer Usage

Odessa College provides data and communications services for students in residence halls, classrooms and labs. On the main campus and at some remote facilities, data access is also provided via a secure wireless network. Each student is responsible for maintaining the security of his/her username and password by not sharing this information. Odessa College provides data network and the connection to the Internet to enhance the College's programs and services. Only authorized devices may be connected to the College's network. Authorization is obtained through the Network Services office in the Spur building. Certain activities on the College's network are prohibited. Engaging in prohibited activities may result in the loss of computer privileges. Among these activities are:

- Unauthorized access of third-party computers using college computer equipment or facilities.

- Destruction, theft, alteration, or any other form of sabotage of college computer equipment or facilities including, without limitation, software and data files.
- Using hacker programs and trying to access computer systems using hacker techniques.
- Attempting to hack into external computer systems using college computer equipment or facilities.
- Running "file share" software on computer equipment or facilities.
- Using college computer equipment or facilities to store or transmit junk mail or other unsolicited commercial e-mail.
- Using college computer equipment or facilities in any manner that violates federal, state or local laws or other policies of Odessa College, including harassment, intimidation or attempts at such.

Controlled Substances

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint or any other volatile chemical substance for inhalation.
4. Any other intoxicant or mood-changing, mind-altering or behavior-altering drugs.
5. The transmittal, sale or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

Exception

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Notice

Disciplinary action for violations of this policy may include: monetary fine, referral to drug and alcohol counseling, rehabilitation programs or student assistance programs; suspension; expulsion; and referral to appropriate law enforcement officials for prosecution.

Each student taking one or more classes for any type of academic credit except for

continuing education units shall be given a copy of the college's policy prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

In compliance with the Drug-Free Schools and Communities Act requirements, Odessa College provides printed information on the legal penalties for possession and use of illicit drugs and associated health risks. The information covers Controlled Substances: Uses and Effects; Federal Trafficking Penalties; Texas Criminal Penalties Relating to Controlled Substances; and Texas Criminal Penalties Relating to the Marijuana Appendix.

Credit by Examination

Students can earn credit for knowledge they have attained by other methods by passing an advanced standing Odessa College departmental examination, passing the College Level Examination Program (CLEP) in specific subjects, or articulating Career, Technical, and Workforce Education courses from their high school program. Odessa College will accept a maximum of 30 semester hours by these three methods. Hours gained in credit by examination must be on parity with other credit hours taken at OC.

Credit Hour

In accord with federal and state regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester hour, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practical, studio work, and other academic work leading to the award of credit hours

Degrees & Certificates

Odessa College is authorized by the state of Texas to provide instruction leading to a variety of degrees and certificates. Please see the Odessa College Bulletin/Catalog of Courses for a complete list and description of degree programs.

- Associate in Arts
- Associate in Science
- Associate in Arts General Studies (by Meta Major)

- Core Completion Certificate
- Associate in Applied Science
- Level I Certificate
- Level II Certificate

Certificates are designed as a component of the degree program to allow students the opportunity to continue their studies and complete a Level II certificate or A.A.S. should they so desire.

Disruptions

Students shall be subject to the provisions of college policy regarding disruption of classes and disruption of lawful assembly. Texas Education Code 51.935

Drug Education Policy

In accordance with the Drug Free Schools and Campuses Drug Prevention Program, Odessa College has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs/alcohol by its students or staff on school premises or as part of any of its activities. Odessa College recognizes the importance of information about drug/alcohol abuse. Printed information is available in the OC Advising Center regarding standards of conduct and legal and disciplinary sanctions for the unlawful possession or distribution of illicit drugs/alcohol.

Listings of area resources for drug/alcohol counseling and rehabilitation are also available in the OC Advising Center or from the Director of Student Life.

Demonstrations

Permission for events, peaceful assemblies, and demonstrations must be requested in advance from the office of the Director of Student Life.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

The evidence must support a "reasonable forecast of substantial disruption" of school operations. "Undifferentiated fear" or mere apprehension of disturbance is not sufficient to justify restrictions on students' otherwise legitimate right to freedom of expression.

Disorderly Conduct

Disorderly conduct shall include any of the following activities occurring on property owned or controlled by the college or at college-sponsored functions:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.

2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall or any other passageway in a College building to such an extent that the employees, officers and other persons, including visitors, having business with the College are denied entrance into, exit from or free passage in such building.

Grade Point Average

Your grade point average is calculated by dividing the number of grade points earned by the number of hours attempted. To be a student in good standing you must maintain a grade point average of 2.0 or higher. Generally, a student must have a grade point average of 3.0 or higher to be eligible for scholarships or scholastic honors.

Please refer to your Odessa College Bulletin/Catalog of Courses for specifics on computing your grade point average.

Graduation

Odessa College holds graduation ceremonies at the end of each fall and spring semester. To be eligible to participate in either ceremony a student must complete and file an application for graduation by the published deadline for the semester that course work will be completed. The degree plan should be on file at the time the application for graduation is filed in the Records Office.

Graduates can make arrangements to purchase or rent caps and gowns from the Odessa College Bookstore. Invitations and information on class rings are also available.

Graduation Honors

A student who has completed at least 30 hours in residence at OC will be eligible for graduation with honors. A student with a GPA of 3.5 to 3.699 will be graduated **cum laude**, a student with a grade point average of 3.7 to 3.899 will be graduated **magna cum**

laude, and a student with a GPA of 3.9 to 4.0 will be graduated **summa cum laude**.

Missing Persons

Odessa College has a missing person's procedure in accordance with the U.S. Department of Education regulations for institutions of higher education. Students living on campus must keep on file the name and contact information of an individual that the student wishes to be contacted in the event that the student is determined to be missing by College officials. If at any time a student is reported missing for more than forty-eight (48) continuous hours, the Director of Student Life will initiate an investigation to include room inspection, inquiries of close friends, inquiry of class attendance, and calls to other individuals which may have information on the whereabouts of the student.

Posting Policy

In displaying announcements of interest, students may use designated spaces, bulletin boards or approved surfaces located in the Saulsbury Campus Center and in other campus locations. Those bulletin boards with specific headings or glass-enclosed boards are for official use and may not be used for posting student announcements unless prior approval has been secured from the Director of Student Life. Posters may be displayed for a period not to exceed two weeks before a scheduled event and should be removed on the next class day following the advertised event. Prior approval should be secured from the Student Activities Office or Director of Student Life and all flyers must display the appropriate stamp of approval. The College reserves the right to remove any unauthorized poster or sign. Students are requested to use masking tape when displaying posters. The full posting policy is available in the Student Life Office located on the 2nd floor of the Saulsbury Campus Center.

Recommended Precautions for Walking on Campus

Odessa College is dedicated to ensuring the safety and security of its students, employees, and campus visitors. While the College takes measures to maintain a safe and secure environment, there are things employees and students can do to increase their safety while on campus. Listed below are some recommended precautions that can be taken to protect individuals from potential danger. We urge all students, employees, and campus visitors to make the following practices a part of their daily routine:

1. When alone on campus at night, do not walk around campus.
2. When walking from building to building at night, stay in well-lighted areas. Avoid isolated buildings and areas.
3. Always lock your vehicle. Before entering your vehicle, look on the floor and in the back seat.
4. Become familiar with the police officers. If you are concerned about walking to your car alone, request an officer to escort you.
5. Have car keys in hand before you reach the car. Searching for keys in a purse or

- pockets when at the car can be dangerous.
6. Become familiar with exits in all buildings.
 7. Embrace the philosophy of “shared responsibility” for campus safety. Watch out for your fellow student/employee and offer assistance when needed.

While many colleges and universities have experienced an increase in the number of crimes occurring on campus, Odessa College has not had to face the problem of increased campus violence. However, should a threat or act of violence occur, please follow the previously outlined procedures.

Search & Seizure

The College respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a limited right to search students or their property when in the interest of the overall welfare of other students or when necessary to preserve the good order and discipline of the school.

Without a search warrant:

1. Any prohibited item within "plain view" is subject to seizure.
2. Residence hall rooms may be searched, with the approval of the Director of Student Life, if reasonable suspicion of a college policy violation exists.
3. Areas such as lockers and desks, which are owned and controlled by the College, may be searched by school officials when they have reasonable cause to believe that stolen items or items prohibited by law or by board policy are contained in the area to be searched.
4. Stolen items and items which are forbidden by board policy or law may be impounded and may be used as evidence in internal school disciplinary proceedings against the student.

Limitation

The above policies shall not apply in the event that law enforcement authorities are involved in a search. School searches conducted with assistance from law enforcement authorities are governed by Fourth Amendment standards that are applicable in the criminal law context.

Security of/Access to Buildings

All buildings are opened by 7:00 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus police, and it is their responsibility to make regular checks of each building to insure that they remain locked. Outdoor lighting is a priority for campus

safety/security. The College has attempted to ensure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. Students and staff members are encouraged to report lights that need replacing to a Campus Police officer at 238-6334 or Physical Plant at 335-6512.

Clery Act (Campus Security Act)

The Student Right-to-Know and Campus Security Act require that each student and employee be provided a breakdown of campus crime statistics. Disclosures required by this law are made available to students, faculty, staff, and the general public. A fact sheet containing all information required for compliance with the Campus Security Act is available from the OC Campus Police.

Weapons

A student shall not intentionally, knowingly or recklessly possess or go onto school premises with any prohibited weapon, as defined below, unless pursuant to written regulations or written authorization of the College. Texas Penal Code 46.03(a)

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). Texas Penal Code 46.03(a), 46.01 (3)
2. An illegal knife (knife with a blade over five and one-half inches, hand instrument designed to cut, stab or be thrown at another - dagger, Bowie knife, sword, spear). Texas Penal Code 46.03(a), 46.01 (6)
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made or adapted for delivery or shooting an explosive weapon). Texas Penal Code 46.01 (2)
4. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Texas Penal Code 46.01 (9)
5. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). Texas Penal Code 46.01 (10)
6. A switchblade knife (any knife with a blade that folds, closes or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force). Texas Penal Code 46.01(11)
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made or adapted for the purpose of inflicting serious

- bodily injury or death by striking a person with a fist enclosed in the knuckles). Texas Penal Code 46.01 (8)
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Texas Penal Code 46.01(12)
 9. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being). Texas Penal Code 46.01(14)
 10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Texas Penal Code 46.01 (16)
 11. A club (an instrument specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace and tomahawk). Texas Penal Code 46.01 (1), 46.03(a), 46.05(a)
 12. Students may not bring to any campus or a college-related activity any weapons prohibited by law or any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.
 13. The possession or use of articles not generally considered to be weapons may be prohibited when the college president or designee determines that a danger exists for any student, college employee or college property by virtue of possession or use.
 14. Lockers and cars parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons illegally.

STUDENT RECORDS

Family Educational Rights and Privacy Act (FERPA)

For Odessa College to comply with requirements of the Family Educational Rights and Privacy Act of 1974 (FERPA), the following policies and procedures have been established.

Odessa College accords all rights under the law to students who are declared independent. For the purpose of this policy, when a student has attained eighteen years of age or is attending a postsecondary education institution, the permission or consent required of and the rights accorded to the parents of the student shall thereafter only be required of and accorded to the student. Education records are defined by FERPA to include but are not limited to records, files, documents, and other materials that contain information directly related to students and are maintained by an educational agency or

institution or by a person acting for such agency or institution.

Annual Notification

Odessa College will give annual notice to current students of their rights under the Act by publishing information in the Catalog. A copy of this policy will be on file in the Learning Resource Center and the Records Office.

Access to Education Records

All students have the right to review their education records with the following exceptions as outlined by FERPA:

- financial information submitted by parents;
- confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under established policies of confidentiality and were used only for the purposes for which specifically collected;
- confidential letters and statements of recommendation, placed in the records after January 1, 1975, to which the students have waived their right to inspect and review and that are related to the students' admission, application for employment or job placement, or receipt of honors;
- Educational records containing information about more than one student; however, in such cases the institution must permit access to that part of the record that pertains only to the inquiring student. To review records, students and former students may go to the Records Office, present a valid photo identification card, and ask to review the record. If it is an inappropriate time to retrieve the record on short notice, students may be requested to complete a "Request to Review Education Records" form in the Records Office. Because of various circumstances, the College may delay, to a maximum of 45 days, the release of the records for review. The College is not required to provide access to records of applicants for admission who are denied acceptance, or, if accepted, do not attend.

The permanent record for each student shall consist of:

- Application for admission
- Appropriate transcripts (high school, GED, other colleges attended)
- Transcript of coursework completed at the College
- Residency form (for those students since 1997)
- Correspondence with student
- Registration forms
- Schedule change forms
- Withdrawal forms

Disclosure of Personal Information

Odessa College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must specify the records to be released; state the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and be signed and dated by the student. FERPA states that certain information from student records may be classified as directory information. Directory information may be made available to the public without a student's consent. The following categories of information have been designated by Odessa College as directory information:

1. Student's name, address, telephone number
2. Dates of attendance
3. The most recent previous educational institution attended by the student
4. Major Field of study, degree desired, and student classification
5. Degrees, certificates and other awards received
6. Enrollment Status
7. Email address

If any student has an objection to any of the aforementioned information being released about himself or herself during any given term/semester the student should notify, in writing, the Records Office during the first week of the 8-week term or first three weeks of the semester. This request will remain in effect until the student provides written notice to the contrary in person at the Records Office.

FERPA established rules stating that some personnel and agencies may have access to students' education records without written consent of the students. Odessa College will disclose information from a student's education record only with the written consent of the student except:

1. To school officials determined by the institution to have a legitimate educational interest. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position; a person employed by or under contract to the College to perform a special task, such as an attorney or auditor; performing a task that is specified in his or her job description or by a contract agreement; performing a task related to a student's education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student's family, such as health care, counseling, advising, job placement, or financial aid. When doubt is raised by the Records Office about an individual's need to know or legitimate educational interest in having access to specific information, the issue shall be decided by the President of the College.
2. To officials of another school, upon request, in which a student seeks or intends to enroll.
3. To authorized personnel of the following government agencies if the disclosure

is in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with federal legal requirements that relate to those programs:

- Comptroller General of the United States
 - Secretary of Education
 - U.S. Attorney General (for law enforcement purposes only)
 - State and local education authorities
4. To any party who is providing financial aid to the student ("financial aid" does not include any payments made by parents).
 5. To state and local officials to whom information is specifically required to be reported or disclosed pursuant to state statute adopted prior to November 19, 1974.
 6. To organizations conducting certain studies for or on behalf of the College.
 7. To accrediting organizations to carry out their accrediting functions.
 8. To parents of eligible students who claim the student as dependents for income tax purposes. The parents must furnish a copy of their most recent Federal Income Tax Form.
 9. To appropriate parties in a health or safety emergency subject to a determination by the President or the Deans or their designees.
 10. To personnel complying with a judicial order or lawfully issued subpoena provided the Records Office makes a reasonable attempt to notify students in advance of compliance. The College is not required to notify students if a federal grand jury subpoena or any other subpoena issued for a law enforcement purpose orders the College not to disclose the existence or contents of the subpoena.
 11. To an alleged victim of any crime of violence or the results of any institutional disciplinary proceeding against alleged perpetrator of that crime with respect to that crime.
 12. To appropriate parties in response to requests for directory information.
 13. To parents/legal guardians when their children (under age 21) are found to have violated the alcohol policy of the College (Warner Amendment).
 14. To appropriate parties requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offender (Foley Amendment).
 15. To the Immigration and Naturalization Service for purposes of the Coordinated Interagency Partnership Regulating International Students.
 16. To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment). Student recruiting information is directory information.
 17. To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.
 18. To authorized personnel of the Department of Veterans Affairs for students receiving educational assistance from the agency.

Rights Post-Attendance

Students who have ceased attendance or have graduated from Odessa College have basically the same FERPA rights as students currently attending including the right to:

- Inspect their education records
- Have a hearing to amend an education record
- Have their education record privacy protected by the College

Former students do not have the right to request of the College non-disclosure unless they asked, at their last opportunity as students, that no directory information be disclosed.

Rights of Deceased Students

For twenty-five years following the death of a student, the release of education record information will not be made unless authorized by the student's parents or the executor/executrix of the deceased student's estate.

Challenge of Contents in Records

Students may challenge information in their education records that they believe to be incorrect or inappropriate. This challenge must be in writing and must be submitted to the appropriate Dean responsible for the record. The Dean must decide within a reasonable period of time whether corrective action will be taken, and the Dean must provide written notification to the student and the Records of the corrective action that has been approved. Students who are not provided full relief sought by their challenge must be referred to the Vice President of Student Services.

Should the College decide not to amend the record in accordance with the student's request, the Records Office must inform the student that the student has the opportunity to place with the education record a statement commenting on the information in the record or a statement setting forth any reason for disagreeing with the decision of the hearing. The statement placed in the education record by the student will be maintained as part of the record for as long as the College holds the record. This record, when disclosed to an authorized party, must include the statement filed by the student.

Filing a FERPA complaint

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

Family Policy Compliance Office
U.S. Department of
Education 400
Maryland Avenue,

SW Washington, DC
20202-4605

STUDENTS' RIGHTS & RESPONSIBILITIES

Once an individual has paid tuition and fees, that person is classified as a student at Odessa College. It is each student's responsibility to be aware of the rights, responsibilities and opportunities indicated in:

The Odessa College Bulletin/Catalog of
Courses The Schedule of Classes
The Student
Handbook The
Resident
Handbook
Departmental/Divisional Handbooks (Varies)

Odessa College endeavors to ensure the constitutional rights of each of its students. It also endeavors to provide each student with the type of environment that will maximize his/her education. To this purpose, the college has set certain rules, regulations and policies in order to ensure an educational environment. It is within the framework of state, local and federal laws as well as college regulations that the student must comply in order to assert his/her freedoms while at Odessa College. The college has the obligation of providing policies to guarantee a student's rights, while the student has the responsibility of abiding by the rules and regulations of the college.

The Four Student Commitments

Odessa College students are committed to being successful in life and career. Part of the preparedness for a successful life after Odessa College involves self-commitments that ensure the path to graduation or other identified academic goal is possible. Therefore, students at Odessa College have endorsed the following four commitments:

1. Commit to completing what you start.
2. Commit to attending class and attempting each assignment.
3. Commit to asking questions and using support resources.
4. Commit to developing well organized and disciplined work habits.

Student Code of Conduct

These policies and regulations shall apply to any currently enrolled or former student who has been accepted for admission or readmission to Odessa College, to any registered student organization, or to any prospective student while he or she is on the campus or any off-campus facility designated for college use.

Responsibilities

Each student shall be charged with notice and knowledge of the contents and provisions of the District's rules and regulations concerning student conduct. All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. Each student shall be expected to:

1. Demonstrate courtesy, even when others do not;
2. Behave in a responsible manner, always exercising self-discipline;
3. Attend all classes, regularly and on time;
4. Prepare for each class and take appropriate materials and assignments to class;
5. Obey all classroom rules;
6. Respect the rights and privileges of students, faculty, and other College District staff and volunteers;
7. Respect the property of others, including College District property and facilities; and
8. Cooperate with and assist College District staff in maintaining safety, order, and discipline.

In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Gambling, dishonesty or the possession or use of intoxicating liquors.
2. The illegal use, possession, control, manufacture, transmission, and/or sale of a drug or narcotic, as those terms are defined by the Texas Controlled Substances Act, on campus.
3. The use, possession, control, manufacture, transmission, and/or sale of paraphernalia related to any prohibited substance.
4. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating " shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to

substitute for one's self, to take a test.

- Bribing another person to obtain an unadministered test or information about an unadministered test.
 - "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
 - "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
5. Owing a monetary debt to the College District that is considered delinquent or writing/authorizing an "insufficient funds" payment to the District.
 6. Violations of the Penal Statutes of Texas or of the United States occurring on District property or in connection with District-sponsored activities may also constitute violations of the District's rules and regulations when such violations affect the educational process and goals of the District.
 7. Possession or use of firearms on District-controlled property except for educational purposes that have the prior approval of the vice president.
 8. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
 9. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
 10. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.

"Hazing" means any intentional, knowing or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization whose members are or include other students. The term includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electrical shocking, placing of a harmful substance on the body or similar activity.
- Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism,

that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.

- Any activity that induces causes or requires the student to perform a duty or task that involves a violation of the Penal Code.
11. Initiations by organizations may include no feature that is dangerous, harmful or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
 12. Threatening another person, including a student or employee.
 13. Intentionally, knowingly, or negligently causing physical harm to any person.
 14. Engaging in conduct that constitutes harassment, bullying, dating violence, stalking, or sexual abuse directed toward another person, including a student or employee.
 15. Violating policies, rules, or agreements regarding the use of technology resources.
 16. Attempting to access or circumvent passwords or other security-related information or the College District, students, or employees.
 17. Attempting to alter, destroy, or disable College District technology resources.
 18. Using the Internet or other electronic communications to threaten College District students, employees, or volunteers.
 19. Sending, posting, or possessing electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
 20. Endangering the health or safety of members of the District community or visitors to the campus.
 21. Damaging, defacing or destroying college property, property of a member of the college community or property of a campus visitor.
 22. Stealing from the College District or others.
 23. Knowingly giving false information in response to requests from the college.
 24. Forging, altering or misusing college documents, records or ID cards.
 25. Violating college policies or regulations concerning parking; registration of student organizations; use of college facilities; or the time, place and manner of public expression.
 26. Failure to comply with directions of college officials acting in the performance of their duties, including failure to provide identification when requested.
 27. Ignoring a summons to the office of the Director of Student Life.
 28. Engaging in any conduct that College District officials might reasonably believe will substantially disrupt the College District programs or incite violence.

Disciplinary Process

Any student violating this policy shall be subject to discipline up to suspension/expulsion, in accordance with College policy. Under supervision of the Vice President of Student Services & Enrollment Management, the Director of Student Life serves as the chief conduct officer and investigator for non-academic and general code of conduct violations. In certain instances the College may refer cases to law enforcement authorities for prosecution under criminal code.

In cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure.

Reporting a Violation

Incidents of unacceptable student behavior where disciplinary action may be appropriate are to be reported to the Director of Student Life. In the case where such student behavior is a violation of public law or is causing a threat to the safety of the student, any other person, or to property, campus and/or local police officials should be notified immediately.

Student Conduct Investigation & Summoning a Student

A preliminary review of the facts of the case will be conducted to determine if sufficient evidence exists to require a meeting with the student(s) involved. If it is determined that further explanation is warranted, the student(s) involved will be summoned by email to a meeting where the alleged violations will be reviewed with the Director of Student Life or another appropriate conduct official.

It is the student's responsibility to open, read, and act on all emails and correspondence related to a conduct investigation. Failure to comply with a summons and other attempts to contact the student may result in the student forfeiting his/her right to the disciplinary process. In most cases, failure to comply will result in the student being found in violation of the original violation. The student may also be found in violation of 'Failure to comply with directions of college officials acting in the performance of their duties,' which may result in further disciplinary action.

During the meeting with the Director or representative(s), the student will be given an opportunity to provide their account of the events in questions. The Director or representative(s) will meet with the student (and a translator if necessary). The student is allowed to bring one advisor of the student's choosing to discipline meetings or hearings, however the advisor may not speak on behalf of the student. Following all necessary investigation and meetings, a decision will be made.

In deliberating a response the Director of Student Life or representative will make a decision based on what he/she considers reasonable evidence, including, but not limited

to, testimony from witnesses, written statements and other relevant information. When evaluating conflicting accounts or statements, the Director of Student Life or representative will determine in good faith which version is more credible. A student may be found responsible or not responsible for a violation. Responsibility is determined by preponderance of the evidence (more likely than not determination).

Sanctioning a Student

Authority for determining disciplinary responses, requirements or conditions rests with the Director of Student Life and/or the Vice President for Student Services & Enrollment Management, although other college officials may make decisions in particular cases. Disciplinary sanctions will be made at the lowest level possible. Repeated or aggravated violations may result in further disciplinary sanctions, especially in cases where violations occur while a student is on probation. A student's entire disciplinary record will be considered when decisions related to sanctions are made.

Possible Sanctions

The sanctions listed below may not be all encompassing, but represent typical outcomes. The Director of Student Life and/or representative are given discretion to assign sanctions not listed, as deemed necessary and appropriate.

Formal Warning: A student served with a formal warning is given an official written notice, which carries the message that continued or repeated violations may result in more severe sanctions.

Fine: A financial penalty assessed and recorded in an official written notice. A charge will be made to the student's account in the amount of a fine determined at the discretion of the Director of Student Life or other college official.

Administrative Probation: A student placed on administrative probation is given an official written notice that defines the terms of the probation period. Terms of probation may include other sanctions, including, but not limited to loss of privilege to participate in college programs, organizations, or activities for a specified period of time. Probation carries the message that continued or repeated violations, during or after the probation period, may result in additional discipline up to suspension/expulsion.

Loss of Privilege: A student may be restricted from participating in college-sponsored activities, including, but not limited to social clubs and organizations, participation in or attendance at athletic competitions, and use of campus facilities.

Suspension: A student placed on suspension is given an official written notice of termination of his/her status as a student. Suspensions are for a specified period of time (usually for one long semester and/or up to a full academic year). A student living on campus who has been suspended will be informed by written notice of the time within

which the student is expected to leave campus residence halls. Notification of suspension will also be sent via certified mail to the permanent address on file.

Summary Suspension: A suspension may be immediately enforced if it is determined that the student creates a continuing disturbance to the learning process or creates a safety hazard to himself, herself or others. In these circumstances, the student must leave campus immediately and remain off campus during the investigation phase and/or while an appeal is pending. The student may be permitted to return to campus only to participate in the appeal process, reporting directly to the meeting location at the specified time.

Expulsion: Expulsion from the College is a permanent termination of student status. Expelled students will be granted an automatic appeal with the disciplinary appeals committee. Notification of expulsion will also be sent via certified mail to the permanent address on file.

Additional Conditions: The College reserves the right to impose additional requirements and conditions on students in the disciplinary process as determined by the Director of Student Life or, upon appeal by the Vice President or Appeals Committee. Medical or psychological counseling treatment and/or assessment by off-campus professionals, including but not limited to drug and alcohol testing, will be at the student's expense.

Procedures for Violations by Student Organizations

Registered student organizations and groups may be found in violation of the college policies, and the group may be held responsible, either individually or collectively, for violations. Alleged violations will be referred to and investigated by the Director of Student Life. Disciplinary responses and sanctioning for a student group may include revocation of the group's recognition as a campus group or loss of privileges afforded to student groups. Organizations will be afforded the same hearing and appeal procedures provided for individual students.

Appeal Process

A student has a right to due process and to appeal decisions made by the Director of Student Life or any campus official carrying out the disciplinary process. Under normal circumstances, enforcement of disciplinary responses will be deferred pending the outcome of an appeal.

Appeals will only be granted on the following grounds:

1. The disciplinary sanction is unreasonably disproportionate to the violation (including consideration of the student's prior offenses or willingness to

cooperate in the disciplinary process.

2. The disciplinary process as outlined in the Student Handbook was not followed, and thus affected the student's right to receive a fair hearing.
3. The disciplinary decision was not supported by reasonable evidence.
4. New evidence that would have significantly altered the outcome of the case has become available since the initial decision.

Disciplinary Appeal Process

The procedure for an appeal to the Director of Student Life or higher is as follows:

1. Within ten class days from the date of decision, the student will file a written notice of appeal with the Director of Student Life, Vice President, Appeals Committee, President, or Board of Trustees (in that order), detailing the basis of the appeal.
2. Within ten class days from the date the notice is received, the appropriate officer or committee will meet with the student and appropriate witnesses.
3. The Director, Vice President, Committee, President, or Board will make a decision based on the facts of the case. The hearing authority will determine to uphold, reverse, or otherwise modify the previous decision. The student and the initial hearing officer will be notified of the decision. A decision by the Board of Trustees will be final, as the student will have exhausted all levels of due process.

Disciplinary Appeals Committee

The disciplinary appeals committee shall be convened:

1. On request of a student appealing a penalty other than expulsion. The request must be filed in writing, on a form provided by the College District, within ten College District business days of the date of the administration's written notice.
2. Automatically, if the chief student services officer or designee determines that a student committed misconduct warranting expulsion.

Composition

The disciplinary appeals committee shall be comprised of at least three College District employees and a minimum of one current College District student. The members of the disciplinary appeals committee and the committee chairperson shall be designated according to procedures developed by the College President. All members of the

disciplinary appeals committee shall be eligible to vote during the hearing.

Notice of Hearing

The chief student services officer or designee shall notify the student by letter of the date, time, and place for the hearing. Unless the student and the chief student services officer or designee otherwise agree, the hearing shall take place within a reasonable time period, not to exceed ten College District business days after the date of the student's request for the hearing or the chief student services officer or designee's determination that the student should be expelled.

The notice shall:

1. Direct the student to appear on the date and at the time and place specified.
2. Advise the student of his or her rights:
 - a. To have a private hearing.
 - b. To be assisted by an advisor or legal counsel at the hearing.
 - c. To call witnesses, request copies of evidence in the College District's possession, and offer evidence and agreement on his or her own behalf.
 - d. To make an audio recording of the proceedings, after first notifying the chief student services officer or designee in advance of the hearing, or, at the student's own expense, to have a stenographer present at the hearing to make a stenographic transcript of the hearing.
 - e. To ask questions of each witness who testifies against the student.
3. Contain the names of witnesses who will testify against the student and a description of documentary and other evidence that will be offered against the student.
4. Contain a description of the allegations of misconduct in sufficient detail to enable the student to prepare his or her defense against the charges.
5. State the proposed punishment or range of punishments that may be imposed.

Failure to Appear

The disciplinary appeals committee may impose appropriate punishment upon a student who fails without good cause to appear for the hearing; for purposes of assessing punishment, the committee may proceed with the hearing in the student's absence.

Procedure of Hearing

1. The hearing shall proceed as follows:
2. The chairperson shall read the description of the misconduct.
3. The chairperson shall inform the student of his or her rights.
4. The designated official or representative shall present the College District's case.
5. The student or representative shall present the student's defense.
6. The designated College District official or representative shall present rebuttal evidence.
7. The committee members may ask questions of witnesses testifying on behalf of

- the student or the College District.
8. The designated official or representative shall summarize and argue the College District's case.
 9. The student or representative shall summarize and argue his or her case.
 10. The designated official or representative shall have an opportunity for rebuttal argument.
 11. The committee members shall deliberate in closed session. The committee members shall vote on the issue of whether or not the student violated College District policies and procedures, including the rules for student conduct.
 12. If the committee finds the student did commit misconduct, the committee shall determine whether the penalty assessed, or proposed in the case of suspension, by the chief student services officer or designee is appropriate and, if necessary, shall assess a different or additional penalty.
 13. The committee chairperson shall communicate the decision and any findings of facts in support of the committee's decision to the student in writing within ten College District business days of the hearing. The notice shall include procedures for appealing the committee's decision to the College President.

Evidence

Evidence shall be handled in accordance with the following:

14. Legal rules of evidence do not apply; the committee chairperson may admit evidence or exclude evidence considered to be irrelevant, immaterial, and unduly repetitious.
15. At the hearing, the College District shall be required to prove by a preponderance of the evidence that the charges are true.
16. A student may not be compelled to testify.
17. The committee shall determine if a violation has occurred and assess an appropriate penalty based solely on the evidence presented at the hearing.

All hearings shall be recorded by the College District. A stenographic digest of the recording shall be made if needed for an appeal, and, on request, the student shall be given a copy of the digest. The student or the student's representative may listen to the tape recording and compare it with the digest.

Disciplinary Records

The Director of Student Life retains responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings in keeping with FERPA. Students may request to review, edit, and challenge disciplinary records in accordance to FERPA guidelines as outlined in this handbook.

DUE PROCESS & GRIEVANCE PROCEDURES

Odessa College is committed to high standards and equitable treatment of all individuals associated with the college. There are times, however, when conflicts do arise between a student and an employee of the college. When a conflict occurs in matters other than alleged discrimination, sexual harassment, and employment questions, the college has adopted a due process procedure which is designed to resolve the issue as quickly as possible while offering protection to all individuals involved in the conflict.

The college further recognizes that many conflicts between a student and a member of the faculty or staff are the result of misunderstanding and poor communication. Thus, college policy encourages people to work together to define their difference of opinion and seek a mutually satisfactory solution.

Copies of the college due process procedure are available in the office of The Director of Student Life (CC104).

Academic Conflict Resolution

Informal Due Process

If a student has a conflict with a faculty member or lab instructor relating to instructional matters or grading, the student should attempt resolution at the first level possible by conferencing with the following individuals in the order listed:

- Instructor
- Department Chairman
- Instructional Dean
- Vice President for Instruction

1. The student meets with the faculty member to attempt to resolve the conflict. If the conflict is resolved, no further action is necessary. Both parties should be certain that terms of the resolution are clearly understood. Notes of the understanding are appropriate.

Conferences with the instructor and department chairman are considered to be informal steps in conflict resolution. When a college official at the dean or higher level becomes involved, the process is more formalized, and written documents are utilized.

2. The student or the faculty member has the option of pursuing the matter if the conflict is not resolved. Either may contact the department chairperson.
3. The department chairperson should meet with all parties, individually or as a group, to determine or clarify the major issue(s). The chairperson will attempt to negotiate a mutually agreeable solution, or will make a decision in favor of one of the parties.

4. If a solution that is satisfactory to both parties is reached, the matter will be considered resolved. If a satisfactory solution is not reached, either party may request that the matter be continued to formal due process. If the chairperson makes a decision in favor of one of the parties, the other party shall have the right to carry the matter to the formal due process stage. If the matter is to be carried forward, the department chairperson will have both the student and the faculty member complete the *Unresolved Conflict Report Form*. The department chairperson will complete the Due Process Report Form. It is the responsibility of the department chairperson to deliver completed forms to the appropriate instructional dean for review, if due process continues. This delivery should take place within three working days. Copies of all completed forms should be filed with the Executive Director of Administration and Human Resources.

Forms are available from the office of the Executive Director of Administration and Human Resources. The office of the Executive Director of Administration and Human resources serves as the office of record and facilitation for due process matters.

Formal Due Process

1. The instructional dean shall review the written reports submitted from the student, faculty member, and department chairperson. The dean will interview at least the two original parties, either individually or together. The goal of the interview(s) will be to clarify issues and attempt to reach a mutually acceptable solution. The dean may also make a decision in support of the position of either of the parties, based on the information provided. A decision must be made within three working days from the time of the last interview or group session. When a decision has been reached at this level, the dean shall complete the Due Process Report Form and file that form with the Executive Director of Administration.
2. If the conflict is not resolved by mediation or if either party does not agree with the decision made by the dean, the conflict may be appealed to the Vice President for Instruction. It shall be the responsibility of the dean to deliver all completed forms to the Vice President within three working days, if due process continues. The dean must also notify the Executive Director of Administration in writing of the continuation of due process.
3. The Vice President for Instruction shall review the completed forms and shall interview at least the two original parties to the conflict. The Vice President may attempt to negotiate a solution between the parties or may make an administrative ruling in favor of one of the parties. After a solution has been reached or a decision made, the Vice President shall complete a Due Process Report Form. The completed form, along with all forms from previous levels of review will then be delivered by the Vice President to the office of the Executive Director Administration.
4. If the conflict is not resolved to the satisfaction of both parties by Vice President for Instruction, either party may request a hearing by the Appeals

Committee.

Appeals Committee

1. The request for appeal to the committee should be made by the party wishing to appeal. The request must be made to the Executive Director of Administration. Written notice must be received by the Executive Director within five working days of the decision by the Vice President for Instruction.
2. The Executive Director of Administration will convene the Appeals Committee within three working days of receipt of the written request.
3. The Appeals Committee shall consist of
 - a. Two students selected by the Executive Director of Administration from a group of nominees submitted by the student government organization. Each student must be enrolled for six or more semester hours and have a cumulative GPA of 2.0 or higher.
 - b. Two faculty members appointed by the Faculty Senate from the ranks of full time faculty.
 - c. One professional staff member, appointed by the Organization of Professional Staff
 - d. The Executive Director of Administration who will serve as nonvoting chairman.
4. The Appeals Committee shall examine the file of written statements prior to convening with the parties to the appeal in attendance. Attendance shall be limited to only those parties who have been directly involved in the earlier stages of due process. Third parties may not attend unless mutually agreeable to all parties from earlier stages. Both the student and faculty member will be allowed to present their position orally and may refer to written statements or informal notes made during the process. Other parties in attendance may address the committee only upon committee request.
5. After hearing presentations from both parties to the conflict, the committee may ask for information from other parties directly involved or may request that either party provide additional information or data. When the committee has heard all reports and information, it will meet privately. The committee decision will be made by simple majority vote, with each committee member being entitled to one vote. The committee decision must be delivered in writing to both parties within five working days from the date of the committee meeting. Records of the committee proceedings will be maintained by the Executive Director of Administration.

Notes

1. Any of the involved parties has the right to add to their initial statements in response to negotiations at any or all levels of the informal or formal due process.
2. Until the conflict is resolved, the student has a right to continue class attendance as long as the student's presence is not disruptive, detrimental to safety, or

- impeding to the instructional environment, or as noted in item 3.
3. If the conflict is related to a laboratory or clinical requirement in an external entity where the policy of the external entity calls for removal of the student, that removal will be enforced.
 4. Internal due process does not allow for participation of legal counsel. Should either party employ legal representation, he or she should understand that the internal due process may be terminated, leaving the courts as the recourse for conflict resolution.
 5. Failure of either party to comply with steps or deadlines, without just cause, will result in resolution of the conflict in favor of the other party.
 6. Determination of just cause will be made by the Executive Director of Administration.
 7. If either party involved in a conflict finds it necessary to request an extension of time, the request for extension must be made to the Executive Director of Administration. The Executive Director shall make the decision as to the granting of the extension.
 8. In all cases, when a mutually agreeable solution is reached, the mediator at that level is responsible for collecting all written materials and delivering those materials to the office of the Executive Director of Administration.

Presidential Review

Decisions of the Appeals Committee may be appealed to the President of Odessa College. Intention to appeal must be made in writing and must be received in the Office of the President by the end of the fifth working day after the day of the decision of the Appeals Committee is received by the appealing party. Review by the President will be procedural only and may be based on the President's review of the records of the committee proceedings, as maintained by the Executive Director of Administration. Should one party be granted an audience with the President, the other party will be given a similar opportunity. The decision of the President will be dispatched in writing to all parties within five working days after receipt.

Board Review

Decisions of the President may be appealed to the Board of Trustees of Odessa College. Intention to appeal must be made in writing and must be received in the Office of the President by the end of the fifth working day after the day of the decision of the President is received by the appealing party. Review by the Board will normally be procedural based only on review of the records of the committee proceedings received from the President. Should one party be granted an audience with the Board, the other party will be given a similar opportunity. The decision of the Board will be dispatched in writing to all parties within five working days after the review of the conflict is completed.

A decision by the Board of Trustees is the final step in the college due process.

Non-Academic, General Conflict Resolution

The process specified herein is to be followed for a conflict, non-instructional in nature that may arise between a student and an employee of Odessa College. If the conflict is based on acts that are perceived by the student as sexual harassment or discriminatory on the basis of race, sex, age, color, national origin, religion, or condition of disability, the student should immediately report the conflict to the Director of Student Life. Matters of this nature reported by a student shall be investigated by the Vice President and/or the Executive Director of Administration. The Director of Student Life shall report to the student on the status of the investigation within five working days after the date the complaint is brought to the attention of the Director of Student Life.

Conflicts related to a student's employment at Odessa College should be resolved according to procedures in Section 4 of the Odessa College policy and procedures manual.

If a student has a conflict with a faculty member, lab instructor, or any other Odessa College staff member in an area not related to instruction or grading, that student should attempt resolution at the first level possible, with the first attempt being to contact the college employee involved. If resolution is not possible, the student should conference with the following persons in the order listed:

- Supervisor of the employee
- Director or Dean of the work area
- Vice President of the area

Conferences through the supervisor are considered to be informal.

Resolution of other conflicts between a student and an employee of Odessa College should be accomplished as follows.

Informal Due Process

1. The student should meet with the employee to attempt to resolve the conflict. If the conflict is resolved, no further action is necessary. Both parties should be certain that terms of the resolution are clearly understood. Notes of the understanding are appropriate.
2. If the conflict is not resolved, either the student or the employee has the option of pursuing the matter by contacting the immediate supervisor of the employee involved. This contact should take place within five working days after the student and employee have met and attempted to solve the conflict.
3. The supervisor will meet with both the student and the employee, either together or separately, based on the circumstances of the conflict. The supervisor may mediate the conflict, may dismiss the complaint as unfounded, or may make a decision in favor of either of the parties.

4. Steps 2 and 3 may be repeated until such time the complaint reaches the office of the Vice President of the area in which the involved employee reports.

As in academic matters, once the dean or director becomes involved the process becomes formal and written documentation is required.

At such time as an unresolved conflict is brought to a vice president, formal due process begins.

Formal Due Process

1. When a complaint reaches the office of a Vice President, that Vice President shall have both the student and the employee complete the Unresolved Conflict Report Form. The Vice President may also request information from college employees who have had a role in earlier stages of the conflict resolution process. The Vice President may then mediate the conflict, dismiss the complaint as unfounded, or make a decision in favor of either of the parties.

The Vice President shall file a written report to include completed forms and a summary of action taken. This report shall be filed with the Executive Director of Administration within three working days after the Vice President has made a decision. The Vice President shall also provide written notice of the decision or resolution to both the student and the employee.

2. Either party has the right to request a hearing by the Appeals Committee

Appeals Committee

In both academic and non-academic matters, both parties involved in a conflict resolution attempt have the right to appeal a college official's decision to the next administrative level. If a mutually acceptable resolution is not reached at the vice-presidential level, an appeals committee is formed to hear both sides of the conflict.

1. The request for appeal to the committee should be made by the party wishing to appeal. The request must be made to the Executive Director of Administration. Written notice must be received by the Executive Director within five working days of the decision by the Vice President.
2. The Executive Director of Administration will convene the Appeals Committee within three working days of receipt of the written request.
3. The Appeals Committee shall consist of
 - a. Two students selected by the Executive Director of Administration from a group of nominees submitted by the student government organization. Each student must be enrolled for six or more semester hours and have a cumulative GPA of 2.0 or higher.
 - b. Two faculty members appointed by the Faculty Senate from the ranks of full time faculty.

- c. One professional staff member, appointed by the Organization of Professional Staff.
 - d. The Executive Director of Administration who will serve as nonvoting chairman.
4. The Appeals Committee shall examine the file of written statements prior to convening with the parties to the appeal in attendance. Attendance shall be limited to only those parties who have been directly involved in the earlier stages of due process. Third parties may not attend unless mutually agreeable to all parties from earlier stages. Both the student and faculty member will be allowed to present their position orally and may refer to written statements or informal notes made during the process. Other parties in attendance may address the committee only upon committee request.
 5. After hearing presentations from both parties to the conflict, the committee may ask for information from other parties directly involved or may request that either party provide additional information or data. When the committee has heard all reports and information it will meet privately. The committee decision will be made by simple majority vote, with each committee member being entitled to one vote. The committee decision must be delivered in writing to both parties within five working days from the date of the committee meeting. Records of the committee proceeding will be maintained by the Executive Director of Administration.

Notes

1. Any of the involved parties has the right to add to their initial statements in response to negotiations at any or all levels of the informal or formal due process.
2. Until the conflict is resolved, the student has a right to continue as a student so long as the student's presence is not disruptive, detrimental to safety, or impeding to the instructional environment, or except as noted in item 3.
3. If the conflict is related to a laboratory or clinical requirement in an external entity where the policy of the external entity calls for removal of the student, that removal will be enforced.
4. Internal due process does not allow for participation of legal counsel. Should either party employ legal representation, he or she should understand that the internal due process may be terminated, leaving the courts as the recourse for conflict resolution.
5. Failure of either party to comply with steps or deadlines, without just cause, will result in resolution of the conflict in favor of the other party.
6. Determination of just cause will be made by the Executive Director of Administration.
7. If either party involved in a conflict finds it necessary to request an extension of time, the request for extension must be made to the Executive Director of Administration. The Executive Director shall make the decision as to the granting of the extension.

8. In all cases, when a mutually agreeable solution is reached, the mediator at that level is responsible for collecting all written materials and delivering those materials to the office of the Executive Director of Administration

Presidential Review

Decisions of the Appeals Committee may be appealed to the President of Odessa College. Intention to appeal must be made in writing and must be received in the Office of the President by the end of the fifth working day after the day of the decision of the Appeals Committee is received by the appealing party. Review by the President will be procedural only and may be based on the President's review of the records of the committee proceedings, as maintained by the Executive Director of Administration. Should one party be given an audience with the President, the other party will be given a similar opportunity. The decision of the President will be dispatched in writing to all parties within five working days after receipt.

Board Review

Decisions of the President may be appealed to the Board of Trustees of Odessa College. Intention to appeal must be made in writing and must be received in the Office of the President by the end of the fifth working day after the day of the decision of the President is received by the appealing party. Review by the Board will normally be procedural based only on review of the records of the committee proceedings received from the President. Should one party be given an audience with the Board, the other party will be given a similar opportunity. The decision of the Board will be dispatched in writing to all parties within five working days after the review of the conflict is completed.

A decision by the Board of Trustees is the final step in the college due process.

COMPLAINTS OR GRIEVANCES FROM ONLINE STUDENTS

Students who are enrolled completely on-line may file complaints or grievances electronically. If the complaint or grievance involves an academic matter, the student should email a complete description of the situation to the Vice President for Instruction. The Vice President will initiate due process in his/her division. If the complaint or grievance involves a non-academic matter, the student should email a complete description of the situation to the Director of Student Life who will initiate due process in his/her division.

WHERE DO I GO FOR...?

Activity	Location/office	phone number
Address changes	Records Office	335-6404
Athletic events	Sports Center	335-6574
Basic skills help	Student Success Center	335-6878
Books	Bookstore	335-6655
Class policies	Course Instructor	See online Directory
Clubs on campus	Student Life	335-6313
Computer labs	Student Success Center	335-6878
Course selection	Student Completion/Success Coach	335-6433
Degree plans	Student Completion/Success Coach	335-6433
Due process	Director of Student Life	335-6338
Email Set-Up (students)	Student Success Center	335-6878
Exercise	Sports Center	335-6688
Food on campus	Cafeteria/Saulsbury Campus Center	335-6435
Grade conflicts	Faculty/Dept. Chair	See online Directory
Help with classes	Student Success Center	335-6878
Honors status	Records Office	335-6404
Housing on campus	Century Commons	335-6300
ID cards	Wrangler Express Center	335-6600
Intramurals	Student Life	335-6313
Jobs (on campus)	Human Resources	335-6606
Jobs (off-campus)	Transfer/Career Center	335-6756
Library	Learning Resources Center	335-6639
Loans for college	Student Financial Services	335-6429
Lost and found	Campus Police	335-6684
Non-credit classes	Continuing Education	335-6580
Off-campus classes	Records Office	335-6404
Parking rules/permits	Wrangler Express Center	335-6432
Residency status	Wrangler Express Center	335-6432
School supplies	Bookstore	335-6655
Stamps	Campus Post Office	335-6657
Study skills	Student Success Center	335-6878
Succeeding	Student Success Coach	335-6433
Tests-standardized	Testing Center	335-6834
Transcripts	Records Office	335-6404
Transfer questions	Transfer Center	335-6756
Tutoring (general)	Student Success Center	335-6878
Tutoring (math)	Math Lab	335-6537

Note: The **Student Success Center**, **Wrangler Express Center** and **Student Life Game Room** also have computers and personnel to assist you with many different questions!