MESSAGE FROM THE PRESIDENT

On behalf of the faculty, staff, administration, and Board of Regents, I would like to welcome you to Redlands Community College! We understand that you had many options, and we are thrilled that you entrusted us with your academic future.

At Redlands, we strive to create an atmosphere where you can flourish and achieve your educational goals. We offer a wide range of academic programs, state-of-the-art facilities, dedicated faculty and supportive staff to ensure that your learning experience is comprehensive and fulfilling. Whether you prefer traditional classroom settings or online instruction, we are here to cater to your individual needs and learning preferences.

But remember, your success is a collaborative effort! We encourage you to actively engage in your education by attending classes, participating in discussions and projects, and seizing the various opportunities available to you. Take advantage of our hands-on learning opportunities, service-learning experiences, internships, and research projects to further enhance your skills and broaden your horizons.

Your journey at Redlands is not just about acquiring knowledge and skills, but also about personal growth, self-discovery and building lifelong connections. Get involved in student organizations, clubs, and activities that interest you. These extracurricular opportunities will not only provide you with valuable experiences but also help you forge lasting friendships and create cherished memories.

Once again, we extend our heartfelt gratitude for choosing Redlands Community College. We are excited to embark on this educational journey together, and we are committed to supporting you every step of the way. Your success is our ultimate goal, and we are confident that with your dedication, hard work, and the resources available to you, you will accomplish great things during your time here.

Welcome to Redlands Community College, and let's make your educational experience a remarkable one!

Jena Marr
President

GOVERNING BOARDS

2025-2026

Oklahoma State Regents for Higher Education

Dennis Casey, Chairman

Courtney Warmington, Vice Chair

Steven W. Taylor, Secretary

Dustin J. Hilliary, Assistant Secretary

P. Mitchell "Mitch" Adwon

Jeffrey W. Hickman

Ken Levit

Jack Sherry

Michael C. Turpen

Sean Burrage, Chancellor

Board of Regents - Redlands Community College

Kass Newell, Chairman

Dr. Rhys Cole, Vice Chair

Lori Burns, Secretary

Dale Cox

Jason Murray

Janie Thompson

Dr. David Von Tungeln

TABLE OF CONTENTS

Message from the President 1
Governing Boards 2
2024-2025 Student Handbook 4
- Academic Calendar 5
- Admissions and Advising 6
- Academic Support Programs 7
- Financial Aid 8
- Academic Integrity 13
- Student Conduct Code 14
- Student Grievances 23
- Student Activities 38
- Academic Information 49

Housing & Residence Handbook 58
Student Housing at Cougar Crossing 60
- Eligibility 60
- Student Obligations 60
- Office of Resident Life 60

Community Living 61
Emergencies and Severe Weather 63
Community Center Amenities 66
Resident Guidelines 67
Sexual Assault, Domestic Violence, Dating Violence and Stalking 77
Student Check-Out Procedures 78
- Failure to check out at appointment time 78
- Failure to check out 78
- Fines to be assessed for non-compliance: 78
- Damages: 78

Competitive Teams Handbook 79
- Redlands Code of Conduct 81
- Enrollment 83
- Financial Assistance 84
- Competitive Team Drug Policy 85
- Specific Policies for Athletic Teams 90

National Junior College Athletics Association Compliance 91
Competitive Team Drug Statement 99
Photo Release 100
Handbook Acknowledgement 101
Index 102

Redlands Community College

2025-2026 STUDENT HANDBOOK

REDLANDS COMMUNITY COLLEGE
1300 S. Country Club Road
El Reno, Oklahoma 73036-5304
Phone: 405.262.2552
Fax: 405.422.1200
www.redlandscc.edu

All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. Please refer to the online version of this publication for the latest updates. The online version is the official version. This publication is printed by and issued by Redlands Community College. 35 copies were printed at a cost of $122.50. The electronic publication is available on the College website at www.redlandscc.edu/.

Redlands Community College is accredited by the Higher Learning Commission, a Commission on Institutions of Higher Education of the North Central Association of Colleges and Schools, which is located at 230 South LaSalle Street, Suite 7-500, Chicago, Illinois, 60604-1411, 800.621.7440, www.hlcommission.org.

Redlands Community College is also in compliance with Public Law 101-226, the Drug Free Schools and Community Act Amendments of 1989 and the Drug Free Workplace Act of 1988. In support of the spirit and intent of these laws, Redlands Community College maintains an alcohol-, tobacco-, and drug-free campus by prohibiting the use of alcohol and/or illicit drugs by students and employees on College property or as part of any College activity and by prohibiting the use of tobacco inside College buildings.

Notice of Nondiscrimination Statement

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies:

Compliance Officer
Redlands Community College
1300 S. Country Club Road
El Reno, OK 73036-5304
405.262.2552

Academic Calendar
2025-2026

SUMMER '25

Classes begin May 27

CAMPUS CLOSED
MAY 26: MEMORIAL DAY
JUNE 19: JUNETEENTH
JULY 3-4: INDEPENDENCE DAY (OBSERVED)

Classes Begin	May 27
Last day to Add Classes*	May 28
Last Day to Drop Classes* with 100% refund	June 3
Last Day to Withdraw from Classes* with 0% refund	July 7
Semester Ends	July 17

Campus closed on Fridays May 23-July 25

FALL '25

Classes begin August 18

CAMPUS CLOSED
SEPTEMBER 1: LABOR DAY
OCT 16-17: FALL BREAK
NOV 24-28: THANKSGIVING
DEC 18 - JAN 2: WINTER BREAK

16-WEEK CLASSES

Classes Begin	Aug 18
Last day to Add Classes*	Aug 22
Last Day to Drop Classes* with 100% refund	Aug 29
Last Day to Withdraw from Classes* with 0% refund	Nov 7
Semester Ends	Dec 11

FIRST 8-WEEK CLASSES

Classes Begin	Aug 18
Last day to Add Classes*	Aug 19
Last Day to Drop Classes* with 100% refund	Aug 22
Last Day to Withdraw from Classes* with 0% refund	Sept 26
Semester Ends	Oct 9

SECOND 8-WEEK CLASSES

Classes Begin	Oct 13
Last day to Add Classes*	Oct 14
Last Day to Drop Classes* with 100% refund	Oct 21
Last Day to Withdraw from Classes* with 0% refund	Nov 14
Semester Ends	Dec 11

SPRING '26

Classes begin January 20

CAMPUS CLOSED
JAN 19: MARTIN LUTHER KING JR. DAY
MAR 16-20: SPRING BREAK
APR 3: GOOD FRIDAY

Commencement
May 9

16-WEEK CLASSES

Classes Begin	Jan 20
Last day to Add Classes*	Jan 26
Last Day to Drop Classes* with 100% refund	Feb 2
Last Day to Withdraw from Classes* with 0% refund	Apr 17
Semester Ends	May 14

FIRST 8-WEEK CLASSES

Classes Begin	Jan 20
Last day to Add Classes*	Jan 21
Last Day to Drop Classes* with 100% refund	Jan 26
Last Day to Withdraw from Classes* with 0% refund	Feb 26
Semester Ends	Mar 12

SECOND 8-WEEK CLASSES

Classes Begin	Mar 23
Last day to Add Classes*	Mar 24
Last Day to Drop Classes* with 100% refund	Mar 30
Last Day to Withdraw from Classes* with 0% refund	May 1
Semester Ends	May 14

For any changes, please refer to the calendar at www.redlandscc.edu/academics/academic-calendar.

**Add, Drop, and Withdraw requests must be submitted from your Redlands webmail account to admissions@redlandscc.edu or in person by 5 p.m. of the deadline date. Drop and Withdraw requests will not be accepted by phone or from a personal email account. See page 9 for complete details.*

Admissions and Advising

Admissions and Advising Office

Admissions and Advising is a resource for assisting prospective students in making a smooth transition into programs at Redlands Community College, as well as assisting all students in realizing their potential. The Admissions and Advising staff assist students in planning an educational program, as well as helping them accomplish their educational goals. The Admissions and Advising Office is located in the Ray Porter Academic Complex.

Academic Advising

Redlands Community College has created an advisement system to assist students in planning their academic program. Students meet with an advisor who will help in the preparation of each semester's class schedule and will provide information pertinent to the student's educational program. Enrollment may be completed as soon as schedules are available for each semester. A specific advisor is assigned to admit and counsel international students.

Americans with Disabilities Act (ADA) and Section 504

The Americans with Disabilities Act (ADA) and Section 504 are federal anti-discrimination statutes that provide civil rights protection for persons with disabilities. Among other things, the legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, contact the Disability Support Services (DSS) office at ada@redlandscc.edu or call 405.262.1235.

In order to receive academic accommodations for a disability, the student must provide appropriate documentation of their disability to the DSS office. This information may be mailed, emailed, or hand-delivered. Students must also submit a request for accommodation form each semester before any will be provided. The DSS office is located in the Admissions and Advising Office, in the Ray Porter building, office SS005. www.redlandscc.edu/accessibility.

Academic Center for Enhancement

The Dr. Owen and Bess Jenkins Center for Academic Enhancement is located on the second floor of the Multimedia Lifelong Learning Center, MM215B for the Tutoring Center and the Office, MM210 for the Testing Center. Services include walk-in peer and professional tutoring for reading, writing, math, science, business and other disciplines, online essay submissions, and specialty workshops.

Testing services include administering placement tests, Advanced Standing exams, the ACT, CLEP, DANTES, and other standardized tests, as well as course exams and make-up exams.

Career Services

Redlands Community College is preparing students for lifelong learning by offering a variety of services to enhance the career planning and exploration process.

Redlands Community College has moved toward a Career Services model with extensive efforts to provide career awareness and opportunities to a wide variety of students, while developing meaningful internship and experiential learning experiences.

Employers, recruiters, and business and industry representatives may contact Career Services to post job announcements.

Students may contact Career Services at Career.Services@redlandscc.edu for additional information. Career Services are offered under the Admissions and Advising umbrella.

Academic Support Programs

Student Support Services

Student Support Services (SSS) is a federally funded TRIO program that helps eligible students maximize their potential for success. SSS offers intensive academic advising and counseling, innovative instruction and tutorial support, and specially designed, skill-building workshops. Assistance in transferring to a four-year institution and opportunities for cultural enrichment also are available. Students interested in SSS should complete an application, available in S105A.

Veterans Upward Bound

VUB is a federally-funded student support services TRIO program that helps eligible veterans maximize their potential for success. VUB provides college preparation instructional services, tutoring, basic skills enhancement opportunities, and college entrance services at three centers: El Reno on the Redlands campus, Oklahoma City at the VA Medical Center and Lawton at the Oklahoma Works office. Eligible veterans must meet specific income guidelines as well as specific veteran's guidelines. Veterans must reside in Blaine, Caddo, Canadian, Comanche, Garfield, Grady, Kay, Kiowa, Lincoln, Logan, Noble, Oklahoma, Pawnee, or Stephens county to be eligible for this program. For more information, you can reach Veterans Upward Bound at vub@redlandscc.edu or 405.422.1451.

Scholars for Excellence in Child Care

The SECC Program is a comprehensive scholarship program for child care providers. The SECC program ensures that eligible child care professionals in the state of Oklahoma have an opportunity to attend a two-year college to further their education while earning a Certificate of Mastery and/or an Associate Degree in Family Studies and Child Development.

Program participants are provided intensive academic advising and counseling, tutorial support, and academic mentoring by the program academic support coordinator.

This scholarship may pay a percentage of the recipient's book and tuition costs each semester. For eligibility requirements, contact the SECC office at 405.422.1286 or email karen.huett@redlandscc.edu.

Financial Aid

Financial Aid at Redlands Community College is designed for qualified students who might not be able to continue their education without financial assistance. Eligible students may receive grants, loans, scholarships, student employment, or a combination of these programs. The College participates in the following Federal programs: Pell Grant, SEOG, Work Study, and Direct and Parent PLUS Loans. The Oklahoma State Regents for Higher Education administers all State programs.

Financial assistance is available to degree-seeking students and students who are seeking certain certificates of mastery from Redlands Community College. The following students are not eligible to receive Federal or State assistance: Students who are taking non-credit courses, students concurrently enrolled in college and high school courses, and students taking courses but not pursuing a degree or certificate.

To apply for Federal student aid, applicants must complete the Free Application for Federal Student Aid (FAFSA). This is a free process that must be completed each academic year. Students may apply online at www.studentaid.gov.

Although not required, the FAFSA application should be completed before February 1 each year in order to ensure a timely response and to meet state grant deadlines. Students who plan to rely on financial aid to take advantage of tuition, housing, and bookstore charge privileges must have all required documentation submitted to the Financial Aid Office accordingly: July 15 for Fall, December 1 for Spring, and May 1 for Summer. Students applying for financial aid after these priority deadlines will need to make alternative arrangements for tuition, housing, and bookstore charges until financial aid can be processed.

For more information, contact the Financial Aid Office at Redlands Community College at 405.422.6250 or visit our office on campus.

Financial Aid Eligibility

To be considered for Federal and/or State financial aid you must:

- be a degree- or certificate-seeking student.
- be a citizen or an eligible non-citizen of the United States.
- have a valid Social Security number.
- not be in default on a Federal Stafford, Direct, and/or a Perkins student loan.
- make Satisfactory Academic Progress (SAP) as explained below.
- have a high school diploma or GED.

Satisfactory Academic Progress (SAP)

Satisfactory Academic Progress is defined as the successful continued progression toward the attainment of an educational degree or certificate. Academic progress is reviewed at the end of each semester to determine if students may continue to receive funds.

A student applying for assistance through the Federal Pell Grant, SEOG, Work Study, Direct Loan programs, along with some State programs like OK Promise (OHLAP), is required to meet three separate criteria to maintain financial aid eligibility at Redlands Community College. A brief description of the requirements is outlined below. Detailed information can be found on the College website at www.redlandscc.edu/paying-redlands/financial-assistance/oklahomas-promise.

- Students must maintain a minimum cumulative GPA.
- Students are required to complete (pass) at least 67% of the overall credit hours they attempt.
- Students must complete the requirements for their degree within a maximum number of attempted credit hours.

Failure to meet these minimum academic standards will result in the loss of financial aid eligibility but may be reinstated based on an appeal process. Appeals with all required documents must be submitted to the Financial Aid Office before the last week of the semester of which you are appealing to have your aid reinstated.

For a complete description of the Satisfactory Academic Progress Policy, please visit the Redlands Community College website at www.redlandscc.edu/paying-redlands/financial-assistance/financial-aid/financial-aid-sap-policy.

Return of Title IV Aid - R2T4

The Federal Government has set guidelines concerning students who receive Title IV Federal Student Aid and completely withdraw from school or stop attending their courses. Federal student aid recipients who don't successfully complete any of their attempted hours, or completely withdraw after classes begin, but prior to completing at least 60% of the semester, will have to repay a portion of the federal funds that they received. Redlands Community College is required to calculate the amount of "earned" and "unearned" aid that a student received or that was credited to the student's account. This calculation may require the student and/or the college, on the student's behalf, to immediately repay funds that were disbursed for the purpose of paying educational expenses. After the calculation is figured, the Financial Aid Office will notify the student regarding the amount of aid that must be returned to the Federal Government. Additionally, excessive withdrawals may have an adverse effect on a student's financial aid satisfactory academic progress, which will be evaluated at the end of each semester.

Grants

Pell Grants

Pell Grants are federal aid grants designed to provide financial assistance to qualified students attending post-high school educational institutions. Pell Grants are intended to be the "floor" of a financial aid package and may cover a significant portion of a student's college expenses. The amount of the Pell Grant is determined by federal need analysis criteria. Students must complete the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov. Applications are available through high school counselors, public libraries, and college financial aid offices.

Supplemental Educational Opportunity Grants - SEOG

SEOG is an additional federal aid program for students of exceptional financial need. Application is made by completing the FAFSA online. Earliest applicants with the greatest need are awarded first.

Oklahoma Tuition Aid Grants - OTAG

This grant is awarded to Oklahoma residents with exceptional need, as demonstrated by the results of the Free Application for Federal Student Aid (FAFSA). To be eligible for OTAG you must be an Oklahoma resident and be eligible for a Pell Grant. Each school is only allotted so much each year, so funding is available until it runs out.

Loans

William D. Ford Direct Loan Program

The Direct Loan program allows students and parents to borrow money from the U.S. Department of Education. These loans are borrowed money which must be repaid after the student graduates, drops below halftime enrollment, or completely withdraws. Redlands Community College currently participates in the following:

1. Federal Direct Loans for Students

   Federal Direct Loans are available to students based on their expected family contribution (EFC), which is determined by the FAFSA. Other criterion includes cost of attendance, grade level, and other types of financial aid which the student receives. Depending on the eligibility limits, a student may receive a loan from one or both of the following:
   a. Subsidized – The U.S. Department of Education pays the interest while the student is enrolled on at least a halftime basis, or is in a grace period or on deferment.
   b. Unsubsidized – Interest accrues from the time the loan is disbursed to the student College account to the time it is paid in full.

2. Federal Direct Loans for Parents of Dependent Undergraduate Students (PLUS)

   The PLUS loan is for parents of dependent students who want to borrow more than the Student Direct loan limits. A parent may borrow up to the cost of attendance, provided it does not exceed the student's unmet need. Unlike Student Direct loans, PLUS loans are subject to credit checks and approval by the U.S. Department of Education.

Federal Work Study

Through the Federal Work Study Program, students can earn money by working part-time for various departments on campus. These part-time positions are funded through the program and require that students meet financial and need-based eligibility.

Scholarships

Redlands Community College Scholarships and Waivers
Scholarships are available through Redlands Community College Foundation at www.redlandscc.edu/scholarships. Tuition waiver applications are also available from Admissions and Advising or from area high school counselors and are due February 1 to ensure consideration for the following school year. Applications for tuition waivers and scholarships are online at www.redlandscc.edu/scholarships.

Tuition Waivers
Authorized by the Oklahoma State Regents for Higher Education from the educational and general budget in the form of general enrollment tuition waivers. These scholarships are gratuities and the student shall not be required to perform services in return for the award. At least 50 percent of all scholarship awards will be made on the basis of financial need with other awards being made on the basis of scholarship or field of academic interest.

President's Scholarships
Offered to a number of students who demonstrate high academic achievement and leadership.

Athletic Scholarships
Available to qualified students who are recommended by the Athletic Director.

Competitive Team Scholarships
In addition to Athletics, scholarships are available to qualified students who are recommended by competitive team coaches. The teams may include Academic Team, Beef Team, Livestock Judging Team and Clay Target Shooting Team.

The Ray Porter Faculty Senate Scholarship
Awarded annually to a deserving sophomore. The award is given by the Redlands Community College Faculty Senate on the basis of academic progress, need, and overall contributions to college life.

Phi Theta Kappa Scholarships
Awarded annually by Phi Theta Kappa, the international honor society for two-year colleges.

Special Scholarships
Awarded to high school graduates who plan to attend Redlands Community College. Selections are made by organizations, clubs or individuals in cooperation with high schools and are based on need and academic achievement.

Redlands Community College Scholarships
To view all Foundation scholarships along with their complete guidelines, please go to:
https://www.redlandscc.edu/costs-aid/scholarships/foundation. Most Foundation scholarships are accepted from November 1 through February 1. Nursing Scholarships are due May 31.

- Alumni and Friends Association Endowed Scholarship
- Black Baseball Endowment Scholarship
- Burruss Family Endowed Scholarship
- Casey Dell Brantley Memorial Endowed Scholarship
- Cathi "Mac" Kennedy Endowed Scholarship

- Cheryl Ross Rinehart Memorial Nursing Endowed Scholarship
- Christopher Lane Endowed Scholarship
- Drs. Owen & Bess Jenkins Endowed Scholarship
- Edna McMahon Kelly Memorial Endowed Scholarship
- El Reno High School (ERHS) Class of 65' Endowed Scholarship
- El Reno Chamber of Commerce/Leslie F. Roblyer Memorial Endowed Scholarship
- El Reno Masonic Lodge #50 / Redlands Community College Aggie Club Scholarship
- Harold H. & Rebecca Raney Hutson Endowed Scholarship
- Henry Jo Von Tungeln Memorial Agriculture Endowed Scholarship
- James D. (Jim) Shaw Memorial Endowed Scholarship
- KLR Endowed Scholarship (Kiwanis, Lions & Rotary Clubs)
- Krystle Rogers Memorial Scholarship
- Marie West Lyons Endowed Scholarship
- Martha Piper Nursing Endowed Scholarship
- Michael Earl Croy Memorial Endowed Scholarship
- N.E. and Pearl Douglas Endowed Scholarship
- Ray Porter Faculty Senate Scholarship
- Redlands Community College Foundation, Inc. Endowed Scholarships
- Renna V. Royse Memorial Endowed Scholarship
- Romaette Bryant Memorial Endowed Nursing Scholarship (Due in early January)
- Russell-Murray Hospice Nursing Scholarship
- Ruth Louise Wallace Nursing Endowed Scholarship
- Scott L. Harlan Memorial Endowed Scholarship
- T.G. & Dorothy Johnson Memorial Endowed Scholarship
- Tommy Pinkston Family Memorial Endowed Scholarship
- Trotter-Gambel Endowed Scholarship
- Tyler Knecht Memorial Endowed Scholarship
- Virdin Royse Memorial Endowed Scholarship

Transfer Scholarships

- Academic Team Transfer Scholarship
- Austin Family Scholarship
- Margaret E. Petree Scholarship
- Doris Anne Smith Memorial Endowed Scholarship

There are a variety of Redlands Foundation Scholarships set up through memorials and endowments. The scholarships are awarded based on specific criteria set forth within each scholarship's guidelines. The student needs to submit an online application for each scholarship. The scholarship committee will consider each applicant for as many scholarships as they meet the qualifications for. Any additional documentation is only required upon request. Applications must be completed electronically.

Additional Sources of Financial Assistance

Bureau of Indian Education

The Bureau of Indian Education of the U.S. Department of Interior awards financial assistance to certain students of Indian descent who desire to obtain a college education. Students receiving such assistance must maintain a GPA of 2.0 on the 4.0 scale. For information contact: Bureau of Indian Education, Branch of Education, Cheyenne/Arapaho Tribes Higher Education, Cheyenne Arapaho Tribes, Box 38, Concho, OK 73022, or the appropriate tribal agency.

Vocational Rehab

Upon approval by a representative of the Vocational Rehabilitation Division of the State Board of Education, grants are made to students who have substantial employment disabilities and who are desirous of securing a college education. Contact the Department of Human Services in your area for further information.

Veterans' Services

Redlands Community College's associate degree and certificate programs of education and training are approved for payment of benefits by the Veterans Administration. Current VA education programs include the following:

- Chapter 33, Post 9/11 GI Bill®
- Chapter 30, Montgomery GI Bill®, active duty (MGIB)
- Chapter 1606, Montgomery GI Bill®, Selected Reserve (MGIB-SR)
- Chapter 35, Dependents Educational Assistance Program (DEA)
- Chapter 31, Vocational Rehabilitation & Employment (VR&E)

In order to maintain eligibility for Montgomery GI Bill® benefits, students must be actively pursuing the degree program for which they have been certified. Assistance with Montgomery GI Bill® processing is available at the Registrar's Office.

VA beneficiaries' certifications will be updated to the VA to reflect accurate enrollment status. Change in enrollment may cause a debt to the VA if they drop, withdraw, or are administratively withdrawn. Academic probation and suspension are reviewed at the end of each semester. Academic probation and suspension are reported to the VA. Benefits will not be affected during probation. If a student is suspended, their enrollment certification will be terminated with the VA and they will not be allowed to re-enroll for one full semester. This may also cause the beneficiary to be in debt to the VA. VA beneficiaries that have excessive absences in their courses may be administratively withdrawn at the discretion of their instructor. This will also be reported to the VA and may cause a debt to the VA for the beneficiary. This can occur anytime during the semester up until the last day to withdraw from classes.

Students receiving VA benefits and financial aid are held to the same satisfactory progress standards as any student attending Redlands Community College. Please see Satisfactory Academic Progress for more information. If a student is receiving Post-9/11 GI Bill® benefits and are issued a refund due to change in enrollment, the school will hold the money until a debt letter has been received and then will return funds directly to the VA. All other VA beneficiaries will be issued a refund directly to them and therefore will be responsible for contacting the VA Debt Management Center at 800.827.0648 to resolve any possible overpayment.

Additional veterans' services are also available with the Veterans Upward Bound (VUB) office located in S-104E of the Ray Porter Building. VUB is a free postsecondary education assistance program funded by the U.S. Department of Education and designed to meet the unique circumstances of veterans and current military service members by providing them a one-stop location for all their educational needs. The VUB office can be reached at 405.422.1451.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website www.benefits.va.gov/gibill.

Military Leave of Absence

A student who is a member of the active uniformed military services of the United States and called to active duty shall be eligible to withdraw from any or all courses for the period of active duty service without penalty to admission status or GPA and without loss of institutional financial aid or receive an "*I*" for any or all courses for the period of active duty status irrespective of the student's grade at the time the "*I*" is awarded; provided, however, that the student has completed a minimum of fifty percent of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized and the student shall not experience loss of institutional financial aid.

Aid Disbursement

Any grant, loan, or scholarship money (refunds will be minus any bookstore charges, housing, and tuition) will be applied to your Business Office account (disbursed) after roster certifications in the fall/spring/summer semesters has concluded. No money will be disbursed prior to the first day of class for the semester.

Academic Integrity

Academic Integrity —— Policy

Redlands students are expected to conduct themselves according to the highest academic standards and to complete coursework in an honest and ethical manner. Plagiarism, cheating, or other forms of academic dishonesty will not be tolerated and students may receive an "F" grade for the course and be suspended or expelled from the College for repeated violations.

Plagiarism

Generally, plagiarism is the use of another's work – including ideas, opinions, data, illustrative material, or media – without properly attributing and citing the source. Plagiarism also includes:

- Using too much of one source, even if properly credited
- Re-using previously submitted work, even your own, in any class
- Copying from the Internet without citation
- Having someone else write a paper or complete an assignment for you
- Writing a paper or complete an assignment for someone else
- Sharing any course assignment with another student or allowing another student to view your work outside of the realm of peer review or assigned classroom group work

Cheating

Cheating is any attempt to gain undeserved academic credit for oneself or another, including:

- Copying from another student's test, quiz, assignment, or lab work
- Allowing another student to copy your work
- Using an electronic device to access or share information during a test or quiz
- Obtaining or providing unapproved copies of tests or quizzes (or test/quiz questions)
- Tampering with experimental data or creating data for experiments not performed or conducted
- Using unapproved materials during any class activity
- Coercing someone else to complete an assignment or take a test or quiz for you (or doing any of the above for someone else)

<u>Additional Items of Academic Misconduct</u>

The following items are also covered under this policy and could be subject to suspension or expulsion, even for a first offense:

- Falsifying college records, forms, or other documents
- Attempting to bribe faculty or staff to alter a grade
- Tampering with or destroying the work of other students
- Accessing computer systems or files without authorization
- Sharing of Redlands Enterprise Network Credentials with others

Academic Integrity - Procedure

For a first offense: If a professor determines that a student has cheated or plagiarized on any classroom assignment, the professor may deduct points up to a maximum of the full point value for that assignment. Additionally, the professor may require the student to re-do the assignment or recommend other appropriate action.

For a second offense: The maximum penalty for a second violation, including in separate courses, is an "F" or "AW" grade for the course where the second violation occurs.

For any further violations: The maximum penalty for any further violations, including in separate courses, is suspension or expulsion from the College.

Student Appeal

If the student feels the judgment was in error, he/she may request a Grade Appeal in accordance with Policy 601 Student Grade Appeals by completing the form at www.jotform.com/221796328871164.

Reversal of Decision or Grade Change

The Department Head or Vice President for Academic Affairs may not change a grade issued by a professor, unless:

- The Grade Appeal process results in a decision favorable to the student;
- The professor is no longer employed by Redlands Community College;
- The professor is unable to make the grade change but provides written approval

This is a summary of Policy 605. Please log into go.redlandscc.edu to view the complete Policy and Procedures.

Student Conduct Code

Student Conduct Code - Policy

Redlands Community College (Redlands) provides opportunities for continuous academic growth for its employees and students in support of all aspects of the Institution's mission. In our continued efforts to promote a quality educational experience, self-discipline is an important element in providing that quality educational experience and it is an essential part of the higher learning experience. It is important that all individuals in that educational experience understand the importance of the concepts of fairness and equity that applies to our students, our faculty, our staff and guests on our campus. This policy is set forth so that students will be informed in advance that actions and behavior which fail to demonstrate good self-discipline can result in sanctions being imposed by Redlands.

The provisions in our Student Conduct Code regarding student self-discipline and conduct are specifically designed to help students understand the institution's expectations regarding acceptable conduct and to provide a means for ensuring the security of, and a positive educational atmosphere for the members of the Redlands' community. This conduct code is designed to primarily be educational and positive in manner.

Definitions

Student - Any person who has been admitted to Redlands Community College and has been assigned a Redlands Student ID number.

Active Student - A student who is enrolled in a credit course or noncredit class in the current semester or is enrolled in a future semester.

Inactive Student - Any person possessing a Redlands ID number but not meeting the criteria of an active student.

Enforcement

In instances when a student does not demonstrate adequate understanding of the needs and rights of the Redlands community, Redlands is committed to helping the student in understanding the need for corrective action. Redlands will first attempt to aid the student in finding ways to positively align future conduct in a manner conducive to the purpose and functions of Redlands. In cases of repeated violations of the Student Conduct Code, students will be referred to the Institutional and Student Compliance Officer who will consider the student's disciplinary history and may impose punitive disciplinary sanctions. Students are expected to observe all national, state, and local laws and Redlands rules, policies and procedures and to respect the rights and privileges of others.

Application

This policy applies to all students on campus, as well as those participating in official off-campus Redlands activities, classes, programs or events.

Student Conduct Code - Procedure

Violations

Academic Misconduct: Cheating, plagiarism, unauthorized collaboration, alteration of academic materials, falsifying records of any kind or other academic misbehavior, as set forth in Redlands Policy 605, Academic Integrity.

Attempts and Complicity: Attempting to or encouraging others to commit acts prohibited by this code. Apathy in the presence of prohibited conduct may constitute a violation of this policy.

Classroom Disruption: Engaging in behavior that a reasonable person would view as substantial or repeated interference with the instructor's ability to teach the class or the ability of other students to benefit from the instruction.

Discrimination: Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, gender identity, sexual orientation or status as a veteran in any of its educational programs, activities, policies, practices or procedures, including, but not limited to, admissions, employment, eligibility for financial aid and educational services, as set forth in Redlands Policy 510 Nondiscrimination and Complaints.

Disorderly Conduct: Disorderly behavior, indecent actions or breaching the peace on College property or at College-sponsored activities.

Disruption or Obstruction: Disrupting or obstructing normal College or College sponsored activities.

Drugs and Alcohol: Any violation of the Redlands Drug and Alcohol Policy as set forth in Redlands Policy 505 Drug-Free Schools and Communities, Redlands Policy 514 Alcoholic Beverages, Policy 519 Marijuana on Campus and Policy 627 Competitive Teams Drug Testing, or the administrative procedures implementing those policies.

Failure to Comply: Failing to comply with the lawful directions of any College employee acting within the scope of their official duties.

False Reporting: Knowingly making a false report of a bomb, active shooter, fire or other emergency, including the filing of knowingly false police reports.

False Representation(s): Knowingly making false representation(s) to the College in any form, written or verbal. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible at Redlands.

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

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

Failing or Refusing to Pay - on demand by a Redlands official the amount of any dishonored check given to Redlands or any Redlands sponsored organization for purposes including but not limited to event participation, or failing to make satisfactory settlement of any Redlands indebtedness.

Solicitation Through the Distribution - of any type of publicity, printed materials, handbills or advertisements without prior approval. Provided, solicitation shall be permitted on campus by registered student organizations which occurs in conjunction with regular student activities and campus events with the approval of appropriate Redlands officials.

Refusal to Exhibit Appropriate Identification - to Redlands officials, faculty, staff or security personnel when requested to do so.

Refusal to Properly Display - a current Redlands parking decal on vehicles.

Actions Not Committed on Redlands Property - may also be subject to Redlands disciplinary action in cases where a clear and distinct interest of Redlands is involved or affected. Sanctions will be applied only in response to actions which adversely affect the Redlands community's pursuit of its educational objectives, violate or show disregard for the rights of others, or damage property. This includes, but is not limited to, offenses related to the security and welfare of persons and/or property.

Theft, Vandalism, Intentional Misuse, destruction, damage, mutilation or defacement of property of Redlands, property of other students, or members of the Redlands community.

Littering of Redlands property.

Use of Tobacco Products: Using tobacco in any form or using electronic cigarettes (vaping) in or on campus, or at any campus sponsored events, is strictly prohibited, as set forth in Redlands Policy 513 Tobacco Free Campus.

Information Technology Usage: Violations of the terms of Redlands Policy 507: Acceptable Use of Redlands Enterprise Network, and the acceptable use policy for OneNet, the official telecommunications and information network for education and government, illegal or unauthorized use of computer hardware, software, equipment or devices, either Redlands owned/leased or privately owned, used on or off Redlands property.

Libel: Any false and malicious written or printed statement, or any sign, picture, or effigy, tending to expose a person to public ridicule, hatred, or contempt or to injure a person's reputation in any way.

Slander: The utterance in the presence of another person of a false statement or statements, damaging to a third person's character or reputation.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

Harassment and Bullying: Unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating or humiliating. These circumstances could include the frequency of the conduct, its severity, and whether it is threatening or humiliating. Simple teasing, offhanded comments and isolated incidents (unless extremely serious) do not amount to abusive conduct.

Hazing: Engaging in any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of

initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy in the presence of hazing is not a neutral act; it is a violation of this rule as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Physical Violence: Engaging in physical violence of any nature against any person, on or off campus. This includes fighting, assaulting, battering, using a knife, gun, or other weapon, physically abusing, restraining or transporting someone against his/her will, or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable apprehension of such harm as set forth in Redlands Policy 503 Title IX and Sexual Misconduct, Policy 510 Nondiscrimination and Complaints and Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

Property Damage: Defacing, damaging or destroying property belonging to the College or other individuals or groups on College property.

Retaliation: Taking any adverse action against a person who, acting in good faith, brings a complaint forward or against an individual who has participated in an investigation or conduct process, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Harassment: Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Misconduct: Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct and Redlands Policy 504 Sexual Assault.

Theft: Possessing property that is known or should have been known to be stolen, taking property without the consent of the owner, even with the intent to return the property, or obtaining property by false pretenses.

Unauthorized Entry: Entering into, or using without proper authorization, any College building, facility, vehicle, equipment room, area or College approved housing. This includes unauthorized possession or use of College keys, computers, lock combinations or other special access codes or passwords.

Violations of the Law: Any violation of federal, state or local law while on Redlands premises or while engaged in any Redlands sponsored activity.

Weapons: Possession or use of firearms, weapons, ammunition, fireworks, dangerous chemicals and explosives, except where explicitly permitted on College and College campuses by Oklahoma law or by the College President. (Provided, that this section shall not be construed to prohibit students who are certified law enforcement officers subject to emergency call to possess firearms authorized by law, on school premises.) The term “weapons” as used in this provision, is intended to describe anything used or designed to be used to injure another person and encompasses any type of device that is used as an instrument of defensive or offensive combat as set forth in Redlands Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

Treatment of Violations of the Student Conduct Code

Violations of the Student Conduct Code by any Active Student will result in disciplinary actions in accordance with this policy.

Violations of the Student Conduct Code by any Inactive Student may result in penalties including but not limited to a 6-month "Notice to Leave" from the Redlands campus and the placement of a disciplinary hold on the student account preventing enrollment in any credit or non-credit courses for the duration of the Notice to Leave. For the hold to be removed from the student's account, a meeting must occur between the Inactive Student and the Student Conduct Council. Based upon an individualized assessment of the circumstances, additional conditions on enrollment may be imposed.

In cases of repeated violations of the Student Conduct Code, the Investigating Officer may consider the student's disciplinary history and impose increasing punitive disciplinary sanctions; provided, no prior disciplinary history is required to impose sanctions appropriate to the severity of the violations(s).

Complaints

Any member of the College community (faculty, staff or student) or any person who is unaffiliated by the College who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a violation of the Student Code of Conduct has occurred. The College may itself initiate a complaint.

Non-Title IX Violation

- A Student Conduct Code Complaint Form shall be filed with the Institutional and Student Compliance Officer within ten (10) college business days of an alleged non-Title IX violation.
- If extenuating circumstances arise, a late complaint may be accepted with the Institutional and Student Compliance Officer within twenty (20) college business days of the violation.
- The Institutional and Student Compliance Officer will make the determination as to whether an initial conference with the student is needed.
- If an initial conference is needed, a file will be created and notification will be sent to the student as outlined in Section 6.0.
- If an initial conference is not needed, a file will be created and a memo-to-file will be created which outlines the rationale for this decision.
- Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College conduct proceedings may proceed before, during or after court proceedings.
- Summary Suspension may be imposed to ensure the safety and well-being of members of the College community, to preserve College property, to ensure the student's own physical or emotional safety, or if the student poses a threat to, disruption of or interference with the educational environment or operations of the College.
- Summary Suspension is defined as action taken that prohibits a student from returning to campus except under specified restrictions. In instances when a student has been directed to leave the College premises, a meeting to review the matter shall be scheduled by the Investigating Officer as set forth in this Student Conduct Code.

Title IX Violation

- A Sexual Assault/Sexual Harassment Complaint Form should be filed with the Title IX Officer within ten (10) college business days of the violation if possible.
- If extenuating circumstances arise, a late complaint may be accepted by the Title IX Officer within twenty (20) college business days of the violation.
- The complaint must be submitted in writing, on the official violation complaint form, and signed by the complainant, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.

- Complaints may be initiated for incidents where concurrent criminal charges are pending. The College may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. College conduct proceedings may proceed before, during or after court proceedings.
- Summary Suspension may be imposed to ensure the safety and well-being of members of the College community, to preserve College property, to ensure the student's own physical or emotional safety, or if the student poses a threat to, disruption of or interference with the educational environment or operations of the College.
- Summary Suspension is defined as action taken that prohibits a student from returning to campus except under specified restrictions. In instances when a student has been directed to leave the College premises, a meeting to review the matter shall be scheduled by the Investigating Officer as set forth in this Student Conduct Code.

Notice of Allegations and Initial Conference

The student against whom the official complaint has been filed shall be given written notification, which will be sent to his/her official student e-mail account, or by certified letter that a complaint has been filed and shall also be given at the same time:

- A copy of the complaint's substantive allegations, including the name of the complaining party, except where concerns of personal safety are involved. In such instances, the dissemination of information that would personally identify the complaining party at this stage shall be determined by the Investigating Officer.
- Written notification of the specific Student Conduct Code violation(s) alleged to have been committed.
- Written notification of the time, date and place where the student will be given the opportunity to respond to the Investigating Officer regarding the allegations contained in the complaint.

The Investigating Officer shall meet with the student to discuss the allegations contained in the complaint. At this conference the Investigating Officer shall review with the student:

- The allegations contained in the complaint.
- The possible sanctions that can be imposed.
- The rights and responsibilities of the student under this Student Conduct Code.

The student shall signify in writing that he/she has been notified of the allegations contained in the complaint, the possible sanctions and his/her rights and responsibilities under the Student Conduct Code.

The student may be accompanied by an advisor during the conduct process. The advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings.

- At the end of this conference the student shall either deny or admit the allegations filed again in the event that the student admits the allegation(s) filed against him/her, the Investigating Officer shall determine what disciplinary sanctions will be imposed upon the student and shall notify the student in writing, which will be sent to him/her official email account or by certified letter, as to the details of these sanctions.
- In the event that the student denies the allegation(s) filed against him/her, the Investigating Officer shall make a determination regarding the truthfulness of the allegations and shall notify the student in writing, which will be sent to his/her official student e-mail account or by certified letter, of that determination and the disciplinary sanctions that may be imposed upon the student.
- In the event that the student neglects or refuses to appear for the conduct hearing, the student shall be deemed in default and to have admitted that the allegations contained in the complaint are true. In such a case, the Investigating Officer has the authority to hear the case without input from the student and impose disciplinary sanctions. Notification of the outcome of the hearing will be sent to the student's official student e-mail account or by certified letter within ten (10) college business days.

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

In cases of repeated violations of the Student Conduct Code, the Investigating Officer may consider the student's disciplinary history and impose increasingly punitive sanctions.

Sanctions

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

Restriction: A limitation on a student's privileges for a period of time and may include, but is not limited to, the denial of the use of facilities or access to parts of the campus, denial of the right to represent the College, or denial of participation in extracurricular activities not associated with academics (e.g. intramural sports, attending campus events, participation in student organizations and teams).

Educational and Behavioral Change Requirement: Opportunities for personal development. These requirements can include, but are not limited to, a reflection essay, community service, seeking academic or personal counseling, participation in an ethics or decision-making class, and other relevant educational opportunities.

Class Removal: The student shall be dropped from a class or moved to another section of a class. Faculty members, in consultation with the Investigating Officer, reserve the right to interim suspend a student from class pending a hearing for alleged violations of the Student Conduct Code occurring in the classroom that substantially interfere with teaching or other students' ability to learn.

No Contact Order: An absolute prohibition from contact with specified person or persons in any form whatsoever, including, but not limited to, contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the College.

Restitution: Compensation for the damage caused to the College or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen.

Probation: A specified period of time during which the student is placed on formal notice that he/she is not in good standing with the College and that further violations of College regulations could subject him/her to suspension or expulsion from the College.

Suspension: The exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed five (5) years and until conditions which are set forth in the hearing outcome letter are met. Students who are suspended from the College are not permitted on campus or campus housing at any time for any reason during the period of suspension, unless otherwise permitted by the Investigating Officer. Notation on the transcript is not made; however, a record of the action is maintained in the student's record in the Registrar's Office. Any refund of tuition or fees will be subject to the College's normal withdrawal policy.

Expulsion: Expulsion is when a student is ordered to be removed as a student of the College on an immediate and permanent basis. When a student is expelled, record of this action will be made a part of the student's permanent record and will be noted on the student's transcript. A student who is expelled will not be allowed to re-enroll at the College.

On appeal, the Student Conduct Committee cannot recommend sanctions other than suspension or expulsion to replace an original sanction of suspension or expulsion unless the recommendation is unanimous or the Student Conduct Committee finds that the student did not commit the associated violation.

Appeals

When disciplinary sanctions are imposed, the student may appeal the decision. The Student Conduct Committee shall review appeals for any and all sanctions including suspension or expulsion. If an appeal is filed, the student may at the same time request that the Institutional and Student Compliance Officer delay the imposition of the disciplinary sanctions until

final resolution of the appeal. The Institutional and Student Compliance Officer shall have discretionary authority to approve or deny such a request.

Student Conduct Committee Hearing Request

In order for the student to appeal to the Student Conduct Committee, the student must complete the Student Conduct Committee Hearing Request Form in its entirety. A detailed rationale and supporting documentation of the reason for appeal must be provided with the Student Conduct Committee Hearing Request Form.

This form must be submitted to the Institutional and Student Compliance Officer within five (5) college business days from the date of the receipt by the student of the determination of the Investigating Officer. Students may be contacted by the Institutional and Student Compliance Officer if additional information is needed during the appeal process.

If the student fails to submit the appeal on the approved form or does not follow the submission procedures outlined in the sanction notification letter within this five (5) day time period, the student may lose all rights to appeal the determination.

The hearing to consider the appeal of the student will be set at a date not more than fifteen (15) college business days from the date of the formation of the Committee.

Student Conduct Committee

A Student Conduct Committee shall be chosen within three (3) college business days of the receipt of a completed Student Conduct Committee Hearing Request Form. The Committee shall be comprised of the following:

- Two (2) College staff members selected by random draw from the Staff Student Conduct Committee Pool.
- Two (2) College faculty members selected by random draw from the Faculty Student Conduct Committee Pool.
- Two (2) College students selected by random draw from current student activity groups/organizations.
- One chairperson selected by random draw from the pool of all college deans. This chairperson is non-voting except in case of a tie.

Under no circumstances may a College student, staff, faculty member or college dean serve on the Committee if such person is the complainant, a witness to the incident or personally knowledgeable of the incident. The Institutional and Student Compliance Officer shall represent the College in the hearing.

No less than two (2) College business days prior to the Student Conduct Committee hearing, the Institutional and Student Compliance Officer shall submit written materials to the Student Conduct Committee including all of the following:

- A copy of the original conduct code violation complaint form
- A summary of the facts of the incident(s) which form the allegations against the student.
- The names of all witnesses who will be called to testify against the student, and a brief summary of the expected testimony of each witness.
- The identity of any affidavit, statement or other document the designated administrator plans to introduce as an exhibit, as well as a copy of any such document not previously provided by the student.
- The time, date and location of the hearing.
- The procedure to be followed at the hearing.

The student shall provide to the Institutional and Student Compliance Officer within five (5) college business days:

- The names of all witnesses who will be called to testify for the student, and a brief summary of the expected testimony of each witness.
- The identity of any affidavit, statement or other document the student plans to introduce as an exhibit, as well as a copy of any such document not previously provided to the designated administrator.

Rights of the Student

The student has the right to be represented by a person of the student's choice, the expenses of which, if any, must be borne by the student.

- This person may be an attorney.
- If the student chooses to be represented, he/she must notify the proper official as designated by the President and identify the representative's address and phone number no less than five (5) College business days prior to the Student Conduct Committee hearing.

The student has the right to confront and cross-examine witnesses who give oral testimony. The student has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

Rights of Institutional and Student Compliance Officer

The Institutional and Student Compliance Officer has the right to request a representative and/or legal advisor if such legal counsel is approved by the Redlands Community College Board of Regents.

- The Institutional and Student Compliance Officer has the right to confront and cross-examine witnesses who give oral testimony.
- The Institutional and Student Compliance Officer has the right to present witnesses, affidavits, statements and other forms of documentary evidence.

Investigating Officer

Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure: Both the Institutional and Student Compliance Officer and the student will be permitted to present opening statements of no more than five (5) minutes in length to the Committee, with the designated administrator speaking first.

The Institutional and Student Compliance Officer will present evidence first, followed by the student.

- The oral testimony of all witnesses will be made under oath.
- Each party will be permitted to cross-examine any witness giving oral testimony on behalf of the other party after that witness has testified.

Each party will be afforded the opportunity to present closing arguments of not more than five (5) minutes in length to the Committee at the conclusion of the hearing, with the student speaking last. Proceedings before the Committee will be recorded. All Student Conduct Committee hearings will be closed meetings.

Burden of Proof

The burden of proving the existence of the violations upon which the complaint is based rests with the Institutional and Student Compliance Officer. As to each violation, the Institutional and Student Compliance Officer must demonstrate that it is more likely than not that the violation occurred (also known as the "preponderance of the evidence" standard).

Evidence

Strict conformity to courtroom rules of evidence is not required in the hearing conducted by the Committee. Rulings as to the admissibility of evidence will be made by the Chairperson of the Committee. The Chairperson of the Committee has the authority to limit incompetent, unduly repetitious or irrelevant exhibits and testimony.

Committee Findings and Recommendation

The Student Conduct Committee shall base its findings and recommendation solely on the evidence presented or submitted during the hearing.

On each violation alleged and under consideration by the Committee, the Committee shall conduct a vote as to whether the violation occurred. If a majority of Committee agree that a particular violation occurred, the Committee's findings shall be that the violation occurred; otherwise, the Committee's finding shall be that the violation did not occur.

If the Committee finds that some or all of the alleged violations occurred, it shall consider and make a recommendation by majority vote regarding the appropriate level of discipline to be imposed, which shall include one or more of the disciplinary sanctions provided in Section 607:1.5 of this Student Conduct Code.

The Committee shall inform the President's Designee in writing of its findings and recommended sanctions, if applicable, within three (3) College business days.

The President's Designee shall inform the student in writing of the findings and recommendations of the Committee and the final resolution of the alleged violations within fifteen (15) College business days after receipt of the Committee's findings and recommendations.

This is a summary of Policy 607. Please log into go.redlandscc.edu to view the complete Policy and Procedures online.

Student Grievances

Student Grievances - Policy

A student of Redlands Community College who feels that he or she has been treated unfairly by an administrator, faculty member, or other staff member may raise the issue through a grievance, provided no other College procedure is available to address the issue. Issues addressed in other procedures, such as grade appeals, appeals of disciplinary action, and complaints of prohibited discriminatory action, shall be pursued in accordance with those procedures.

Informal Resolution

The student shall seek informal resolution of the matter before filing a formal grievance. The student shall first raise the issue with the individual whose action is grieved. If the grievance is not resolved, the student shall raise the issue with that individual's immediate supervisor. The individual whose action is grieved shall be given the opportunity to respond to, and to participate in, the informal resolution process. Absent resolution at this level, the student may then seek formal resolution of the grievance.

Formal Resolution

Before filing a formal grievance, a student shall first seek informal resolution of the grievance. If an informal resolution is not reached, a student may file a formal grievance by following the procedures published in the Procedures section of the Policies and Procedures Manual.

Student Grievances – Procedure

Formal Resolution

A formal grievance must be filed within twenty (20) business days from the event or action which is grieved. Failure to first seek an informal resolution, or failure to file the formal grievance within this twenty (20) day period, will constitute a waiver of any right to pursue the grievance. The grievance must be submitted, in written form, to the individual whose action is grieved and to that individual's immediate supervisor. The individual whose action is grieved shall be given the opportunity to submit a written response to the grievance. If the grievance is not resolved at this level, the student may submit the grievance to the individual at the next level of administration above the immediate supervisor. Absent resolution, the student may submit the grievance to the individual at each succeeding level of administration, proceeding up the organizational flow chart, to the staff person who reports to the President who has administrative authority over the individual whose action is grieved. At each level of the formal grievance process, the grievance must be submitted in writing; the individual whose action is grieved, shall be given the opportunity to respond; and written notice of the decision shall be given to the student and to the individual whose action is grieved within ten (10) business days after submission of the response to the grievance. The decision of the staff person who reports to the President shall be the final institutional decision on all formal student grievances.

This is a summary of Policy 600. Please log into go.redlandscc.edu to view the complete Policy and Procedures.

503 Policy and Procedure - Sexual Harassment

503.1 Statement of Policy

Redlands Community College is committed to creating and maintaining a community where all persons who participate in College programs and activities can work and learn together in an atmosphere free from all forms of harassment, exploitation, or intimidation. Redlands Community College condemns discrimination based on sex or gender, sexual harassment, sexual assault, sexual orientation discrimination, discrimination based on gender identity or expression, and sexual misconduct. Any such activity committed by a member of the College community may subject the individual to Redlands Community College sanctions, as well as civil and criminal penalties. The College is committed to providing appropriate means of addressing complaints regarding sexual misconduct.

This policy covers unwelcome conduct of sexual or gender-based nature, whether committed on-campus, or off-campus where Redlands Community College has control over the perpetrator or the context of the harassment.

503.2 Related Procedure

The Procedures section of the Policies and Procedures Manual contains a procedure with definitions, examples, and a complaint procedure that are related to this Sexual Harassment Policy. The definitions in the related procedure are incorporated by reference into this policy.

Adopted June 1996
Revised February 2001

503 Procedure - Sexual Harassment

503.1:1 Statement of Procedure

Offenses prohibited under the Redlands Community College Policy include, but are not limited to sexual harassment, sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination), non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), sexual coercion, domestic/dating violence, stalking, and sexual exploitation, and any attempts to commit the same.

503.2:1 Definition and Examples

A. Sex Discrimination includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity, and gender expression discrimination). It may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
   1. Pregnancy Discrimination – Redlands Community College prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination of the basis of pregnancy should be reported in accordance with this policy.
      a. Employees with questions regarding accommodations during pregnancy are encouraged to contact the Human Resources Department, human.resources@redlandscc.edu or 405. 422.1267.
      b. Students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Executive Director of Student Services at 405.422.1235.
      c. For complaints arising under this policy, please report to the Institutional Equity and Title IX Office at Title.IX@redlandscc.edu or 405.422.1280.

B. Sexual Harassment is a form of sex discrimination prohibited by Title IX. Sexual harassment is unwelcome conduct of a sexual nature. Furthermore, sexual harassment is discriminatory speech or conduct undertaken because of an

individual's gender or is sexual in nature and is so severe, pervasive, or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities. Sexual harassment of a student or employee can deny or limit, regardless of sex, the student's ability to participate in, or to receive benefits, services, or opportunities to Redlands Community College. Students, employees, and visitors who are subject to or who witnesses unwelcome conduct of a sexual nature are encouraged to report the incident(s).

1. Hostile Environment Sexual Harassment includes conduct that is sufficiently severe, pervasive, or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:
   a. the frequency of the conduct;
   b. the nature and severity of the conduct;
   c. whether the conduct was physically threatening;
   d. whether the conduct was deliberate, repeated humiliation based upon sex;
   e. the effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
   f. whether the conduct was directed at more than one person;
   g. whether the conduct arose in the context of other discriminatory conduct;
   h. continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
   i. whether the speech or conduct deserves constitutional protections.
2. Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant:
   a. make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
   b. indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the complainant's submission to such activity.

C. Retaliation is any attempt to penalize or take an adverse employment, educational or institutional benefit action, including but not limited to making threats, intimidation, reprisals or other adverse action, against a person because of participation in a complaint or the investigation of discrimination, sexual harassment, or sexual misconduct.

1. Redlands Community College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.
2. Redlands Community College will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant too determine if any additional acts of discrimination, harassment, or retaliation have occurred. If retaliation occurs, the College will take prompt responsive action, including possible discipline, including disenrollment or termination, if applicable.

D. Sexual Violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual misconduct, and sexual coercion.

1. Non-Consensual Sexual Intercourse is defined as any sexual intercourse (forcible or non-forcible sexual intercourse) or penetration of the anal, oral, vaginal, genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct, and sexual violence.
2. Non-Consensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a

sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.

3. Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.

E. Sexual Exploitation occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Non-consensual video or audio-taping of any form of sexual activity;
2. Going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch you having consensual sex without your partner's knowledge or consent);
3. Sexually-based stalking or bullying;
4. Engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
5. Knowingly transmitting a sexually transmitted disease or illness to another;
6. Exposing one's genitals in a non-consensual circumstance, or inducing another to expose his or her genitals;
7. Prostituting another person;
8. Other forms of invasion of sexual privacy.

F. Other Misconduct

1. Other forms of misconduct based on one's gender also constitute violations of this policy including: threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
2. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
3. Harassment, defined as unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or that is sexual in nature that has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional, or employment access, benefits, activities, or opportunities;
4. Gender-based intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
5. Gender-based hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining or other group-affiliation activity.
6. Gender-based bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment);
7. Violence, including assault, battery or other physical abuse between those in an intimate or dating or romantic relationship with each other.
   a. Dating violence is violence between individuals in the following circumstances:
      i. The party is or has been in a social relationship of a romantic or intimate nature with the victim; and
      ii. The existence of such a relationship shall be determined based on a consideration of the following factors:
         - Length of the relationship
         - Type of relationship
         - Frequency of interaction between the persons involved in the relationship.
   b. Domestic Violence under Redlands Community College policy means violence committed by a:
      i. Current or former spouse of the victim;
      ii. A person with whom the victim shares a child in common;
      iii. A person who is cohabitating with or has cohabitated with the victim as a spouse;
      iv. A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;
      v. Any other person against an adult or your victim who is protected from that person's acts under Oklahoma domestic or family violence laws.
8. Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace

and/or safety of a member of the community or the safety of any of the immediate family members of the community.

G. Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No", and the absence of "No" may not mean "Yes".
   1. Consent is informed, knowing, and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
   2. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
   3. Previous relationships or consent does not imply consent to future sexual acts.
   4. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.
   5. In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the "who, what, when, where, why or how" of their sexual interaction. Incapacity may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose. Whether a person is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note, that indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person. Examples of when a person should know the other is incapacitated include, but are not limited to:
      a. the amount of alcohol, medication or drugs consumed, or
      b. imbalance or stumbling, or
      c. slurred speech, or
      d. lack of consciousness or inability to control bodily functions or movements, or
      e. vomiting.
   6. Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

503.2:3 Duty to Report Sexual Harassment, Discrimination, and Misconduct

A. Mandatory Reporting - Failure to promptly report to appropriate College official or the Title IX Office may result in disciplinary action up to and including termination.

With limited exceptions, every responsible college employee *must* report conduct that could constitute sexual harassment/sex discrimination/sexual misconduct under this policy. Additionally, attorneys, clergy members, licensed counselors, or physicians who are engaged in such capacity may keep such reports confidential.

Supervisors, managers, and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, discrimination, and harassment, to correct it when it occurs, and *must* promptly report it to the following or other appropriate College official.

Institutional Equity and Title IX Office
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.422.1280
Email: Title.IX@redlandscc.edu

B. Reports Concerning Minors

Members of the College community should be aware that the College often has minors on its campuses for a variety of reasons:

- field trips
- tours
- course credit
- camps
- contests
- summer programs
- fitness for life program

Should you have a reasonable suspicion of any abuse or neglect of a minor while on College property, or where the minor is in your care at a College-related event, but the abuse may have occurred off-campus, irrespective of whether you are a mandatory reporter for Title IX purposes, you have an independent obligation under Oklahoma state law to notify the Oklahoma Department of Human Services immediately (1.800.522.3511) and local law enforcement (911 or 405.262.2121) and/or Redlands Community College Security (405.422.6200). If any incidents also involve violations of the Sexual Misconduct policy, you must contact the College's Institutional Equity and Title IX Office (405.422.1274).

503.2:4 Designation of Title IX Coordinator and Investigators

All employees of the College shall be responsible for compliance with the College's sexual misconduct policy. The College's Title IX Coordinator shall coordinate compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1975, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations pertaining to prohibited discrimination. The College's Title IX Coordinator may be contacted at:

Institutional Equity and Title IX Office
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.262.1280
Email: Title.IX@redlandscc.edu

If the Coordinator of Title IX is the subject of the complaint, the complaint should be addressed to the Title IX Coordinator's supervisor, the Institutional and Student Compliance Officer, who may be contacted at:

President
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.422.1265
Jena.Marr@redlandscc.edu

The College has designated two individuals as Title IX Investigators to conduct the investigations regarding Title IX issues. The Title IX Coordinator will designate which Investigator, male versus female, should conduct the investigation. The Title IX Investigators will report to the Title IX Coordinator.

503.2:5 Investigation of Complaints

Once the College receives a grievance, complaint or report alleging sexual misconduct, or becomes aware of possible harassing conduct, the Investigator assigned will conduct a prompt, adequate, thorough, and impartial investigation to determine whether unlawful sexual harassment occurred. If necessary, the College will take immediate, interim action or measures to protect the alleged victim and prevent further potential harassment during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with the alleged harasser, such as changing a class or

prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation. The College will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The College will investigate all complaints of sexual misconduct, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The College will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegations(s) involve possible criminal conduct, the College will notify the complainant of his or her right to file a criminal complaint, and College employees will not dissuade the complainant from filing a criminal complaint either during or after the College's investigation.

The College will complete its investigation within ten (10) business days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a coordinator or designated investigator is unavailable, another investigator will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional business days, without the consent of the complainant. Periodic status updates will be given to the parties, if necessary.

The College's investigation will include, but is not limited to:

A. Providing the parties with the opportunity to present witnesses and provide evidence.
B. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct,
C. Some of the factors the College will consider include:
    1. The nature of the conduct and whether the conduct was unwelcome,
    2. The surrounding circumstances, expectations, and relationships,
    3. The degree to which the conduct affected one or more students' education,
    4. The type, frequency, and duration of the conduct,
    5. The identity of and relationship between the alleged harasser and the subject or subjects of the harassment,
    6. The number of individuals involved,
    7. The age and sex of the alleged harasser and the alleged victim(s) of the harassment,
    8. The location of the incidents and the context in which they occurred,
    9. The totality of the circumstances, and
    10. Other relevant evidence.

D. A review of the evidence using a "preponderance of the evidence" standard.

The coordinator (or designated investigator) will complete an investigative report, which will include:

A. A summary of the facts,
B. An analysis of the appropriate legal standards applied to the specific facts,
C. Findings regarding whether harassment occurred, and
D. If a finding is made that harassment occurred, the recommended remedy or remedies necessary to eliminate harassment, prevent its recurrence, and remedy its effects, if applicable.

Once the Title IX Investigator has conducted the investigation, the Title IX Coordinator will review and sign the investigative report, unless the Title IX Coordinator is the subject of the complaint. The report will then be transferred to the hearing panel where a decision on disciplinary actions will be made. The College will ensure that prompt, appropriate, and effective remedies are provided if a finding of sexual misconduct is made (see the Remedies section, below, for additional information about remedies). The College will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

503.2:6 Determination/Appeal

The person investigating the complaint will issue a written determination as to the validity of the complaint and a description of the resolution, if any. A copy of the determination and any resolution will be provided to the parties within ten (10) business days after completion of the investigation. If dissatisfied with the determination or any resolution, a complainant may appeal the determination to the Title IX Coordinator, Executive Vice President of Campus Administration and Finance, or the College President.

503.2:7 Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies of departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

If the College knows or reasonably should know about possible discrimination, retaliation, or harassment, the College will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the College's pending investigation. These interim measures will be prompt, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation, and other remedies, such as those listed below.

The College will minimize any burden on the alleged victim when taking interim measures. For instance, the College generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition, the College will ensure that the complainant is aware of his or her rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the College determines that unlawful discrimination or harassment occurred, the College will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

A. Providing an escort to ensure the complainant can move safely between classes and activities.
B. Ensuring the complainant and alleged harasser do not attend the same classes.
C. Providing resources for counseling services.
D. Providing resources for medical services.
E. Providing academic support services, such as tutoring.
F. Arranging for the complainant to re-take a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The College may provide remedies for the broader population as well, including but not limited to:

A. Providing additional training to the College's designated compliance coordinator and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
B. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by College employees in notifying those authorities.
C. Creating a committee of students or employees and College officials to identify strategies for ensuring that students and employees:
    1. Know the College's prohibition against discrimination, harassment, and retaliation.
    2. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
    3. Understand how and to whom to report any incidents of discrimination.
    4. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
    5. Feel comfortable that College officials will respond promptly and equitably to reports of discrimination, harassment (including violence) and retaliation.
F. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the College's policies against anti-discrimination, anti-harassment, and anti-retaliation.
G. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the College is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the College.

In addition to these remedies, the College may impose disciplinary sanctions against the student or employee who harassed the complainant, that include, but are not limited to:

- Students – Warning, probation, loss of privileges, counseling, no contact, housing relocation, suspension, expulsion, limited campus access, service hours, online education, parental notification, alcohol and drug assessment, college suspension or expulsion.
- Employees – Verbal or written warning, performance improvement/management process, training, counseling, loss of privileges, reduction in pay, loss of supervisory responsibilities, paid or unpaid leave, suspension or termination

503.2:8 Confidentiality

The identity of the complainant will be kept confidential, to the extent permitted by state and federal law. The College will notify the complainant of the anti-retaliation provisions of applicable laws and that the College will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

503.2:9 Intentionally False Reports

Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination and expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

503.2:10 Free Speech and Academic Freedom

Members of the College community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This process is intended to protect members of the College community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

503.2:11 Bystander Intervention

If you witness a policy violation, or behaviors that may lead to a policy violation, there are a variety of things you can do as a bystander:

A. Divert the intended victim (e.g. "help me out of here; I don't feel well").
B. Distract the perpetrator (e.g. "looks like your car is being towed").
C. Confront the perpetrator (e.g. "don't speak to him/her in that manner; you are going to get yourself into trouble").
D. Call for law enforcement assistance.
    1. Emergencies – 911
    2. Non-emergencies – 405.262.2121

503.2:12 Title IX Mission Statement

The mission of the Institutional Equity and Title IX Office is to fulfill its commitment to protect all persons who participate or work in Redlands Community College programs and activities from discrimination or harassment based upon their gender as outlined in Title IX of the Educational Amendments of 1975 to the 1964 Civil Rights Act that states: "No persons shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupation training, or other education program or activity receiving federal financial assistance or operated by Redlands Community College.". Redlands Community College prohibits any type of gender equity discrimination.

510 Policy and Procedure - Nondiscrimination and Complaints

510.1 Statement of Policy

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations.

510.2 Designation of Responsible Employee(s)

All employees of the College shall be responsible for compliance with the nondiscrimination policy. The College's Compliance Officer shall coordinate the compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations on prohibited discrimination.

510.3 Complaints

Complaints of prohibited discrimination should be addressed to the College's Compliance Officer, the person responsible for coordinating compliance with the relevant law. If that person is the subject of the complaint, the complaint should be addressed to a person with administrative authority over the Compliance Officer. Guidelines for filing a complaint are published in the Procedures section of the Policies and Procedures Manual.

510.4 Other Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies of departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

510.5 Compliance Officer

To contact the College's Compliance Officer:

Compliance Officer
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.262.2552

510.6 Related Procedure

The Procedures section of the Policies and Procedures Manual contains a complaint procedure that is related to this Nondiscrimination and Complaints Policy.

Adopted December 1997
Revised February 2001
Revised February 2002
Revised February 2008
Revised December 2010
Revised March 2015

510 PROCEDURE - Nondiscrimination and Complaints

510.1:1 Statement of Procedure

Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but not limited to, admissions, employment, eligibility for financial aid, and educational
services, in accordance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations.

510.2:1 Designation of Compliance Officer

All employees of the College shall be responsible for compliance with the College's nondiscrimination policy. The College's Compliance Officer shall coordinate the compliance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other laws and regulations pertaining to prohibited discrimination. The College's Compliance Officer may be contacted at:

Compliance Officer
Redlands Community College
1300 South Country Club Road
El Reno, OK 73036-5304
405.262.2552

510.3:1 Anti-Retaliation

The College prohibits retaliation, intimidation, threats, coercion, or discrimination against any person for opposing discrimination, including harassment, or for participating in the College's discrimination complaint process or making a complaint, testifying, assisting, or participating in any manner, in an investigation, proceeding, or hearing. Retaliation is a form of discrimination.

The College will take immediate steps to stop retaliation and prevent its recurrence against the alleged victim and any person associated with the alleged victim. These steps will include, but are not limited to, notifying students, employees, and others, that they are protected from retaliation, ensuring that they know how to report future complaints, and initiating follow-up contact with the complainant to determine if any additional acts of discrimination, harassment, or retaliation

have occurred. If retaliation occurs, the College will take prompt responsive action, including possible discipline, including disenrollment or termination, if applicable.

510.4:1 Anti-Harassment

Harassment is a form of discrimination and includes verbal, non-verbal, written, graphic, or physical conduct relating to a person's race, color, national origin, religion, disability, age, sex, or other protected category, that is sufficiently serious to deny, interfere with, or limit a person's ability to participate in or benefit from an educational or work program or activity, including, but not limited to:

A. Conduct that is sufficiently severe or pervasive to create an intimidating, hostile, or abusive educational or work environment, or
B. Requiring an individual to endure the offensive conduct as a condition of continued employment or educational programs or activities, including the receipt of aids, benefits, and services.

Educational programs and activities include all academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in a College's facilities, on a College bus, at a class or training program sponsored by the College at another location, or elsewhere.

Discriminatory harassment because of a person's race, color, national origin, religion, disability, age, sex, or other protected category, may include, but is not limited to:

A. Name-calling
B. Teasing or taunting
C. Insults, slurs, or derogatory names or remarks
D. Demeaning jokes
E. Inappropriate gestures
F. Graffiti or inappropriate written or electronic material
G. Visual displays, such as cartoons, posters, or electronic images
H. Threats or intimidating or hostile conduct
I. Physical acts of aggression, assault, or violence
J. Criminal offenses

See the College's Policy and Procedure (503) pertaining to sexual harassment for additional information and examples of sexual harassment.

If the College knows or reasonably should know about possible harassment, including violence, the College will conduct a prompt, adequate, reliable, thorough, and impartial investigation to determine whether unlawful harassment occurred (see section entitled "Complaints of Discrimination," below), and take appropriate interim measures, if necessary. If the College determines that unlawful harassment occurred, the College will take prompt and effective action to eliminate the harassment, prevent its recurrence, and remedy its effects, if appropriate. If harassment or violence that occurs off school property creates a hostile environment at school, the College will follow this policy and grievance procedure.

All College employees are expected to take prompt and appropriate actions to report and prevent discrimination, harassment, and retaliation by others. Employees who witness or become aware of possible discrimination, harassment, or retaliation, must immediately report the conduct to his or her supervisor or the compliance coordinator designated to handle complaints of discrimination (designated compliance officer).

510.5:1 Complaints of Discrimination

An employee, student, or any other person who feels that he or she has been the subject of discrimination, retaliation, or harassment by the College may file a complaint with the College's Compliance Officer, the person responsible for coordinating compliance with the relevant anti-discrimination laws. If that person is the subject of the complaint, the complaint should be addressed to the Compliance Officer's supervisor, the President, who may be contacted at:

President
Redlands Community College

1300 South Country Club Road
El Reno, Oklahoma 73036-5304
405.422.1265
Email: Jena.Marr@redlandscc.edu

510.5:2 Investigation

College employees, supervisors, or administrators must immediately report any complaints, reports, observations, or other information of alleged discrimination, retaliation, or harassment, to the designated compliance coordinator, even if that College employee is investigating the alleged discrimination as part of the College's student or employee disciplinary process, and provide the complainant with information for filing a complaint of discrimination, including a complaint form if requested, and contact information for the College's designated compliance coordinator. If the College uses its disciplinary procedures to investigate and resolve an alleged discrimination complaint, those disciplinary procedures will comply with the College's standards for a prompt and equitable complaint procedure. Other individuals may report alleged discrimination to the designated coordinator.

Once the College receives a grievance, complaint or report alleging discrimination, harassment, or retaliation, or becomes aware of possible discriminatory conduct, the College will conduct a prompt, adequate, thorough, and impartial investigation to determine whether unlawful discrimination, retaliation, or harassment occurred. If necessary, the College will take immediate, interim action or measures to protect the alleged victim and prevent further potential discrimination, harassment, or retaliation during the pending investigation. The alleged victim will be notified of his or her options to avoid contact with any alleged harasser, such as changing a class or prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation. The College will minimize any burden on the alleged victim when taking interim measures to protect the alleged victim.

The College will investigate all complaints of discrimination, even if an outside entity or law enforcement agency is investigating a complaint involving the same facts and allegations. The College will not wait for the conclusion or outcome of a criminal investigation or proceeding to begin an investigation required by this complaint procedure. If the allegation(s) involve possible criminal conduct, the College will notify the complainant of his or her right to file a criminal complaint, and College employees will not dissuade the complainant from filing a criminal complaint either during or after the College's investigation.

The College will complete its investigation within ten (10) business days after receiving a complaint or report, unless extenuating circumstances exist. Extenuating circumstances may include the unavailability of witnesses due to illness or incapacitation, or additional time needed because of the complexity of the investigation, the need for outside experts to evaluate the evidence (such as forensic evidence), or multiple complainants or victims. Extenuating circumstances do not include summer vacation, and if a designated compliance coordinator or investigator is unavailable, another coordinator or trained employee will be designated to conduct the investigation. If extenuating circumstances exist, the extended timeframe to complete the investigation will not exceed ten (10) additional business days, without the consent of the complainant. Periodic status updates will be given to the parties, if necessary.

The College's investigation will include, but is not limited to:

A. Providing the parties with the opportunity to present witnesses and provide evidence.
B. An evaluation of all relevant information and documentation relating to the alleged discriminatory conduct.
C. For allegations involving harassment, some of the factors the College will consider include:
    1. the nature of the conduct and whether the conduct was unwelcome,
    2. the surrounding circumstances, expectations, and relationships,
    3. the degree to which the conduct affected one or more students' education,
    4. the type, frequency, and duration of the conduct,
    5. the identity of and relationship between the alleged harasser and the subject or subjects of the harassment,
    6. the number of individuals involved,
    7. the age (and sex, if applicable) of the alleged harasser and the alleged victim(s) of the harassment,
    8. the location of the incidents and the context in which they occurred,

9. the totality of the circumstances, and
10. other relevant evidence.

D. A review of the evidence using a "preponderance of the evidence" standard (based on the evidence, is it more likely than not that discrimination, harassment, or retaliation occurred?)

The designated compliance coordinator (or designated investigator) will complete an investigative report, which will include:

A. A summary of the facts,
B. An analysis of the appropriate legal standards applied to the specific facts,
C. Findings regarding whether discrimination occurred, and
D. If a finding is made that discrimination occurred, the recommended remedy or remedies necessary to eliminate discrimination, including harassment and retaliation, prevent its recurrence, and remedy its effects, if applicable.

If someone other than the designated compliance coordinator conducted the investigation, the compliance coordinator will review, approve, and sign the investigative report, unless the compliance coordinator is the subject of the complaint. The College will ensure that prompt, appropriate, and effective remedies are provided if a finding of discrimination, harassment, or retaliation is made (see the Remedies section, below, for additional information about remedies). The College will maintain relevant documentation obtained during the investigation and documentation supportive of the findings and any subsequent determinations, including the investigative report, witness statements, interview summaries, and any transcripts or audio recordings, pertaining to the investigative and appeal proceedings.

510.5:3 Determination

The person investigating the complaint will issue a written determination as to the validity of the complaint and a description of the resolution, if any. A copy of the determination and any resolution will be provided to the parties within ten (10) business days after completion of the investigation. If dissatisfied with the determination or any resolution, a complainant may appeal the determination to the Executive Vice President of Campus Administration and Finance, or the College President, if the Executive Vice President of Campus Administration and Finance issued the original determination or any resolution.

510.5:4 Appeal

A determination and any resolution originally issued by the Compliance Officer may be appealed to the Executive Vice President of Campus Administration and Finance. A determination and any resolution originally issued by the Vice President may be appealed to the College President, who may be contacted at:

President's Office
Redlands Community College
1300 South Country Club Road
El Reno, Oklahoma 73036-5304
405.422.1258
Email: President@redlandscc.edu

To appeal, a Notice of Appeal should be filed in writing within ten (10) business days after the complainant's receipt of the original determination and any resolution. The complaint, determination, and any resolution, and any other relevant documentation, should be submitted with the Notice of Appeal. On receiving the Notice of Appeal, the Vice President or President will review the documentation, conduct any additional investigation necessary, and issue a written decision within ten (10) business days after receiving the Notice of Appeal or after completion of any investigation. The decision on the appeal may affirm, reverse, or modify the original determination and resolution.

510.5:5 Remedies

The right of a person to prompt and equitable resolution of complaints filed under this procedure will not be impaired by the person's pursuit of other available remedies such as filing complaints with responsible outside agencies of departments. Filing a complaint under this procedure is not a prerequisite to the pursuit of such other remedies.

If the College knows or reasonably should know about possible discrimination, retaliation, or harassment, the College will take immediate, interim action or measures to protect the alleged victim, ensure the safety of the school community, and prevent further potential discrimination, harassment, or retaliation during the College's pending investigation. These interim measures will be prompt, effective, and tailored to the specific situation, and may include a change in the student's seating assignment or class, a change in an employee's work area, prohibiting the alleged harasser from having any contact with the alleged victim pending the result of the College's investigation, and other remedies, such as those listed below.

The College will minimize any burden on the alleged victim when taking interim measures. For instance, the College generally will not remove the alleged victim from his or her class or work area and allow the alleged harasser to remain. In addition, the College will ensure that the complainant is aware of his or her rights, including a strong prohibition against retaliation for reporting discrimination or harassment or cooperating with any investigation or proceeding, and any available resources, such as counseling, health, and mental health services, and the right to file a complaint with local law enforcement, if applicable.

If the College determines that unlawful discrimination or harassment occurred, the College will take prompt and effective action to eliminate the discrimination or harassment, prevent its recurrence, and remedy its effects on the complainant and others, if appropriate. The remedies will be tailored to the specific allegations and facts of each situation, including, but not limited to, the following remedies:

A. Providing an escort to ensure the complainant can move safely between classes and activities.
B. Ensuring the complainant and alleged harasser do not attend the same classes.
C. Providing counseling services.
D. Providing medical services.
E. Providing academic support services, such as tutoring
F. Arranging for the complainant to re-take a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the complainant's academic record.

The College may provide remedies for the broader student population as well, including but not limited to:

A. Designating an individual from the College's counseling center to be "on call" to assist victims of harassment or violence whenever needed.
B. Providing additional training to the College's designated compliance coordinators and other employees who are involved in addressing, investigating, or resolving complaints of discrimination, harassment, and retaliation, to better respond to specific types of harassment and violence.
C. Informing students and employees of their options to notify proper law enforcement authorities, including school and local police, and the option to be assisted by College employees in notifying those authorities.
D. Creating a committee of students or employees and College officials to identify strategies for ensuring that students and employees:
    1. Know the College's prohibition against discrimination, harassment, and retaliation.
    2. Recognize acts of discrimination, harassment (including acts of violence), and retaliation when they occur.
    3. Understand how and to whom to report any incidents of discrimination.
    4. Know the connection between alcohol and drug abuse and harassment or violence based on sex or other protected characteristics.
    5. Feel comfortable that College officials will respond promptly and equitably to reports of discrimination, harassment (including violence), and retaliation.
    6. Conducting periodic assessments of student or employee activities to ensure that the practices and behavior of students or employees do not violate the College's policies against anti-discrimination, anti-harassment, and anti-retaliation.

7. Conducting, in conjunction with students or employees, a "climate check" to assess the effectiveness of efforts to ensure that the College is free from discrimination, harassment (including violence), and retaliation, and using the resulting information to inform future proactive steps that will be taken by the College.

In addition to these remedies, the College may impose disciplinary sanctions against the student or employee who discriminated, harassed, or retaliated against the complainant, including possible expulsion or termination.

510.5:6 Confidentiality

The identity of the complainant will be kept confidential, to the extent permitted by state and federal law. The College will notify the complainant of the anti-retaliation provisions of applicable laws and that the College will take steps to prevent retaliation and will take prompt and strong responsive actions if retaliation occurs.

Adopted December 1997
Revised February 2002
Revised February 2011
Revised August 2014

All Policies and Procedures are available online at go.redlandscc.edu.

Student Activities

All student activities, except intercollegiate events, are coordinated through the office of the Student Organizations Coordinator. Students are encouraged to become involved with campus activities. Opportunities are available for social growth and the development of leadership qualities.

Intercollegiate Activities

All members of competitive teams must abide by the policies and procedures in the Student Competitive Teams Handbook

Athletic Teams
Redlands Community College is a member of the National Junior College Athletic Association and the Bi-State West Athletic Conference. The mascot is the Cougar. Competitive sports include:

Women's Basketball
Women's Cross Country
Women's Golf
Women's Soccer
Men's Baseball
Men's Basketball
Men's Cross Country

Beef Team
The Redlands Beef Team competes in contests such as Oklahoma State Fair, Tulsa State Fair and Fort Worth Stock Show. Team members learn effective communication and leadership skills, teamwork, and analytical thinking with fellow peers at Redlands.

eSports Team
The Redlands eSports team is a member of the NJCAAE. Our players gain experience working as a team by competing in tournaments against other colleges playing games such as Valorant, Super Smash Bros Ultimate, Rocket League, Overwatch 2, Warzone 2.0, Fortnite, Apex Legends, Mario Kart and more. We have a fully equipped esports gaming room on campus for our players to use for practice and competitions.

Livestock Judging Team
Redlands Community College has an active Livestock Judging Team on which team members learn the fundamentals of judging livestock and presenting oral reasons. The Livestock Judging Team competes in state and national competitions.

Redlands Academic Team
Redlands Community College has an academic quiz bowl team. The quiz bowl team is considered the varsity sport of the mind with questions ranging all across the college curriculum. The team competes with other colleges in the state and region to qualify for nationals. Redlands academic team meets regularly to practice and hosts several high school or middle school tournaments throughout the year. The team began in 2011 and has won many awards and titles.

Shooting Sports Team
As a part of traditions deeply rooted in American and agricultural culture, our Shooting Sports Team provides competitive opportunities to men and woman, while focusing on safety, scholarship and marksmanship. Team members travel around the region competing in trap, skeet and sporting clays.

Student Clubs and Organizations

Redlands Community College encourages all clubs and organizations to increase participation and student involvement by hosting campus activities. Any organization or club wishing to host an official college-sponsored event must have written permission from the sponsor and/or president of the organization at least one week prior to the event.

Aggie Club
The Redlands Aggie Club gives agricultural students an opportunity to gain skills and leadership, team building, and fundraising along with the chance to build a great industry network and lifelong friendships.

Art Club
The purpose of the Art Club is to promote a higher interest and knowledge of the fine arts. The club meets twice a month for presentations, show and tell, field trips, workshops, and much more. All students are welcome to join and attend activities.

Baptist Collegiate Ministries
Baptist Collegiate Ministries is an off-campus organization which provides opportunities for Christian nurture, fellowship and service. Membership is open to students of all faiths.

Book Club
The Book Club is open to all students who enjoy reading and discussing books of all genres. It provides an opportunity for students to share their thoughts on their favorite books and engage in community reading projects.

eSports
The Redlands eSports Club offers students an opportunity to come together and have fun playing a variety of video games with your fellow students. We have a fully equipped esports gaming room on campus for our students to use Monday – Friday with PCs and Switches currently available.

Fellowship of Christian Athletes
FCA is an organization open to all students, but the primary focus is to present to athletes and coaches and to all whom they influence, the challenge and adventure of receiving Jesus Christ as Lord, serving Him in their relationships and in the fellowship of the church.

Native American Student Organization (NASO)

The Native American Student Organization stimulates academic, social, and cultural support for Native American students, while cultivating a sense of unity and togetherness. Members of NASO promote Native American culture and fellowship among all students at Redlands Community College. Membership is open to all Redlands students, and officer positions may be available for those who qualify.

Phi Theta Kappa
Phi Theta Kappa is the largest international honor society for American two-year colleges. Membership in PTK is conferred on those two-year college students who have established academic excellence, as judged by the college faculty. Initiates must have completed at least 12 hours of two-year college work, must be judged of good moral character, and must possess qualities of good citizenship. To be eligible for membership in the Alpha Beta Upsilon chapter, initiates must have met these requirements and have obtained a 3.25 GPA for one semester. After becoming a member of PTK, it is necessary to maintain a 3.0 GPA in order to remain a member in good standing.

Phi Theta Kappa Alumni Gamma
Phi Theta Kappa Alumni Gamma of Oklahoma Alumni chapter is a community-based organization for members of PTK who wish to continue their participation in the society after leaving the two-year college. Any person who joined PTK while attending a two-year college is eligible for membership in this organization. Gamma chapter serves primarily as a support group for Alpha Beta Upsilon chapter, but also offers its members opportunities to participate in PTK activities at the local, regional, and international levels.

Photography Club
The Photography Club strives to inspire people to enjoy taking photographs and improve their camera skills.

SAGA – Sexuality & Gender Acceptance
SAGA provides an opportunity for fellowship, support and celebration of all sexuality and gender identities among students and gives them an opportunity to participate in projects throughout the college and community.

Student Nursing Association
The Redlands Community College Student Nursing Association is designed to advance the professionalism of nursing students by giving them the chance to meet each other and their instructors in a non-structured setting, as well as to meet students from around the state at conventions. Both category I and category II nursing students can join the group, which combines professional development with instruction and community service.

Student Government Association
The Redlands Student Government Association exists to be the voice of our students here at Redlands and in the community. RSGA works with the Oklahoma Student Government Association in advancing higher education for all Oklahoma students. Participation in elections, city council meetings, and political activities is encouraged regardless of party affiliation.

Sustainable Living Club
Redlands' Sustainable Living Club provides an opportunity for students to learn and share practices. The club also provides an avenue for creative college and community projects.

Recreational Opportunities

Fitness Center
Full-time students may utilize free of charge the Fitness Center, which includes the wellness center, the racquetball court and the walking area in the gym. Wellness classes are available throughout the year at an additional cost.

Fitness workout equipment, treadmills and stationary bicycles are available. Students may use the Fitness Center during specified times with a valid student ID. Times vary each semester. Anyone living in the Redlands Community College service area may purchase individual or family passes for this program from the Athletic Office. For current information call 405.422.1418.

Racquetball

Students may use the racquetball courts with a valid student ID. Hours are: 6 a.m. to 8 p.m., Monday through Friday and 8 a.m. to 12 p.m. on Saturday.

Supervision of Children
Individuals too young to be admitted to Redlands Community College are required to be under the supervision of a responsible adult at all times while on campus. Students are not allowed to bring children to class or to any of the instructional laboratories.

The security officer on duty should be notified if unattended children are observed or if poorly supervised children interfere with the educational process. Adult students who are responsible for disruptive children may be subject to disciplinary procedures.

Athletic Game Schedules
Athletic schedules are available at www.redlandscc.edu.

Bookstore

The Bookstore is a virtual bookstore, allowing students to comparison shop for textbook purchases and rentals through the portal. Purchasing using financial aid can also be made through the platform. The bookstore can be accessed online at bncvirtual.com/redlandscc

Employment Services

Employers may contact the college through Career Services requesting assistance in locating either part-time or full-time employees. A limited number of students are employed by the College as departmental assistants.

Early College Awareness

Concurrent Enrollment
By enrolling in concurrent classes available through Redlands Community College, high school students can begin earning their college degree while still in high school. The general education classes will satisfy general education requirements at virtually every institution of higher education in Oklahoma as well as most other states. Students who wish to concurrently enroll should contact their high school counselor for enrollment instructions or call Admissions and Advising at 405.422.1417 for more information.

Upward Bound Program
Redlands Community College TRIO Upward Bound is an intensive, year-round, college preparatory program. Our mission is to assist low-income, first-generation, college bound, high school students in attaining the necessary skills to achieve college admission and completion of their baccalaureate degree.

Redlands Community College TRIO Upward Bound prepares students academically, culturally, and socially to succeed at the post-secondary level and provides fundamental support to participants in their preparation for college entrance. Upward Bound serves high school students from El Reno, Calumet, Geary, Hinton, Minco and Union City.

The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.

Foundation and Alumni

The Foundation
The Redlands Community College Foundation was established in 1976 for the sole purpose of providing support for programs and activities which strengthen the quality of instruction and expand educational opportunities for students enrolled at the college.

The Redlands Community College Foundation is governed by a Board of Directors and managed by an Executive Director. The Board of Directors is responsible for managing all contributions and assets of the Redlands Community College Foundation in a responsible manner in order to ensure maximum benefit for the college.

The Redlands Community College Foundation is legally and fiscally separate from the College and is a 501(c)(3) charitable corporation organized under the laws of the state of Oklahoma. Contributions to the Redlands Community College Foundation may be tax deductible.

Alumni and Friends Association
The Redlands Community College Alumni & Friends Association was organized in 1986 to benefit the students, faculty and former students of the college by participating in various community activities and events.

Food/Drinks and Redlands Gear

Located across from Admissions and Advising, Cougar Corner offers clothing, gifts and many other items, as well as a variety of food and drinks Monday-Thursday from 7:30 a.m. to 5 p.m. and Friday 7:30 a.m. to 4 p.m. Summer hours are Monday – Thursday from 7:30 a.m. to 5 p.m. and closed on Friday.

Lost and Found

Lost and found items are housed in the Redlands Community College Business Office. If you find a lost item on campus, please turn it in to the Business Office promptly. Items will be held for a period of 90 days. After that time, unclaimed items will be either discarded or donated.

Medical Emergencies

Call 911 for accidents on campus requiring emergency assistance.

Traffic and Parking Regulations

The following traffic and parking regulations apply to any person operating a motor vehicle on campus:

- All vehicles must have a current College parking decal on display. Parking decals are available in the Admissions and Advising office.
- Parking is allowed only in designated areas.
- No parking or driving is allowed on grass areas.
- Students shall not park in areas marked handicapped parking or loading and unloading zone without a special permit.
- Traffic flow directions published by the physical plant director must be followed.
- The speed limit in driveways on campus is 15 miles per hour.
- The speed limit in parking areas on campus is 10 miles an hour.

Fines may be assessed for violation of Redlands Community College traffic and parking regulations. Vehicles found in violation of the parking regulations may be immobilized. Such immobilized vehicle will be released only upon payment of a $5 fine for each violation. Repeated violations of traffic or parking regulations may lead to denial of the offender's right to bring a motor vehicle on campus.

In order to provide a safe and healthy working and learning environment, the use and consumption of alcohol, illegal drugs and tobacco in any form is prohibited in all buildings and vehicles of the College.

Security

For security assistance, call 405.422.6200. If it is a life-threatening situation, call 911 immediately.

Student ID Cards
All students must obtain a student identification (ID) card. The student ID card will be used to print in the computer labs and for making copies in the Learning Resources Center. It can also be used for purchases in the Cougar Corner Store. The ID card must be used when picking up any funds being released at the college Business Office. If a student leaves Redlands and there are any funds remaining on their ID card, there is a $25 fee to request a refund check on those funds. Your ID may also be used for free admission to athletic events and fitness for life center. The student ID card is available in Admissions and Advising as part of the enrollment procedure. Before being issued an ID card, you must make a refund choice selection in the Self-Service portal. The option you select here will determine what type of ID card is issued to you. If

you have not already made this selection, you will be prompted to make the selection the first time you access the Self-Service portal.

Learning Resources Center

Hours: Monday-Thursday 8 a.m.-6 p.m.; Friday 8 a.m.-5 p.m. (Changes in hours will be posted in advance.) During the summer, campus is closed on Fridays.

The A.R. Harrison Learning Resources Center (LRC) is located at the north end of the multimedia Lifelong Learning Center. The LRC provides access to print resources and electronic databases of articles, eBooks, reference materials, and streaming videos.

Books not held locally are available through interlibrary loan and the OK-Share program. Reserve materials, Internet access, and printer/copier are also available for student and faculty use in the LRC.

Students may check out one calculator each semester with a rental fee of $25 being paid at the business office. This fee may be covered through financial aid if applicable. The replacement cost for lost or damaged calculators are $140 each. Students may checkout a laptop with power cord and laptop bag for 30 days. Any laptop not returned after the 30 days will be subject to late fines of $10 per day. The replacement cost for lost or damaged laptops is up to $1,500, power cord $50 and laptop bag $50 each.

Information Commons

The Commons computer lab is open to students and faculty whenever the LRC is open and/or there are classes in session in the Multimedia Lifelong Learning building.

Students using computers on any Redlands campus must comply with the Network Acceptable Use Policy and Procedures in the following section.

Acceptable Use of Redlands Enterprise Network Policy and Procedure

Acceptable Use of Redlands Enterprise Network Policy

Statement of Policy

Redlands Community College has made significant investments in telecommunications technology to promote and support the exchange of information in furtherance of the mission and goals of the College. Use of these resources must be consistent with the mission, goals, and policies of the College and must be in compliance with applicable law. Every computer account, user account, e-mail mailbox, phone extension, and voicemail mailbox (collectively, “Account”) issued by the College remains the property of the College.

Applicability of Policy

This policy applies to all use of the College telecommunications technology, including, but not limited to, servers, desktops, laptops, telephones, printers, switches, firewalls, and any other network, equipment, hardware device and software that could be utilized in any manner and for any purpose (collectively, the "Redlands Enterprise Network" [REN]) and Internet access through the REN for any purpose.

Authorized Users

The authorized users of the REN are those persons who are members of the College community or who have specific authorization to use the REN. For purposes of this policy, the students, employees, and staff, including contractors, of the College are considered to be the members of the College community. The person to whom the Account is issued is responsible for the Account and its use. This responsibility continues until the person is no longer a student, employee, or contractor of the College, at which time all rights regarding the Account are terminated. College Alumni are the exception to this policy. Alumni shall retain access to their College-issued e-mail mailbox, which requires a limited access Account. Using another person’s Account or allowing someone else to use an Account makes both parties subject to disciplinary

action. Guidelines for keeping an Account secure are published in the Procedures section of the Policies and Procedures Manual.

Prohibited Use of Redlands Enterprise Network
The use of the REN is prohibited for:

- illegal purposes;
- transmitting threatening, obscene or
- harassing materials;
- interfering with or disrupting network users, services, or equipment (disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer viruses, and using the network to make unauthorized entry to any other computers accessible via the network);
- profit-making from the selling of services and/or the sale of network access;
- excessive private or personal business.

Specifically Prohibited Activities
The following activities are specifically prohibited:

- tampering with Redlands Community College-owned computer or communication hardware and/or software;
- defining and/or changing IP addresses on any machine;
- intercepting or attempting to intercept e-mail and file transfers;
- originating or attempting to originate mail from someone else;
- attempting to sign in to computers without an Account.

Account Data
Access to data within Accounts issued by Redlands Community College without written permission of the authorized Account user is prohibited. However, if probable cause exists to believe such data files or programs contain information relevant to a College business requirement or legal proceeding, a person other than the authorized Account user may examine such data files or programs. Permission for such access may be granted only by the College's President. Access to Accounts and/or data by the Information Technology Department for routine REN maintenance work is permitted.

Disclaimer of Liability
Redlands Community College is not responsible for, and shall not be held liable for, the actions of users of the REN, or for damages caused or suffered by such users. Further, the College is not responsible for, and shall not be held liable for, any loss of data, for delays, non-deliveries, mis-deliveries, or for service interruptions. The College is not responsible for the accuracy or quality of information obtained through the use of the REN.

Suspension and Revocation of Privileges
Access to and use of the REN is a privilege. Inappropriate or unauthorized use will be grounds for suspension or revocation of REN access and use privileges. Any use or attempted use of the REN which is in violation of any applicable College policies or procedures shall be grounds for suspension or revocation of REN access and use privileges. Confirmed misuse of the REN may also result in liability for monetary damages and for expenses incurred by the College in connection with the misuse; expulsion from the College; termination of employment; and/or legal action. One who misuses the REN may be subject to civil lawsuits and prosecution for criminal offenses.

Standards and Conditions of Use
Use of the College Network must be in compliance with all applicable College policies and procedures. The standards and conditions of use are published in the Procedures section of the Policies and Procedures Manual.

Acceptable Use of Redlands Enterprise Network Procedure

Guidelines for Account Creation

- Faculty and Staff Accounts are created only after written notification from the Office of Human Resources. A manual process that includes creation of an Account using industry standard least user access privileges is performed. A unique

username and password is then provided to the user's direct supervisor for delivery to the employee. The employee is informed that the original password should be changed upon first sign in.

- Student Accounts are created automatically through a standard process that includes exportation of user information from a student information system into an authentication system. Unique usernames and passwords are provided directly to the student by the Department of Enrollment Management.
- Contractor Accounts are created only after written notification by the College's CFO of a contractual requirement. The management of the Technology Department shall review the access requirements on an individual basis and provide an Account using industry standard least user access privileges needed to fulfill the contract obligations.
- Support Accounts are created as needed and identified to the management of the Technology Department. The management of the Technology Department will review the access requirements on an individual basis and provide an Account using industry standard least user access privileges needed to fulfill the contract obligations.

Guidelines for Keeping Account Secure

- Account sign in information (username and password) should not be shared with anyone for any reason at any time.
- The password assigned when an Account is established shall be changed by the Account holder upon first sign in.
- Passwords must be a minimum of nine (9) characters, should include upper and lowercase letters, and should have at least one (1) number.
- Account users should not use items of common knowledge about themselves as passwords (such as birthdate, child's name, favorite pet, etc.).
- Any user who suspects that his or her Account security has been breached should contact the Technology Support Services at 405.422.1288 for remediation immediately.

Suspension and Revocation of Privileges

An authorized user's privilege of accessing and using the REN may be suspended or revoked by the College President or his or her designee.

Grounds for Suspension or Revocation of Privileges

- Inappropriate or unauthorized use or attempted use of the REN.
- Use or attempted use which is in violation of any applicable College policy or procedure, including Prohibited Use of Redlands Enterprise Network Policy, Specifically Prohibited Activities Policy, and the Standards and Conditions of Use Procedure.
- Loss of status as an authorized user as defined in the Authorized User Policy for any reason.

Procedure for Suspension or Revocation of Privileges

Any time the College President has reason to believe grounds for suspension or revocation of a user's privileges exist, the President, or his or her designee, is authorized to suspend the user's privileges, without prior notice. Any such suspension will be followed by notice of the suspension to the user and by a determination of whether the user's privileges should be revoked. If access and use privileges are revoked, the affected user will be notified. If reinstatement of privileges is possible, the affected user will be notified of the conditions and requirements for reinstatement.

Standards and Conditions of Use

The following standards and conditions of use are applicable to all users of the REN, as defined in the Acceptable Use of Redlands Enterprise Network Policy.

A. The REN shall not be used in violation of any College policy or procedure, any city, state, or federal law, or any contractual obligation of the College.
B. Use of the REN shall be in compliance with the standards of the Oklahoma Higher Education OneNet Network.
C. Software shall not be installed on, copied, or downloaded from the REN, without the express written consent of the Chief Technology Officer.
D. Hardware shall not be connected to the REN without the express written consent of the Chief Technology Officer.
E. Personal files and data shall not be saved or stored on the REN.
F. Users shall not allow the display on REN computer screens of images, sounds, or messages that could create an atmosphere of discomfort, harassment or intolerance to others in the vicinity.

G. Users shall not use the REN to engage in any conduct that is calculated to harass or to cause embarrassment, shame, or intimidation.
H. Users shall not misuse or damage any component of the REN or take action calculated to cause any such damage.
I. Unauthorized use or attempted unauthorized use of the REN is considered misuse of the REN and is grounds for suspension and/or revocation of a user's access and use privileges.
J. Academic and research activities shall be given priority in the event of a conflict over use of the College's computer lab(s) resources. The priorities for use of the College's computer lab(s) resources are:
   - First: College students, organizations, and groups that have reserved exclusive use of the lab(s);
   - Second: College students who are enrolled in classes that require the use of specific software that is installed on a limited number of computers in the College's computer lab(s);
   - Third: Students and faculty who wish to access the lab(s) for educational uses;
   - Fourth: Persons who are not students or staff of the College, but have reserved use of the computer lab(s) to access data processing, indexing, or textual information from the REN or the Internet.
   - Fifth: Other general users of the College or the Community using the lab(s) for acceptable recreational use.
K. Users shall not rely upon College staff that monitor or supervise the computer lab(s) to provide training in computer or Internet usage.
L. Campus printers require the use of the Campus Card in order to print.
M. Users who are disruptive will be asked to leave the computer lab(s) and, if necessary, will be removed by Security.
N. Users whose conduct is in violation of any standard or condition of use contained in this procedure will be asked to leave the computer lab(s) immediately and, if necessary, will be removed by Security.
O. Users are strongly discouraged from bringing children under twelve (12) years of age into the computer lab and any person under sixteen (16) years of age shall be accompanied by an adult while in the computer lab(s). Children are not authorized users of the REN. If a child is disruptive in the computer lab(s), the child and the adult accompanying the child will be asked to leave and, if necessary, will be removed by Security.

Technology Assistance

Please contact Technology Support Services at 405.422.1288 or Technology.Support@redlandscc.edu for help with access issues in regards to:

- IETV
- Online courses
- Self-Service
- Student email

Drug-Free Schools and Communities Act

Statement of Policy

The basic intent of the Drug-Free Policy is to ensure that Redlands Community College will maintain a drug-free environment.

Compliance

Redlands Community College will comply in spirit, as well as in fact, to the Drug-Free Schools and Communities Act Amendments of 1989.

Policies to Prevent Abuse

Redlands Community College recognizes its responsibility as an educational and public service institution to promote a healthy and productive environment. This responsibility demands an implementation of programs and services which facilitate that effort. The College is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The College program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on College property, or as part of any College-sponsored activities. In order to meet these responsibilities, College policy:

1. Requires all students and employees to abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as

policy, which strictly prohibits the illegal use, possession, manufacture, dispensing, and/or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as a part of any College-sponsored activities.

3. Considers a violation of this policy to be a major offense which can result in satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution and/or immediate disciplinary action up to and including termination from employment, and suspension or expulsion from the College. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
4. Recognizes that violations of applicable local, state, and federal laws may subject an incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state and federal sanctions may be obtained through the Admissions and Advising Office.
5. Requires an employee to notify his or her supervisor in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.
6. Provides access, through referral, to counseling services for counseling and training programs which inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
7. Forbids an employee from performing sensitive safety functions while a prohibited drug is in his or her system.
8. Mandates drug testing of sensitive safety employees prior to employment, when there is reasonable cause, after an accident and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653. This legislation is available for review in the Admissions and Advising Office).
9. Provides for annual distribution of this policy to all staff, faculty, and students.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in, but are not limited to, a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The Admissions and Advising Office and the Business Office staff are responsible for disseminating information to students and employees about the dangers of drug and alcohol abuse and availability of counseling and rehabilitation programs. The appropriate Vice President is responsible for notifying federal funding agencies within ten (10) calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace. This policy is based on the Drug Free Workplace Act of 1988, (P.L. 100-690, Title V, Subtitle D) and the Drug Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

Release of Student Information and Access to Student Records

Public Law 93.380 (also known as the Buckley Amendment, also known as the Family Educational Rights and Privacy Act of 1974 as amended) has reference to the release of student information. The law permits the release of directory information unless the student requests this information not be released.

Directory information as defined by Redlands Community College includes the student's name, major, classification, current mailing address, telephone number, Redlands email address, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, enrollment status (full-time/part-time), degrees and awards received, photograph and the name of the institution attended immediately prior to admission to the College.

Students wishing to withhold directory information at any point during their time enrolled at Redlands must notify the Registrar's Office. The Registrar's Office must be notified in writing, via an in-person visit, fax or email from the student's own Redlands email account. The Registrar's Office is located in the Ray Porter Building on the Redlands Community College campus at 1300 S. Country Club Rd., El Reno, OK 73036. The fax number for the Registrar's Office is 405.422.1242 and the email address is records@redlandscc.edu. In the written notice, the student must give his/her name, address, telephone, student ID number, and a statement requesting a block on his/her directory information. The block will remain in effect until revoked by the student. If the student would like to allow others to access his/her information, the student must provide the same information listed above as well as the name of the person(s) who may have access and what information can be made available.

Notification of Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the registrar, vice president, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The rights to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the College discloses educational records without consent to officials of another school in which a student seeks or intends to enroll. Another exception which permits disclosure without consent is disclosure to relevant College, law enforcement or other officials as related to a health or safety emergency. Disclosure without consent is permitted in specifically defined health and safety emergencies that may affect the student him/herself, other students, or employees and visitors to the College. Disclosure of confidential information to parents, if the student is enrolled in a college-level course, is not permitted regardless of the student age. Written consent from the student must be given to the College that specifies the type of information to be released, to whom the information may be released and the time period for which the written consent is valid. For more information about the disclosure guidelines in FERPA, please visit the FERPA website at www.ed.gov/policy/gen/guid/fpco/ferpa/index.html
4. 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, D.C. 20202-4605.

Academic Information

Articulation-Transferring Credits

A student who has completed the Associate in Arts or Associate in Science degree requirements at Redlands Community College may transfer into a Bachelor's degree program at any senior institution in the Oklahoma State System of Higher Education and be assured of completing a program of studies in an orderly fashion. These assurances are a part of the articulation policy of the Oklahoma State Regents for Higher Education. Copies of the entire Policy Statement on Articulation of Students Among Institutions in the Oklahoma State System of Higher Education are available for student viewing in the Admissions and Advising Office.

Classification of Students

Freshman
0 - 30 semester hours earned

Sophomore
31 or more semester hours earned

Full-Time Student
A student enrolled in 12 credit hours or more during a regular semester or 6 credit hours or more during a summer session.

Less than Full-Time Student
9 - 11 credit hours are classified as three-quarter time
6 - 8 credit hours are classified as half time
5 or less credit hours are classified as less-than-half time

Grading System

Final grades are reported for each student for every course undertaken accordingly.

In accordance with state law, faculty must ensure that grading practices area based on academic performance and are applied consistently and fairly to all students. HB 3700 (2026)

1. Requires student grades be evaluated solely on an academic basis which includes, but is not limited to, the student's attendance, demonstrated knowledge or understanding of the content of the course of study, and ability to maintain standards of academic performance established for the course; and
2. Prohibits student grades from being evaluated based on the opinion, beliefs, or conduct of the student in matters unrelated to academic situations.

A semester hour is the unit of credit at Redlands Community College and is defined as the amount of credit given for one clock hour in class per week for 16 weeks (or the equivalent). Most classes meet three hours per week and, therefore, carry three semester hours of credit.

Grades used in calculating Grade Point Average (GPA) are calculated on a 4.0 basis as follows:

Grade	Definition	Grade Point Per Hour
A	Excellent	4
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0

Other Symbols

I—An incomplete grade (*I*) may be used to indicate that additional work is necessary to complete a course at the discretion of the instructor. It is not a substitute for an *F*. To receive an "I'' grade, the student must have satisfactorily completed 70% of the required coursework for the semester as defined by the instructor. The maximum time limit to satisfy the *I* will be one semester (Spring or Fall) from the date the *I* grade was issued, with the instructor having the option to reduce the time limit at their discretion. *I* grades not changed by the instructor within this time will be changed to the grade specified by the instructor upon issuing the *I* that is the score of all course work required in the current semester course syllabus. An incomplete form from the faculty member consisting of the requirements for removal of the *I* will be submitted to the Registrar with the final grades.

AU—Audit status is available for any person eligible for regular enrollment, with the consent of the Registrar. Audit status is used for a student not interested in obtaining a course grade, but who is enrolled simply to get course information. The deadline to change enrollment status from a credit to an audit will be the eighth week of a 16-week semester or the fourth week of an 8-week semester. If a student wishes to change to an audit after the deadline, he or she must have the instructor's permission. The student who is in audit status must adhere to the instructor's policies on course work and attendance.

W—A withdrawal grade of (*W*) is issued when a student initiates a withdrawal during the institution's allowable withdrawal period. An institution's withdrawal period for a *W* shall begin after the last day of the drop period and shall not exceed three-fourths of the duration of the class length. The *W* grade is GPA neutral.

AW—An administrative withdrawal (*AW*) may be initiated by the instructor to indicate a student has been involuntarily withdrawn by the institution. Such institutional penalties must follow formal institutional procedures. Administrative withdrawals are GPA neutral.

P/F—An institution may elect to use pass-fail as an option for students in specified courses. A pass grade is a *P* and indicates hours earned but does not contribute to the GPA. The fail grade is an *F* and is calculated into the GPA.

Grading Scale
Grade Definition Grade per points semester hour
A* Excellent 4
B* Good 3
C* Average.....2
D* Passing.....1
F* Failure 0
I Incomplete.....0
W Withdrawal/Passing 0
P Satisfactory Completion 0
AU Audit-No Credit.....0
AW Administrative Withdrawal/ Non-Attendance 0
*Used in calculating GPA

Appeal of Grades

When a student believes that a final grade he or she received is inaccurate, a grade appeal may be initiated. The appeal will follow a specified procedure and must be initiated within one full semester after the grade was awarded. (A full semester is defined as a fall or spring semester).

A. In general admission program classes, students wishing to appeal a grade must first discuss the grade with the instructor who assigned it.
B. If a student desires further action, a written summation of the grade appeal should be submitted to the appropriate Department Head. After the written appeal is received, a meeting will be scheduled within one week by the Department Head. The student, the instructor, and the Department Head will be present in the meeting. Within 24 hours after the meeting, the Department Head will arrive at a decision and will submit this decision in writing to the instructor and to

the student. If the instructor of the course is also the Department Head, the Vice President for Academic Affairs or their designee will be the next level of the grade appeal and shall assume the responsibilities of the Department Head.

C. If the student or the instructor desires to appeal further, he or she should appeal to the Appeals Committee. Within one week after receiving the decision from the Department Head, the written appeal must be submitted to the administrator in charge of academic instruction who will, in turn, notify the Appeals Committee. The Committee will meet within one week after the administrator in charge of academic instruction receives the written appeal. The Appeals Committee, chaired by the Chairperson of the Standing Institutional Committee on Curriculum, will consist of one (1) faculty member appointed by the President of the College, one (1) faculty member appointed by the President of the Faculty Senate, one (1) counselor appointed by the administrator in charge of Admissions and Advising, one (1) faculty member appointed by the Department Head involved in Step B, and one (1) student appointed by the Student Activities Coordinator. At this point the student and/or the instructor may designate and identify one (1) other person to be present and participate in the Hearing. The name and official capacity of this person must be stated in the written appeal sent to the administrator in charge of academic instruction. The student, the instructor, and the Department Head will also be present. The Appeals Committee will reach its decision by secret ballot reflecting a simple majority. The student and the instructor shall be notified in writing within 24 hours. The action of the Appeals Committee is binding. The student or instructor may appeal the decision to the Board of Regents of the College through the President of Redlands Community College.

Final Grades

Instructors are required to submit to the Registrar's Office a final semester grade for each student whose name appears on the official roll and grade sheet. The official records of student grades are permanently filed in the Records Office.

Grade Changes

A grade recorded in error may be changed only by the instructor within the following semester. All other requests for grade changes will be approved by the instructor and the appropriate Department Head.

Repeated Course Work

A student shall have the prerogative to repeat courses and have only the second grade earned if the grade is a D or an F, regardless of whether it is lower than the first grade, count in the calculation of the GPA (up to a maximum of four courses but not to exceed 18 hours). The second course with its grade will be listed in the semester earned. The Explanation of Grades section of the transcript will note only the second grade earned is used in the calculation of the retention and graduation GPAs. If a student repeats an individual course more than once, all grades earned, with the exception of the first, are used to calculate the retention and graduation GPAs.

Academic Load

A student is considered full time when enrolled in 12 or more credit hours during a semester. However, a student who plans to complete a degree program in two years should remember degree requirements vary and the minimum number of credit hours for degree completion is 60. No student will be permitted to enroll in more than 18 semester hours during any traditional semester without permission of the Vice President for Academic Affairs.

Course Descriptions

The number assigned to each course reflects specific information:

- The first digit denotes course level.
- Courses numbered 0001 to 0999 are zero-designation courses, which satisfy remediation requirements and do not count toward the completion of the student's college degree.
- Courses numbered 1000 to 1999 are primarily freshman level courses.
- Courses numbered 2000 to 2999 are primarily sophomore level courses.
- The second and third digits identify the course within the total offerings of the department.
- The fourth digit denotes the number of credit hours assigned to the course. Courses offered for a variable number of credit hours end with the numbers 1-4.

Retention Standards

The following standards determine the retention of students at Redlands Community College. Failure to meet these standards will result in the student being placed on academic probation and, unless corrected, academic suspension.

0 - 30 semester hours attempted—1.70 retention GPA
when semester hours exceed 30—2.00 retention GPA

Academic Probation

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.0 of regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester—fall or spring—has elapsed.

Academic Suspension

A student placed on academic suspension will not be allowed to re-enroll for one full semester. Students who have been placed on academic suspension may be readmitted after the lapse of one full semester--not including summer. They will be readmitted on probation. If a student is suspended for a second time, the student cannot enroll at the College without attending another accredited school and acquiring a 2.0 GPA.

Students that are placed on academic suspension for the first time may appeal their suspension status by submitting a written request to the Vice President for Academic Affairs.

Adding and Dropping Courses

All changes of enrollment must be initiated with a student's advisor. The addition of classes is allowed only during the first week of classes. See Academic Calendar for specific dates.

Class Attendance

Students are expected to attend classes in which they are enrolled. It is the responsibility of the student to consult with the instructor when they must be absent. Instructors have the option of determining whether an absence is excused or unexcused and can initiate the procedure for granting an administrative withdrawal (*AW*) for non-attendance.

Honors

Redlands Community College currently offers academically talented students the opportunity to enhance their regular coursework with innovative research and writing projects through an individualized contract pending their professor's approval. This contract allows interested students to expand their understanding of the course material by pursuing an independent study of a subject in greater depth.

A student must earn a minimum grade of a B in the course and fully complete the additional agreed-upon research project to the professor's satisfaction in order to receive an Honors notation on his/her transcript. If a student does not complete the full parameters of the Honors contract, that student's grade in the overall course will not be affected. However, a student's failure to complete an Honors contract may result in fewer Honors contract opportunities.

If a student successfully completes 15 credit hours of Honors work and maintains a GPA of 3.25 or higher while attending Redlands Community college, he/she will graduate "With Honors" and receive special recognition at Commencement. The student will also receive a certificate of completion in the mail.

For more information, contact the Honors Program office at 405.422.1220 or Honors.Program@redlandscc.edu.

Academic Service Learning

Service Learning is an educational experience that enriches learning by engaging students in meaningful service to their schools and communities. It is an academic teaching method that helps students develop by taking the curriculum they learn in the classroom and using that knowledge in a real-world application setting. Students also participate in thoughtful, structured reflection, with a desired outcome of increased empathy and a heightened sense of civic responsibility.

Students at Redlands Community College may earn Service Learning course credit through an individualized Student/Faculty Agreement pending their professor's approval or by enrolling in Introduction to Service Learning, SOC1121-3.

For more information, contact the Service Learning office at 405.422.1220 or Service.Learning@redlandscc.edu.

Prior Learning Assessment

Prior learning assessment (*PLA*) is defined as learning that is attained outside the sponsorship of legally authorized and accredited post-secondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media, and participation in formal courses sponsored by associations, business, government, industry, the military, and unions. The granting of block credit in applicable programs falls under PLA rules at Redlands Community College.

A maximum of 50 percent of required hours towards a degree or certificate may be granted for *PLA* credit (including but not limited to Advanced Standing, CLEP, DSST, credit by examination, Advanced Placement credit, and credit for military training).

Students applying for prior learning assessment credit must be currently enrolled or eligible to re-enroll at Redlands Community College. Credits will be posted on the student's transcript after successfully completing 12 or more semester hours at Redlands Community College. The courses for which credit is awarded will be recorded with a *P* on the transcript with a notation signifying how the credit was earned. Credit may not be earned in a course when a course of more advanced standing has been completed.

Documentation in support of requests prior learning assessment credit should be submitted to the Registrar's Office. These documents will become a part of the student's official records and will be retained by the college. There is a per credit hour transcripting fee for all *PLA* credits.

Testing and Credit by Examination

Students are offered the opportunity to earn a maximum of 32 semester hours of credit by examination, by Advanced Standing, the College Level Examination Program, the DANTES Standardized Subject Tests, or the Advanced Placement program. No tuition charges are assessed for credit by examination; however, the student must pay the designated examination fee.

Advanced Standing

No tuition charges are assessed for credit by examination. However, the student must pay the Advanced Standing examination fee or the CLEP examination fee, depending upon the exam being taken.

Forms for initiating the Advanced Standing Examination procedure may be obtained in the Testing Center in LRC 22-A.

College Level Examination Program

In order to register for the College Level Examination Program (*CLEP*), students must contact the Testing Center, LRC 22-A for a registration form.

Credit will be granted in a designated course if students achieve the score of 50 or above on a CLEP test.

In some instances, students may test out of two semesters of work based on CLEP scores. Contact the Testing Center for more information on specific score requirements.

Typically, students will be notified by mail within one week following the return of scores from CLEP whether they will or will not receive credit in courses for which tests were taken. At that time credit for courses earned through CLEP tests will be posted on the student's transcript.

DANTES Standardized Subject Tests Examination

The DANTES Standardized Subject Tests (*DSST)* is a credit-by-examination program, similar to CLEP. By utilizing both the DSST and CLEP programs, students have access to a wide variety of credit-by-examination opportunities. Registration for DSST is handled through the Testing Center, LRC 22-A.

Credit for courses earned through DSST tests will be posted on the student's transcript after the conclusion of the term during which the credit was earned—provided the student has completed 12 semester hours or more through regular enrollment in courses.

Advanced Placement Program

Redlands Community College grants credit for exams in the Advanced Placement (*AP*) program as administered by the College Entrance Examination Board in Princeton, New Jersey. The AP tests are taken by high school students in May of their junior or senior year of high school. Credit at Redlands Community College will be granted in a corresponding course for a score of three, four, or five on an examination.

Advanced Placement Plan or Articulation for Nursing Program

The Advanced Placement Plan allows LPNs, EMTs, and Paramedics to receive credit by examination for the first two semesters of nursing major course work in the program.

Evaluation of Military Service

Veterans with a minimum of six months of active military service may receive the following credits by submitting a copy of their separation papers—DD Form 214 or DD 215—to the Registrar's Office:

Fitness for Life—3 credits
Personal Health—2 credits

Veterans interested in receiving college credit for military training must submit completion certificates, JST transcript, CCAF transcript, evaluation forms, or other proof of completion to the Registrar. Evaluation is as recommended by the Guide of the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Copies of discharge and/or official service records must be submitted to the Registrar's Office for credit. Redlands Community College may accept, modify, or reject military training credit, depending upon the evaluation.

Students utilizing VA educational benefits must submit all previous training records, post-secondary transcripts, and military transcripts to be evaluated for prior credit, whether or not prior credit is granted, before a student can be certified.

Transfer of Credit from other Accredited Colleges and Universities

Semester credit hours earned at another college may be applied toward a degree or certificate program at Redlands Community College. The credit must have been earned from colleges and universities accredited by the HLC or other regional associations.

The Registrar's Office will make the determination of acceptance of any course to be accepted for transfer to Redlands Community College. Credit will be evaluated from each individual college transcript. The number of credit hours to be accepted and the applicability of such evaluated credit will also be determined at that time.

Applicability of evaluated courses to a particular program at the College is made by the academic division of the specific curriculum in accordance with the recommendation for transfer from the Office of the Registrar.

Transcripts

The Registrar's Office will send student transcripts upon the student's request to any college or agency named.

The Family Educational Rights and Privacy Act require the confidential nature of student records be preserved. Transcripts of college work will be released only if the student has signed a written statement requesting such information be released. See the Student Privacy Right.

Before grades and transcripts are released, all financial obligations to the College must be satisfied.

GRADUATION REQUIREMENTS

Application for Graduation

Spring and summer graduation candidates should apply for graduation no later than the last Friday in March. Applications will be accepted after this date but these applicants will not be eligible for consideration for academic awards for that graduating class. Fall graduation candidates should submit application for graduation no later than second Friday in November. This application will initiate action toward a complete transcript evaluation to determine eligibility for graduation.

All required records, such as high school transcripts, ACT scores, and college transfer transcripts, must be on file to graduate from Redlands Community College.

Degree Awards

Graduation with an associate's degree from Redlands Community College requires a student to have completed the program requirements with a retention graduation GPA of 2.0. While a student may earn a GPA of 2.0 which includes one or more grades of *D*, it is well to remember grades below *C* may not fulfill graduation requirements in some programs.

For the associate's degree, a student must complete 15 hours in residency at the College. Correspondence classes and credit by examination may not be used toward the resident credit hour requirement. No more than one-half of the work required for any degree or certificate may be taken by correspondence and credit by examination.

Summer graduation candidates may participate in the spring graduation ceremonies if they need nine hours or less to complete graduation requirements. The required hours needed to complete graduation requirements must be taken during the summer term. Graduation candidates that need more than nine hours to finish degree requirements will need to apply as a December graduate.

The diploma will be presented following the successful completion of the required course work and the clearing of all obligations at the institution.

Additional Degrees

An additional degree for a different program may be earned by accumulating an additional 15 credit hours in residence at Redlands Community College above those submitted for the first degree. A minimum GPA of 2.0 must be attained on the 15 appropriate additional hours submitted. The specific degree and program requirements for the second degree must be successfully completed.

Advanced standing credits may not be used for the additional degree hours.

Program Degree Procedures

Degree seeking students should follow the course requirement pattern for the academic area program selected as outlined in the catalog in effect at the time of entry. The program requirements remain in effect as long as continued, uninterrupted enrollment is maintained, with the exception of summer terms. A readmitted student must follow a program plan specified by the current academic year catalog.

A student needing assistance in planning a program of study should request the assistance of personnel in the Admissions and Advising Office. Any substitution of course requirements listed for the associate's degree must be approved by the Registrar's Office. A student has the option of meeting new degree requirements adopted since the date of enrollment.

Commencement Procedure

At least one semester before they plan to complete their degree requirements, students should begin the commencement procedure as follows:

- All final, OFFICIAL transcripts from all schools attended and ACT scores must be on file before an official program plan can be prepared.
- A final check of the program and an application plan for graduation should take place in the Registrar's Office before the time of enrollment for the last semester of attendance.
- Once grades are recorded for the final semester of enrollment, a final review will take place and students will be contacted as to their status.

Degrees are conferred three times yearly; at the close of the fall, spring, and summer terms. Commencement ceremonies are held at the conclusion of the spring semester only. Summer graduation candidates participate in the preceding spring ceremony. Students are strongly encouraged to participate in the commencement ceremony. The graduation date indicated on the Redlands Community College transcript will be the last official day of the semester at the close of the fall, spring, or summer terms.

Honors and Awards

Honor Rolls

A President's Honor Roll, published at the close of each regular term, includes the names of students who have completed 12 or more hours and have a GPA of not less than 3.8, with no grade less than a *B*—excluding 0-level courses. A Vice President's Honor Roll is published similarly and includes the names of students who have completed 12 or more hours of work and have a GPA of 3.50 to 3.79, with no grade less than *C*—excluding 0-level courses.

Commencement Honors

Students who have completed at least 60 semester hours prior to commencement are eligible for consideration for the following honors:

Summa Cum Laude	3.75 - 4.00 cumulative GPA
Magna Cum Laude	3.50 - 3.74 cumulative GPA
Cum Laude	3.25 - 3.49 cumulative GPA

President's Academic Award

The graduating sophomore completing all degree work by the end of the spring semester of graduation and having the highest cumulative GPA will be recognized as the recipient of the President's Academic Award. This award will be awarded only one time to an individual. If a student has received the award while earning a first degree, the President's Academic Award cannot be awarded to the same earning a second degree.

Degrees, Programs and Certificates

Redlands Community College offers Associate in Arts, Associate in Science, and Associate in Applied Science degrees, as well as Certificates in the areas listed in Section II—Programs of Study of this catalog.

The Associate in Arts degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.

The Associate in Science degree provides students with a general education background and allows them to take specialized courses within their major and minor fields prior to transferring to a four-year institution.

The Associate in Applied Science degree is a two-year program which gives students a minimum general education background and a specialization in a selected technical program.

The Certificate may be a one, two, or three semester program with concentration within a prescribed field of study. The objectives of these programs may be to prepare the student for immediate job entry, to help the student upgrade skills within an existing job, to aid in the preparation for a change in careers, or to provide opportunities for personal satisfaction.

Transferring General Education Courses

It may be necessary for students to take additional courses in general education to meet minimum professional certification requirements, as defined by the state of Oklahoma, i.e. health and physical education, geography, Oklahoma history, etc., for teacher education certification. The completion of these requirements does not preclude requirements of senior institutions of particular grade for points for admission to professional departments or fields.

Note: State requirements for professional programs may change; therefore, pre-professional degree requirements outlined in this catalog may change. Always check with Admissions and Advising to make sure your program has not changed as a result of new state requirements.

2025-2026

HOUSING & RESIDENCE HANDBOOK

Welcome Home!

Thank you for choosing to make Cougar Crossing your home away from home.

You are embarking on a great exploration of educational and lifelong experiences. If there is ever anything that you need, the Resident Life staff is here to assist you. Make sure to take advantage of the multiple activities offered around campus. The more you are involved, the better your experience here will be.

Place the student handbook in an easy to find area, so it will always be around to help guide you successfully through your Redlands Community College experiences. Each decision you make from here on out will influence what direction your career path will take.

We wish you the best in the 2025-2026 academic year and hope you will gain new leadership and educational skills along the way that will shape your future.

"The only source of knowledge is experience." Albert Einstein

Brent Johnson
Coordinator of Resident Life

STUDENT HOUSING AT COUGAR CROSSING

Cougar Crossing serves as on-campus apartment-style living for Redlands students. The Cougar Crossing Housing & Residence Handbook contains guidelines, policies, and other information designed to enhance your Residence Life experience at Redlands Community College.

Eligibility

Students must have a signed housing contract on file with the Resident Life Office prior to occupancy of college housing. To be eligible for residency, students must carry a minimum of 12 credit hours per semester for fall and spring semesters and 6 credit hours for the summer semester. Exception can be made by the Vice President of Campus Administration and Finance. Conviction of a felony may result in ineligibility to live at Cougar Crossing.

Student Obligations

Students assume obligations when they become voluntary members of the community at Cougar Crossing and Redlands Community College. Students are obligated to:

1. Be fully knowledgeable with regard to the rules, regulations and policies of Cougar Crossing as well as those within the Student Handbook.

2. Maintain conduct of the highest standards, knowing that misconduct reflects upon self, family, Redlands and citizenry.

3. Follow the tenets of common decency and acceptable behavior implied by a college education.

4. Respect the rights and property of others at all times.

5. Take advantage of all available opportunities found at an institution of higher learning.

Office of Resident Life

The Office of Resident Life is a vital part of the Redlands community. By promoting an atmosphere conducive to the academic, social and personal needs of resident students, the Resident Life program supports the educational goals and mission of the college. The office is closed on all holidays, weekends and breaks as designated by Redlands Community College.

OFFICE HOURS
8 a.m. – 5 p.m.
Monday – Friday

OFFICE PHONE NUMBER
405.422.1454

COMMUNITY LIVING

The purpose of Residence Life is to provide on-campus student housing to Redlands Community College and bring a more complete college experience to the College's student population. Cougar Crossing at Redlands Community College will reinforce the College's mission in support of academic excellence and campus life involvement through student engagement in the areas of: academic success; student activities; leadership programs; varsity athletics; and student life.

Amenities

Each housing unit will have access to amenities such as: furnished apartment; proximity to campus; paid utilities; kitchen (with stove and oven); campus security; outdoor patio yard; outdoor fire pit; and a laundry facility, TV lounge, and a community safe room.

Residents are responsible for providing their own laundry detergent, fabric softener, and fabric sheets. Residents are responsible for maintaining the laundry facility, picking up after themselves, switching laundry over in a timely manner so other residents can utilize the facilities, and residents are not to give access to the laundry facility to non-residents.

Conflict Resolution

Occasional disagreements may occur when people live in close proximity to each other. Residents of Cougar Crossing are expected to communicate with each other in a respectful and reasonable manner when conflicts arise among themselves. Roommates should first discuss the conflict and try to resolve it amongst themselves before Residence Life staff intervenes. However, if the Residents involved cannot reach a resolution, they must contact the Coordinator of Residence Life to aid in conflict resolution. Harassment of any kind to include, but not limited to: Sexual Misconduct; Sexual Harassment; Sexual Assault; Sexual Violence; Sexual Discrimination; Gender Discrimination; Unlawful Harassment; Harassment; Threatening Behavior; and/or any other form of Harassment will not be tolerated at Cougar Crossing @ Redlands Community College. If you witness or you are an alleged victim of Harassment, immediately contact the Coordinator of Residence Life, the Title IX Director or Campus Security or local law enforcement.

Entrances and Stairwells

Keep entranceways and stairwell landings clear of all obstacles, such as bicycles and carts, which impair normal passage. Do not store combustible items and/or motorized vehicles in entranceways or stairwell landings as they may create a fire hazard. Also, storing items in entranceways and stairwell landings is prohibited. This includes trash, trash bags, bricks, tires, lighter fluid, chairs, tables, shoes, backpacks, etc. These items create fire, safety, and pest hazards and detract from the general appearance of the areas. All Residents are responsible for keeping their apartment areas free from fire and safety hazards. If such hazards exist, the Resident will be required to correct the situation immediately.

Parking Spaces

Parking spaces at Cougar Crossing are not assigned and are on a first come first serve basis; therefore, residents must park in designated parking spaces. Do not park on the grass, in fire lanes, or spaces designated for emergency vehicles, handicap access, Redlands Community College service vehicles, Campus Security vehicles, and Residence Life Staff vehicles. All residents are required to have a Redlands Community College parking decal. Failure to comply with these parking policies will result in either a fine, a boot placed on the vehicle, or tow of the vehicle and all fees, charges, and court costs associated with the boot or tow will be the responsibility of the vehicle's owner. Redlands Community College and its employees will not be liable for any fees, charges, and court costs associated with a boot or tow. Residents are not permitted to park or store the following at Cougar Crossing: trailers, boat trailers, storage units, motor

15 homes, recreational vehicles, inoperable vehicles, or any other vehicle not authorized by Residence Life Staff. Residents, visitors, or guests are not permitted to conduct automotive repairs in Cougar Crossing parking lots. Inoperable vehicles abandoned at Cougar Crossing after 48 hours of attempted contact by Residence Life Staff will be towed at the vehicle owner's expense to include but not limited to all fees, charges, and court costs. All vehicles parked within the parking lots at Cougar Crossing must have a current valid Redlands Community College parking permit and must be registered with Residence Life Staff. For questions please contact Residence Life at (405) 422-1454.

Reporting Safety Concerns, Security Concerns, & Alleged Criminal Activity

Our commitment is to make your living experience at Cougar Crossing as fun and safe as possible; however, it takes every member of the community being proactive to do so. It is the responsibility of all Redlands Community College students and community members of Cougar Crossing to report issues regarding safety, security, and alleged criminal activity. The rule is: "If you see something, say something." If you witness alleged concerning behavior you may contact Campus Security at (405) 422-6200. For all other issues regarding campus safety, security, and alleged criminal activity immediately contact: the El Reno Police Department 911; Midwest City Fire Department 911; Emergency Medical Services 911; Campus Security (405) 422-6200 If you witness alleged concerning behavior and are unsure as whether to contact 911 you are encouraged to contact 911 and/or contact Campus Security at (405) 422-6200.

Safety and Security

Entry into Room: Redlands Community College and third parties on behalf of the College reserve the right to enter any Resident's/ Lessee's Apartment and/or Apartment room at any reasonable time for the purpose of inspection, routine maintenance, emergency maintenance, exigent circumstances, routine inspection, in order to meet emergency situations, to make routine maintenance or fire hazard inspections, to maintain minimum health and safety standards and for enforcing policies, procedures, rules, and regulations of Redlands Community College, but not limited to, maintenance, health and safety of students, and emergency situations. Furthermore, Redlands staff and third parties on behalf of the College reserve the right to enter Apartments and/or Apartment room(s) at any reasonable time in the interest of safety, security, and health or as deemed necessary for an institutional purpose search to enforce College Policy or local, state, and federal laws.

Wireless Internet

Redlands Community College is committed to providing quality high speed wireless internet to the residents of Cougar Crossing. However, service may be interrupted periodically for updates and repairs to improve and update internet service. If you become aware of any interruption of internet service, then please contact Redlands Technology Department 405.422.1288 and you will be assisted as soon as possible. Remember, internet service is a privilege and all Redlands Community College IT polices, local, state, and federal laws apply. Pirating, copyright infringement, violations of all College policies, and all other illegal activity is prohibited while utilizing the wireless internet provided by Redlands Community College. Should violations of College policy or law occur, then the College reserves the right to suspend and/or revoke all wireless internet service and report such activity to the Coordinator of Residence Life Staff, the Chief Academic and Compliance Officer, and the appropriate law enforcement agency. Any associated fine, criminal liability, or civil liability incurred by the College as a result of a violation caused by the Resident will be the sole responsibility of the Resident responsible for the violation.

EMERGENCIES AND SEVERE WEATHER

Emergencies

For all emergencies regarding the potential for loss of life, injury, threat of bodily harm, loss of property, and all other issues requiring the assistance of law enforcement, emergency medical response, or the fire department, immediately call 911, followed by contacting Resident Life staff.

Non-life threatening emergencies should be reported to housing or security staff. For all maintenance emergencies after office hours or when the office is closed, please contact Campus Security at 405.422.6200.

For all urgent but non-emergency issues after office hours or when the office is closed, please contact Campus Security at 405.422.6200.

Emergency Procedures

Fire Safety Plans & Procedures: To report a suspected fire, immediately call 911. In the event that a smoke detector or fire alarm sounds or you see smoke or fire, you are to immediately evacuate your building utilizing the nearest exit and proceed calmly and quickly to the designated "safe zone/meeting area." Once you are in a "safe zone/meeting area" immediately call 911 to report the alleged fire followed by contacting Campus Security at 405.422.6200. Residents of Cougar Crossing are to treat all fire alarms as if there is a real fire and evacuate immediately. There are no false alarms.

Tornado

Tornado Safety Plans & Procedures: Oklahoma weather can be severe and difficult to predict. It is important for you to know that Redlands Community College is in Canadian County so that you can interpret forecasts and warnings provided by the media and other weather resources. Furthermore, it is important for Residents of Cougar Crossing to know that Residents and their guests and visitors are encouraged to seek shelter from severe weather in the Community Building and the Laundry Room.

Civil Defense and Siren Test: The City of El Reno maintains a citywide civil defense warning siren network that is used to signal imminent danger of tornadoes. It is tested every Saturday at noon as the weather permits.

Imminent Danger: A steady siren for three to five minutes means imminent danger. Be sure you or roommates have a plan in place that identifies the closest suitable shelter space. Go to that space. Once the sirens sound, it may be too late to seek shelter in the Community Building or Laundry Room.

Tornado or Severe Thunderstorm Watch: Issued by the National Weather Services (NWS) when conditions are favorable for the development of a tornado or severe thunderstorm. Stay alert for weather changes.

Tornado or Severe Thunderstorm Warning: Issued by the NWS when a tornado or severe thunderstorm has been sighted visually or detected by radar. The location, direction, and speed of movement of the storm are provided. Residents of the specified area should take immediate safety precautions.

Tornado Warning: A tornado warning means a tornado has been spotted by trained weather professionals in person or on radar. Tornado and security warnings are indicated by intermittent sounds of city sirens. This signal is given only when a tornado is likely to strike immediately or within fifteen (15) minutes.

If a tornado warning is issued for the City of El Reno or Canadian County area by the NWS, the public broadcast media (any Oklahoma City television station), or the sounding of the sirens for three to five minutes:

- Go immediately to Community Center safe rooms (Community Building Laundry Room and storage room by fitness center). To minimize danger from flying debris, close doors around the shelter area. Remain in the Community Building or Laundry Room until the storm front clears the area or the public broadcast media provides an all clear signal. It is recommended you take a battery-operated radio or TV with you.
- In the event you cannot reach a designated shelter area in a timely and safe manner, it is recommended that you "shelter in place" by seeking the lowest level of the structure and get into an interior space that does not have windows and remain until you are sure the danger has passed.

Common Oklahoma Weather Definitions

Evacuation after a Tornado: In the event that a tornado results in damage to Cougar Crossing residents are to immediately evacuate the building utilizing the nearest exit and proceed calmly and quickly to the designated "safe zone/meeting area." The primary designated "safe zone/meeting area" for residents is the Community Building.

Severe Thunderstorm: Wind gust of 50 knots (58 miles) or greater and/or hail at least three quarters of an inch in diameter.

Funnel Cloud: A tornado-type funnel extending downward from the clouds but not touching the ground.

Inclement Winter Weather: Oklahoma winter weather can be extreme. In the event of inclement winter weather Residence Life will communicate via your Redlands student email and text: procedures; plans; and cautions at the direction of Redlands Community College administration. If you aware of an unsafe area on campus or at Cougar Crossing due to inclement winter weather, then you are encouraged to immediately report that concern to Campus Security at 405.422.6200 or the Coordinator of Residence Life at 405.422.1454.

Tornado: A violent local storm with very high-speed winds rotating about a vortex with a funnel extending from the base of the clouds to the ground.

Active Shooter

Safety Plans & Procedures: Redlands Community College is committed to the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an active shooter scenario on Redlands Community College campus and/or Cougar Crossing you should remain calm and respond in the manner that best ensures your safety, security, and survival. An active shooter scenario is a fluid and unpredictable situation; therefore, the Department of Homeland Security (DHS), the Federal Bureau of Investigation (FBI), the Canadian County Sherriff's Department, and the El Reno Police Department (ERPD) recommend that you should respond in one or all of these approaches that best ensures your safety, security, and survival:

1. RUN: If feasible and safe, then you are to immediately evacuate campus and do not return until an all clear has been issued by the El Reno Police Department and the President of Redlands Community College.
2. HIDE: If evacuation is not feasible and safe, then you are to shelter/barricade in place into a safe and secure interior room. Turn off all lights, lock all doors, and silence all cell phones. Remain sheltered/barricaded in a safe and secure interior room until safe to evacuate and/or until an all clear has been issued by the El Reno Police Department and the President of Redlands Community College.
3. FIGHT: If feasible and safe block all doors with furniture. Stay away from doors, windows, and all exterior

walls. Be as quiet as possible. If neither evacuation nor shelter/barricade in place is feasible and safe, then utilize any means necessary to ensure your safety, security, and survival. Should you witness alleged concerning behavior, first get to a safe location and immediately contact El Reno Police Department at 911 followed by contacting Campus Security at 405.422.6200. The only way to ensure a fun, safe and secure community is for all members of the campus community to take a proactive approach and report alleged concerning behavior. If you see something, say something. El Reno Police Department may be contacted at 911 and Campus Security may be contacted at 405.422.6200.

Emergency Evacuation due to Catastrophic Event Plans and Procedures

Redlands Community College is concerned for the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an emergency evacuation due to catastrophic event on Redlands Community College Campus and/or Cougar Crossing, you are to immediately evacuate the building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.” The primary designated “safe zone/meeting area” for residents of Cougar Crossing is the Community Building with Residence Life Staff before leaving campus during a fire or any other emergency requiring evacuation from Cougar Crossing.

COMMUNITY CENTER AMENITIES

Use of Community Center and Other Common Facilities

The Community Center is available for resident use. Specific hours of operation will be posted and provided to the residents. The fitness center and TV room, are available during the posted times to all residents. The media room and conference center, including the kitchen, can be reserved by organizations or residents through the office of the Coordinator of Resident Life. Rental fees may apply. The courtyard and patio area are available to all residents.

Community Center Regulations

Students must take care of all community center furnishings. Damages caused by misuse will be charged to the involved students' account. No lounge furniture can be taken to resident rooms.

Fire Pit

The fire pit is available to residents of Cougar Crossing; however, residents must seek approval before using the fire pit. Unapproved use of the fire pit will result in a $200 fine.

Fitness Center

The Fitness Center is available to all residents and guests of Cougar Crossing apartments, subject to the policies contained below and posted in the Fitness Center policies. For health and safety reasons, persons under the age of 18 must be accompanied and supervised by a parent, guardian, or legal custodian, or a suitable and responsible representative at all times. All residents acknowledge that no attendant will be present at any time. The resident uses the fitness facility at his or her own risk. The Resident agrees to hold Cougar Crossing and/or Redlands harmless for any injury by reason of any use or misuse of equipment in the facility. Cost of any repair or service on equipment due to misuse by the resident will be charged to the resident. Fitness Center hours will be posted.

Laundry Facilities

Laundry facilities are available in the Cougar Crossing Community Center. The machines are card operated. New or lost cards can be purchased from the laundry card machine at a cost of $5. Laundry facilities are to be used by residents only. Redlands is not responsible for lost or stolen items. Do not leave laundry unattended. Laundry is open 24/7.

Mail

Mailboxes for residents are located in the Community Center. All residents will be assigned a mailbox on move in day. The Resident Life Office, as well as other College staff, routinely notifies students of important information via student mailboxes. It is the student's responsibility to check his/her mailbox regularly, as students will be held responsible for any and all information distributed to their student mailbox. Apartment residents are assigned one mailbox per apartment. Mail will be distributed to these mailboxes by the United States Postal Service. You are issued a key for your mailbox for the academic year. If you lose your key, contact the Resident Life Office for a replacement. There is a $15 fee for this service. Some packages may also be picked up in the housing office. You will receive a notice for package pick-up in your mailbox. You must show your Redlands ID card to pick up your package.

Your address is: Your Name
1717 West Elm Street, Your Apt. #
El Reno, OK 73036

Mail for students living in Redlands housing will not be forwarded to any other address during the academic year. Mail received by the college for residents during vacations or breaks will be held until their return. Mail and packages for students not living in Redlands housing will not be accepted and will be returned to the sender.

Outdoor Cooking

At Cougar Crossing apartments, the use of personal outdoor grills is not permitted. However, three fixed outdoor grills are available in the courtyard for students to use. Please note that during a State of Oklahoma fire ban or when wind speeds exceed 20 mph, the use of these outdoor grills is prohibited for safety reasons.

RESIDENT GUIDELINES

Abandoned Property

Items of significant value that are left when resident's check-out of their rooms will be considered abandoned property. The college will make all reasonable efforts to inform the student that he/she left property in his/her room. If the student does not collect the abandoned property within 5 days of his/her check-out date, the items will become property of Redlands Community College and will be disposed of as deemed appropriate. Items of little or no apparent value left in apartments will be disposed of immediately following a resident's departure from an apartment.

Alcohol/Drugs

Alcohol is prohibited in the Cougar Crossing facilities, including the apartments, courtyard, parking lot and community center. Fines for alcohol violations are as follows:

- First Violation: $150 fine, required attendance at a Drug/Alcohol Education class taught at Redlands and 10 hours of Community Service - possible Parental Notification.
- Second Violation: $250 fine, required attendance at a Drug/Alcohol Education class taught at Redlands and 20 hours of Community Service - possible Parental Notification.
- Third Violation: $350 fine, eviction from Cougar Crossing and possible expulsion from the College - Parental Notification.

NOTE: Alcohol infractions will be accounted for and accrued for the entire duration that a student is enrolled at Redlands. Breaks in enrollment will not eliminate accrued infractions from a student's record.

The use, possession, or distribution of an illegal stimulant, depressant, hallucinogenic, or narcotic drug in or around the Cougar Crossing facilities is prohibited. Any and all types of drug paraphernalia including, but not limited to, bongs, pipes, water pipes, or any items modified or adapted so that they can be used to consume or use drugs, are not permitted on College property. Drugs and drug paraphernalia will be confiscated when found on College property. When a drug policy violation is suspected, Law Enforcement Authorities may be called. The deputies may elect to utilize (within the parameters of the law) a drug-sniffing K-9 dog to assist their efforts in enforcing this drug policy and will also conduct random searches.

- First Violation: $150 fine, required attendance at a Drug/Alcohol Education class taught at Redlands and 10 hours of Community Service - possible Parental Notification
- Second Violation: $250 fine, Written Warning placed in Housing file, required attendance at a Drug/Alcohol Education class taught at Redlands and 20 hours of Community Service - possible Parental Notification.
- Third Violation: $500 fine, eviction from Cougar Crossing and possible expulsion from the College - Parental

Notification.

Violators are subject to criminal prosecution. A criminal conviction is not required for sanctions to be imposed upon a student for violations of this policy. Please see information regarding the Drug-Free Schools and Communities Act of 1989, included in the Student Handbook.

Alteration of Apartment

No alteration of apartments may be made, including paint, wallpaper, contact paper, carpet tape, or other adhesive backed decoration. Screws may not be used on any surface. Plant hangers or similar hooks placed in ceilings or other room surfaces are prohibited. No furniture may be placed in apartments without prior approval from the Coordinator of Resident Life. No exceptions.

Appliances and Fixtures

Please do not overload your dishwasher and only use detergents made for automatic dishwashers. To keep your garbage disposal in good working order, do not grind bones, rinds, or stringy foods. If your disposal stops, check the reset button on the outside of the disposal under the sink. In case of power failure, check your circuit breaker inside your apartment before reporting to the management office. Microwaves and toasters are allowed. Hot plates and outdoor grills are prohibited. Please do not put paper towels or sanitary products in the toilet. The cost of any repair or service on appliances due to misuse by residents or their guests will be charged to the resident. Please use a cutting board rather than chopping and cutting on kitchen counter tops. **NOTE:** The cleaning of all appliances in your apartment is your responsibility, and you will be billed if you fail to properly clean college-owned appliances before you move out. Additionally, do not attempt to repair broken appliances yourself.

Bicycles

Residents who bring bicycles to the campus are responsible for their security. A bike rack is located at the end of building one. Good locks and case-hardened chains are recommended for locking bicycles. Bicycles should be kept only in exterior areas designed for their storage.

Care of Apartments

Apartments and rooms should be locked at all times when occupant is not in the apartment. Student's property in the apartments and other college buildings is there at the risk of the owner. The college is not responsible for loss or damage to such property from any cause. The college reserves the right to enter rooms for maintenance inspection, health and welfare checks and/or other valid reasons.

- **HEALTH AND WELFARE CHECKS WILL BE CONDUCTED EVERY TWO WEEKS.** You will be charged if we have to remove trash or clean your apartment.

Check-In/Check-Out Procedure

Check-in forms will be provided when a resident is assigned a room. All campus functions, i.e., financial aid, business office, and housing representatives will be on hand to assure a smooth transition into your room. It is the resident's responsibility to report any existing damage within 2 hours at the time of move in. **PLEASE NOTE:** Keys will not be issued until check-in forms have been submitted! At move out each semester, residents must complete our check-out procedure with a designated RA. Residents must remove all personal belongings and decorations and clean the apartment thoroughly which includes shampooing the carpet before leaving permanently. The student's signature, along with a signature from one of the Resident Life staff, must be on an official check-out form and the room key returned in order for a student to be considered properly checked out. A fine of $100 will be assessed for improper check-out procedure if the above process is not followed.

** NOTE: Move out occurs at the end of each semester. Exceptions can be made, but requests must be made through the Office of the Coordinator of Resident Life**

Steps for check out are as follows:

1. Make an appointment with your Resident Assistant for room move-out.
   - Must be made 24 hours in advance and must be completed by 5 pm two days following the final Friday of the semester.
   - Check out must occur after you have removed all belongings from your room and are ready to leave the resident hall.
2. Your Resident Assistant will complete your digital Room Condition Report.
   - When you and your Resident Assistant leave your room at the completion of room move-out, windows should be closed, your lights should be off, air conditioner switched off and your door locked.
3. Turn in all keys.

Cleaning Responsibilities

To ensure a safe, healthy environment, a reasonable level of cleanliness is expected in individual living spaces and community areas. If the environment in an individual living space is deemed unhealthy, the resident(s) responsible for that space will be required to clean or be billed for the cost to clean the space to a healthy level. PLEASE NOTE: *HEALTH AND WELFARE CHECKS WILL BE CONDUCTED EVERY TWO WEEKS.*

Consolidation

Redlands reserves the right to consolidate vacancies by reassignment or adjusting the occupancy of an apartment to maximize the use of space.

Cooperation of Residents

Cooperation with Resident Life staff is expected. Any reasonable request should be honored in a timely manner. Failure to cooperate or continued delay in cooperation with reasonable requests will result in disciplinary action.

COVID-19 Procedures

Redlands Community College has established COVID-19 protocols to attempt to provide a safe environment for our students. Please refer to the website for the most up-to-date information.

www.redlandscc.edu/life-redlands/student-housing-cougar-crossing/covid-19-housing-procedures

Damages

Damage to the residence in excess of normal usage or due to misuse, either accidentally or maliciously, will be billed directly to the resident. Damages to communal areas will be paid by all residents of that apartment. I f the apartment is left messy or damaged due to improper cleaning, the resident will be charged for actual cleaning costs.

- Students are not permitted to perform maintenance tasks requiring repair. Inform the Coordinator of Resident Life or the housing staff of any maintenance needs. (NOTE: After 5 p.m., please call Security at 405.422.6200.)

Decorations

Modifications may be made as provided under applicable federal, state, or municipal laws or ordinances relating to accessibility of the apartment community to persons with disabilities. No modification of apartment walls, shelves, or

interiors may be made. It is permissible for residents to hang pictures, mirrors, etc., on the walls of the apartment. Only Bulldog picture hangers are permitted. Do not use scotch tape, sticky tape, screws, large nails, etc.

While there is opportunity for students to express individuality in decorating their living spaces, the following guidelines must be followed in the interest of preventing fire and other dangers:

- Candles, incense and flammable lamps (such as oil lamps) are prohibited. These are extremely dangerous due to high heat and open flame.
- Street signs, cones, flags, etc., that have been illegally acquired are forbidden. Such material will be confiscated, and occupants disciplined by the college. Furthermore, the college will cooperate with local authorities who may arrest and press criminal charges.
- No darts of any kind (or size) are allowed in the apartments.
- Rooms must not be decorated with alcoholic beverage containers of any sort.
- No real Christmas trees are allowed anywhere in the apartments. Holiday decorations need to be taken down before you leave for the holiday break.
- No fireworks of any kind are allowed.
- Sheets/blankets/flags, etc., may not be hung in the windows.
- Due to potential structural damage and safety concerns, residents are not allowed on any roofs. Violations may result in disciplinary charges.

Emergencies

Life threatening emergencies should be reported immediately to 911, followed by contacting the Resident Life staff. Refer to emergency information on page 62.

Finals Week

During finals week, 24-hour quiet goes into effect and remains in effect until after the last scheduled exam. Noise disruptive to the education environment is prohibited. The college may schedule pre-announced activities during finals week to aid in the study process.

Fire Drills and Extinguishers

Fire extinguishers are in every apartment below the kitchen sink. Fire safety equipment in our living areas is designed for use only in emergency situations. Tampering with or disabling any fire safety equipment (including fire extinguishers, fire alarm pull stations, smoke or heat detectors, or any other safety equipment) is a threat to life and is STRICTLY prohibited and subject to fines and/or eviction. Additionally, pulling false fire alarms or intentionally blocking an exit for any reason is prohibited. Any resident found responsible for tampering with or disabling fire safety equipment, pulling false fire alarm, or intentionally blocking an exit at any time will face judicial action, which could include fines and/or eviction from on-campus housing. If an alarm sounds, you are to assume there is an emergency and evacuate the building immediately. Failure to evacuate a building during an alarm will result in disciplinary action and possible criminal charges. (NOTE: A recharge fee of $35 will be assessed for tampering with/disabling/discharging a fire extinguisher.)

Remember:

1. Feel the door for heat (use the back of your hand). If the door is hot, do not open it.
2. Close the windows.
3. If you cannot leave the room, stay calm.
    - Call 911 to notify authorities of your location
    - Stuff wet sheets or clothing under doors
    - Hang a sheet out the window and/or shout to attract attention

4. If you leave the room, close the door behind you.
    - Stay low to the ground if smoke is present
    - Move quickly, but do not run
    - Take a towel to cover your mouth and nose in order to avoid smoke inhalation
5. Do not re-enter the building until permitted to do so by emergency officials or staff.

Decorations such as posters, tapestries, or draperies may not be displayed in such a manner that could cause ignition, block exits or smoke detectors, or in any way present a fire hazard. This includes hanging a drapery over a doorway or tapestry that touches a light fixture. Please note that, per this policy, halogen lamps are prohibited, due to posing a high fire safety hazard. As an alternative to halogen lamps, consider purchasing a compact fluorescent light (CFL).

For Your Peace of Mind

Please keep all doors and windows closed and locked during absence to protect against theft or vandalism. Cougar Crossing **"strongly encourages"** all students or their parents to have personal property renter's insurance that covers students' personal possessions. Immediately report to the Deputy on duty, security officer, Resident Life staff and/or El Reno Police Department (911) of any suspicious persons, strange vehicles, or unusual activity.

To maintain pride in the appearance of our community, please keep your walkway and entryway uncluttered and free of trash. Notify the Coordinator of Resident Life immediately of any burned out exterior or hallway lights, faulty locks, lost keys, etc.

Residents must provide the management office with written permission in order to allow anyone into resident's apartment when the resident is not present. Included are service men, moving employees, out-of-town guests and relatives.

General Guidelines

Do be accepting and understanding of lifestyles different from your own.
Do talk about your feelings (a roommate cannot respond to unexpressed feelings).
Do keep accurate records of any shared bills.
Do return or replace something if you borrow or break it.
Do make an effort to keep your living space clean and comfortable. The more livable your space is, the happier you will be.
Don't think problems are going to go away by themselves.
Don't pretend that everything is fine if there are unresolved issues.
Don't leave notes; communicate in person.

Hazing

Hazing is prohibited. Hazing is any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy in the presence of hazing is not a neutral act; it is a violation of this rule as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Housing Technology Offerings

Redlands has made significant investments in technology both to foster and promote student learning. Free wireless internet access is currently available to students in the Cougar Crossing Community Center and each apartment. The Community Center is also home to a small computer lab that can be used for research and course work. Please review the statement of policy provided within your student handbook for usage criteria. Damaging/tampering with internet access points will result in a $100 per resident.

Immunizations

Oklahoma statues, Title 70 §3242, require that all students who are first time enrollees in any public or private postsecondary education institute in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student's parent or other legal representative detailed information associated with meningococcal disease and on the availability and effectiveness of any vaccine. The statute permits the student or, if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

Incorporation of Rules and Regulations

Redlands reserves the right to modify Cougar Crossing rules at any time. Rule changes will be posted in the common areas of Cougar Crossing and in the Resident Life Office. The changes will go into effect on the date included in the posted notice. Residents are responsible for knowing and abiding by all rules in the handbook, in the documents presented to them and in posted notices.

Lockout Policy

A student is allowed one (1) free lockout. After the first lockout, a $25 fine is assessed. After midnight, the fine is $35. If you are locked out of your room, please contact the on-call Resident Life staff member.

Lost Keys and Key Cards

A fee of $25 per key will be charged to the resident to replace lost keys.

Lounges/Common Area Amenities

Your apartment includes a living room, kitchen and bathroom that you will share with a roommate(s). It is up to you and your roommate(s) to establish cleanliness standards (within reason), cleaning schedules and other rules to facilitate the use of these shared spaces. If damage(s) occur in a common area and cannot be attributed to an individual resident or for which no individual resident willingly accepts responsibility, the cost to repair such damages will be split among all members of the apartment.

Maintenance Requests

Any maintenance problem should be reported immediately to the office. The Student Housing office will prepare a work order and submit it to the Physical Plant that day or the next business day if reported late, or on the weekends. If it is an emergency or after hours, maintenance will be called. If there is a maintenance emergency, please contact the RA on duty or Security at 405-422-6200.

Off-Campus Behavior

Adverse or illegal actions not committed on college property may also be subject to disciplinary actions, as well as criminal or civil action by appropriate authorities

Parental Notification

As stated in the *Family Educational Rights and Privacy Act (FERPA) §99.31*, institutions may disclose to parents, without a student's consent, when students under 21 violate drug or alcohol laws or policies. Institutions may disclose this information to parents "without regard to whether the student is a dependent." As stated in the regulation, colleges are not required to alert the student when parents have been notified, but are required to maintain a record of the disclosure to the parent and provide it to the student at their request.

Personal Transportation

Skateboards, Skates
Residents who want to use roller skates, in-line skates, or skateboards are asked to use designated areas off campus for these activities. These activities are not permitted in and/or around Cougar Crossing property and communities. These items must be stored within a resident's room or vehicle.

Electronic Skateboards, Hover-boards
Electronic skateboards, including self-balancing boards/scooters and any other similar equipment are prohibited from being used, stored, and/or charged in any Cougar Crossing Building/community due to a potential fire hazard.

Scooters, Motorcycles
Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters and motorcycles must be parked in parking spots and are not allowed to be stored inside or immediately outside of Cougar Crossing doorways.

Pets
Except as required by law, no pets are allowed (even temporarily) anywhere in the apartment or on campus property. "Pets" include all mammals, reptiles, amphibians, birds and insects. Feeding stray or unauthorized pets is also prohibited. A $300 fine will be assessed if an animal is found in your room.

Service Animals: In order for your animal to be considered by Housing, it must meet the following documentation requirements:

- Licensing: According to Oklahoma law, any dog older than four months must be licensed and must display a license on its collar at all times.
- Health: Animals to be used on campus must have an annual clean bill of health (including vaccinations) signed by a licensed veterinarian. A valid vaccination tag must be worn by the animal at all times.

Note: Therapy/emotional support animals are NOT service animals and, like pets, are NOT allowed on campus.

Quiet Hours
Quiet hours produce an atmosphere conducive to good scholarship and help create an environment where individuals can benefit from the group living experience. During specific times, residents are asked to keep the noise levels to a minimum in order to accommodate the sleep and study habits of their peers. **Quiet Hours are from 11 p.m. – 7 a.m., seven days a week**. Although, quiet hours last from 11 p.m. – 7 a.m., courtesy hours are to be upheld 24 hours a day, seven days a week. Courtesy Hours are where you respect the rights of others by keeping your noise down. If a student or staff member ask you to lower the volume, then you need to do so or be subject to disciplinary action

Renters Insurance
You rent the house or apartment where you live, so why would you need insurance? Isn't that just for homeowners? The commercial property insurance policy that covers the physical dwelling you live in does not cover your possessions inside the building. A renter's insurance policy (also known as a tenant's policy) provides protection for your personal property, such as furniture or electronic equipment, in case of perils like fire, theft, or wind damage from a tornado.

Unintentional bodily injury or property damage that you cause to others could be as financially damaging to you as a fire in your apartment. Liability protection against accidental occurrences (such as a visitor slipping on your wet kitchen floor and breaking an arm) comes standard with renter's insurance policies. **NOTE:** Cougar Crossing "**strongly encourages"** you and/or your parents or guardian to have homeowners/renters insurance.

Resident Advisors

RAs are available to assist residents in transition, information, maintenance requests and general issues that may develop. If a resident is facing an issue, please contact your building RA first, then, if necessary, another RA on-call. If the issue cannot be resolved, then the resident should contact the Coordinator of Resident Life. RA's are student leaders at Cougar Crossing; however, they also are students. Please be sensitive to their privacy and needs as well. On weekends, please contact the RA on duty.

Right of Entry and Search

Authorized Redlands personnel may enter any student's room at any time that a health, safety, administrative search, maintenance and/or damage inspection of the premises is deemed necessary. College officials also have the right to search any room for reasons that they deem appropriate to protect the health and safety of all students living in the apartments. Staff will knock on a door twice and announce their title. If there is no answer, the staff will use a key to access the room and announce staff entering room. If there is cause to believe there is a violation of College regulations, including reasonable suspicion of a violation of the drug and/or alcohol policy, failure to evacuate during drills, or failure to respond to the request of a staff member to open the door during a policy violation, rooms may be entered in the absence of all occupants. When college personnel enter a student's room in the absence of its occupants, the privacy of the occupants with respect to other students will be maintained and the residents will be notified in writing of the reason for the entry. Room inspections are made at periodic intervals to maintain and preserve the housing accommodations.

Safe Rooms

Two safe rooms are located in the Community Center: the laundry room (OPEN 24/7) and an equipment room. These rooms will be unlocked and available when threatening weather is forecast or imminent. DO NOT STAY IN YOUR ROOMS IF THE SIRENS GO OFF. GO TO THE SAFE ROOMS! Refer to page 62 for more information.

Tobacco

It is the policy of Redlands Community College to promote the health and wellbeing of all faculty, staff, students and guests and to be in compliance with the Governor's Executive Order 2012-01. Title 63 of the Oklahoma Statutes, Sections 1-1523 prohibits smoking in all public places, in any indoor workplace, and all vehicles owned by the State of Oklahoma and all of its agencies and instrumentalities. As such, Redlands Community College observes a policy of a tobacco free campus. The use of any tobacco products are prohibited on all Redlands Community College properties. Prohibited tobacco products include, but are not limited to the following: cigarettes, cigars, pipes, hookahs, e-cigarettes, vapor cigarettes, chewing tobacco, dip, snuff, smokeless pouches, or any other form of loose leaf tobacco. Fines for tobacco violations are as follows:

- First Violation: $150 fine and 10 hours of Community Service.
- Second Violation: $250 fine and 20 hours of Community Service; Possible eviction from Cougar Crossing Apartments; Possible expulsion from Redlands Community College.
- Third Violation: $500 fine, eviction from Cougar Crossing Apartments; $500 break lease fee; Expulsion from Redlands Community College.

NOTE: Tobacco infractions will be accounted for and accrued for the entire duration that a student is enrolled at Redlands. Breaks in enrollment will not eliminate accrued infractions from a student's record.

Transferring to Another Room

Students may request to change rooms or room status as space is available. Students must receive approval from the Coordinator of Resident Life before a change can be made. All room changes must occur within 24 hours of the approval

of a room change request. There is a $200 transfer fee for transferring to another apartment.

Visitors and Guests

Short-term guests are welcome to visit you for a maximum of two consecutive nights, provided your roommate(s) agree to the presence of a guest. Residents will be fined $200 for allowing a guest to live in the apartment for an extended period of time. Guests must be escorted at all times by the host. Guests must register in the office if staying overnight.

Weapons

Possession or use of firearms, weapons, ammunition, fireworks, dangerous chemicals and explosives, except where explicitly permitted, is not allowed on College and College campuses by Oklahoma law or by the College President. (Provided, that this section shall not be construed to prohibit students who are certified law enforcement officers, subject to emergency calls, to possess firearms authorized by law, on school premises.) The terms "weapons" as used in this provision, is intended to describe anything used or designed to be used to injure another person and encompasses any type of device that is used as an instrument of defensive or offensive combat as set forth in Redlands Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

- Campus: Shall include any property, buildings, or other structures/improvements owned/controlled by Redlands Community College.

- Firearm: Shall mean any device capable of discharging a projectile by gunpowder, gas, or other means of propulsion. By way of example and without limitation, firearms shall include shotguns, rifles, handguns, pellet guns, BB guns, flare guns, and other small devices.

- Weapon: Shall mean any object that could potentially inflict injury or harm if used in a threatening, aggressive, or careless manner. By the way of example and without limitation, weapons shall include archery equipment, slingshots, martial arts devices, swords, clubs, bayonets, knives, compound/cross bows and other similar devices

- Explosives and Dangerous Chemicals: Shall mean any substance whose chemical properties make them inherently dangerous. By way of example and without limitation, explosives and dangerous chemicals shall include dynamite, blasting caps, plastic explosives, and flammable liquids and solvents such as gasoline, kerosene, and propane. Nothing contained in this policy shall be deemed to prohibit the use of chemicals in the normal conduct of classes or facilities maintenance functions or in the operations of equipment or motor vehicles.

- Fireworks: Shall mean any combustible or explosive composition, or any substance or combination or substances, or article, prepared for the purpose of producing a visible or an audible effect by combustion, explosion, or detonation. By the way of example and without limitation, fireworks shall include firecrackers, torpedoes, skyrockets, roman candles, and other similar devices.

- Ammunition: Shall mean any device which contains gunpowder or any other substance designed to propel a projectile and intended for use in a firearm

- Certified Police Officer: Shall include those persons employed by municipal, county, state, or national agencies who comply with statutory requirements for certification as a police officer.

- Violations of these rules by any Active/Inactive/Non-Student will result in disciplinary actions in accordance to institutional policy and may also result in civil or criminal charges depending on the severity of the violation.

Window Screens and Blinds

Removal of window screens is completely prohibited and will result in automatic fine of $25. Do not cut your blinds, or you will be charged $50 upon move out.

Withdrawals

Withdrawals are in accordance with the policies in the current Redlands catalog. Withdrawals will require payment in accordance with your lease. PLUS a $500 breaking contract fee.

Your Roommates and You

Roommates can be a lot of fun. Most people enjoy the companionship of another person and want to share opinions, interests, good times and educational experiences. The shared experiences of attending Redlands Community College and living in our communities offer a great opportunity to form lifelong friendships. Learning about each other and adjusting to differences between you and your roommate will benefit your relationship tremendously. Cooperating to overcome your personal differences will result in both of you gaining self-awareness and personal confidence. Making these compromises does not come easily. Living with someone you do not know may be challenging at times and often requires tolerance and patience.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Redlands Community College will not tolerate nor condone sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking (as defined in this Policy below) in any form and will pursue disciplinary action in instances where there is reason to believe that such acts of violence have occurred. Student disciplinary actions may include warnings, probation, restrictions, suspension or expulsion. Victims may elect to pursue the matter through the state criminal justice system as well as through College disciplinary proceedings. The College may pursue the matter through disciplinary proceedings even if criminal justice authorities do not prosecute the matter.

Sexual Harassment: Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

Sexual Misconduct: Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct and Redlands Policy 504 Sexual Assault.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Refers to violence committed by a person who is/has been in a social relationship of a romantic or intimate nature with the survivor.

Reporting an Incident

Redlands Community College encourages any member of the Redlands community who has experienced sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the Sexual Misconduct and Title IX office located within the Ray Porter building. This office can be reached by email at Title.IX@redlandscc.edu.

STUDENT CHECK-OUT PROCEDURES

Sign up for check-out time in Resident Life Office
Remove all personal items
Dispose of all trash
Leave your bedroom clean—clean sink and mirror, vacuum/shampoo carpet, wipe baseboards
Return furniture to original position
Vacuum and shampoo living room carpet—including stairs if on 2nd floor
Clean fridge, stove, sink, mop floor
Clean bathroom, tub, sink, toilet, and mirror; mop floor, wipe baseboards
Turn off all lights
Turn in front door, bedroom, and mailbox keys and laundry card

Failure to check out at appointment time*: $100.00*

Failure to check out*: $100.00*

Fines to be assessed for non-compliance:

Kitchen	$40.00
Living room	$50.00
Bedroom	$40.00
Bathroom	$40.00
Vacuum/Shampoo Carpet	$150.00
Fire Pit	$200.00

Damages:

Tampering with Smoke Alarms/Fire Monitoring System $ 500.00
Damaging/tampering with Internet Access Points $100.00 per resident

Windows	$265.00
Blinds	$50.00
Wall/door	$40.00
Towel Rack	$ 5.00
Paint	$100.00
Missing or broken furniture	Replacement Cost
Front/Bedroom doors	Replacement Cost
Lost keys	$25.00
Trash removal	$ 5.00 per bag
Missing Window Screens	$25.00
Contract Cancellation Fee	$500.00

2025-2026

COMPETITIVE TEAMS HANDBOOK

Redlands Competitive Teams

Redlands Community College instructors, staff and administration are dedicated to student success. This Redlands student competitive team handbook is designed to assist student competitive team members in their orientation to Redlands's policies and procedures and to help them meet their goals and achieve success while attending Redlands. Additional information concerning educational programs, degree requirements, course descriptions, student personnel policies, financial assistance, support services, etc., can be found in the college catalog, student handbook and the student financial assistance handbook.

Competitive Teams Philosophy

Redlands Community College's approach toward our competitive teams supports the college's general education philosophy and demonstrates the value we place on the educational experience of our students. We are committed to providing a positive experience for our students by giving them the opportunity and support to excel in their competitive fields while finding success in academics and citizenship. In addition, the Redlands Community College competitive teams program provides an avenue for students to develop leadership skills that will help them attain their personal and professional goals.

Student Athletes

The Redlands Athletic Program offers competition in five intercollegiate sports. The College is a member of the National Junior College Athletic Association (NJCAA) and competes in Region II. The sports Redlands offers include basketball, baseball, cross country, women's soccer and golf, clay target shooting, and eSports (NJCAAE).

Redlands Community College and the surrounding communities have created a strong tradition of competitive, successful student-athletes. Student-athletes have achieved remarkable feats both on the field of play and also in the classroom. The Redlands Athletic Department prides itself on being a progressive, diverse department. The staff believes that success comes from hard work both on the field of play, as well as in the classroom. Our department looks forward to you being a Cougar for the upcoming year.

Beef and Judging Teams

The Redlands livestock judging program offers a unique opportunity for students to develop and learn valuable life skills in an ultra-competitive atmosphere. The National Junior College Livestock Judging Coaches association governs us. The Redlands Beef Team competes in contests such as Oklahoma State Fair, Tulsa State Fair and Fort Worth Stock Show. Team members learn effective communication and leadership skills, teamwork, and analytical thinking with fellow peers at Redlands.

We have fostered a strong program built on academic excellence, community service, and helping students reach their competitive potential. Our students are expected to show growth and maturity in and out of the judging arena. We have a strong standard of accountability and the ability to function and coordinated in a rigorous travel and competition schedule, while holding the team standard in academic achievement. Our team looks forward to serving you as a team member.

Clay Target Shooting Team

As a part of traditions deeply rooted in American and agricultural culture, our Clay Target Shooting Team provides competitive opportunities to men and woman, while focusing on safety, scholarship and marksmanship.

Academic Teams

Redlands academic team was established to compete for scholarship money on the Mind Games television program. The academic team mainly competes in the National Academic Quiz Tournament organization (NAQT), but has also played in the Academic Competition Federation (ACF) and state and local competitions. The team is also active in hosting, moderating, judging, and assisting high school and middle school competitions.

Redlands academic team has consistently ranked among the top community college teams in the nation and members are expected to place team success along with academics as a priority. Coaches work closely with team members not only with quiz bowl, but also academic success at Redlands and beyond.

Redlands Code of Conduct

Behavior Expectations for All Competitive Teams

Being a Redlands student competitive team member is a privilege, not a right. It is important that all Competitive Team students represent Redlands in a positive light at all times. A student competitive team member's behavior is judged on campus, off campus, and in the different venues each respective team travels to during the year. Following is a list of some of the expectations of the competitive team student at Redlands.

1. To give 100% every day in the classroom, during practice, rehearsals and competition
2. To attend and log into all classes
3. Dress and have personal appearance in a responsible and self-respecting manner
4. To complete all assignments on your own, to the best of your ability
5. To listen and learn both in the classroom and with your team
6. To support other Redlands intercollegiate competitive teams
7. To make responsible decisions everyday
8. Treat fellow students, team members, coaches, faculty and staff with respect
9. To graduate from Redlands Community College

Success is created by hard work. If you choose to make poor decisions while attending Redlands Community College, you may be placed on suspension or asked to leave your respective program. If you choose to be successful, our coaches, faculty and staff will help you be successful.

Typical Daily Schedule for Competitive Team Participants

Each Redlands team's schedule will be unique. However, the daily time commitment for each team is relatively similar. Each student should expect to spend 3-4 hours in class, 2 hours in team practice, 2-4 hours in independent study or study hall each day. Athletes have 1-2 hours in the weight room or conditioning, and individual skill building.

Alcohol and Drug Use

Alcohol and illegal drugs are prohibited both on campus and while traveling as a Redlands competitive team member, regardless if the team member is of legal drinking age.

Cell Phone Use

Cell phones are to be used during a competitive student's personal time only. Cell phone use during practices, rehearsals or events is to be established by your Coach. Phones may be collected by members of the coaching staff if

inappropriate use is deemed by coach. Cell phones should not be turned on during any competitive event.

Dress Code

Competitive team students are reminded that they are representatives of
Redlands Community College. Teams will dress in an acceptable fashion when traveling to and from athletic contests. Proper travel attire will be determined by the head coach of each team. Attire during a competitive event will be determined by the head coach of each team.

Media Relations

Competitive team students may engage in a variety of community projects throughout the course of the year. Students are required to speak and dress in an appropriate manner during all community events. Students may be photographed and interviewed by members of the press. All students will act in a positive manner towards these individuals.

Online Social Networks (Facebook, Twitter, Instagram, Snapchat, TikTok,etc.)

Many higher education institutions are creating policies for students who participate in online social networks. While you attend school at Redlands, you may participate in these networks. However, you may not have any pictures of yourself or others in Redlands apparel on these pages when acting in a derogatory manner. You may also not have Redlands photos on the pages if there are additional derogatory photos on the page that do not involve Redlands students or staff. Negative comments on your pages about any Redlands students or staff will not be tolerated. If a Redlands employee finds you in violation of this policy, you will be subject to disciplinary actions.

Parent Involvement

Students over the age of 18 should sign a FERPA Release Form if the student wants a Redlands faculty or staff member to speak to a parent or guardian. Redlands has specific protocols in place to ensure that any questions or concerns from students are addressed. Students are advised to see their respective coach with issues or concerns at any time these arise. If an issue cannot be resolved through the coach, students may then meet with the one of the Athletic Directors or the Vice President for Academic Affairs. The College will not respond to anonymous phone calls, emails, parent phone calls, or parent visits unless the students has followed protocol by signing a FERPA Release Form. This policy helps ensure that every situation is dealt with in a uniform manner.

Sexual Misconduct

Redlands is committed to providing a safe environment for all students. Engaging in any unwelcome conduct, including non-consensual sexual contact, harassment, bullying and hazing, will result in disciplinary action in accordance with the Student Code of Conduct as described in the Student Handbook.

Theft

Redlands staff expects each competitive team member to treat all Redlands students, staff, other employees and community members with respect. The taking of materials that are not your own is not permissible. Acts of theft will not be tolerated and each instance will be dealt with accordingly and may involve the resources of our local law enforcement.

Travel

All student-competitive team members may be required to travel to and from a competitive contest with their respective team. Emergency situations that may arise will be handled on an individual basis by the Institutional and Student Compliance Officer. These requests must be approved by Institutional and Student Compliance Officer before final travel arrangements are made. Coaches are not allowed to secure transportation for their respective athletes during any semester breaks.

Enrollment

Admission Procedures

Admission to Redlands Community College takes place year-round. Redlands maintains an open enrollment policy which encourages high school graduates and GED students to continue their education with us.

1) Complete an application for admission and submit to the Office of Admissions, along with official high school transcripts, ACT scores, an official transcript from each college attended and GED scores, if applicable.
2) See an academic advisor in the Admissions and Advising Office to select courses for the upcoming semester. Assessment Testing may be required prior to selection of courses. See Placement Testing Requirements.
3) Following course selection with an advisor, submit registration form to Office of Records/Registrar. A copy of the enrollment for the upcoming semester will be given to the student.
4) Have a photo identification card made.
5) Last, go to the Business Office to pay tuition. The student is responsible for costs according to the fee schedule.
6) When a student enrolls, he or she is responsible for enrollment fees and charges. These charges will not be canceled or refunded unless the student initiates a formal withdrawal before classes begin. Students who fail to pay fees or to make suitable arrangements for payment of fees, may be denied admission to classes the following semester.

Dropping/ Adding Classes

Students who have a scholarship may drop and add classes free of charge during the institution's drop and add period. During the drop/add period, scholarship students should be mindful to maintain credit hour enrollment required by scholarship award. Students are responsible for all charges incurred for dropping or adding classes after this period. Students are responsible for maintaining enrollment hours require by their scholarship in order to keep their scholarship. If enrollment hours fall below what is required by the scholarship, the scholarship may be revoked and the student may have to pay back awarded money.

Retaking Classes

Tuition scholarships cover the cost of classes up to various amounts. If a competitive team student fails a class, or receives an unacceptable grade and wishes to retake the class, the scholarship will not cover the expense of retaking the class. Competitive team students will be responsible for the full of cost of every class that is repeated.

Cheating (Academic Integrity / Plagiarism)

Students attending Redlands are expected to conduct themselves according to the highest academic standards and to complete coursework in an honest manner. Plagiarism and/or cheating will not be tolerated and students may receive an "F" grade for the course and be suspended or expelled from the College for repeated violations of cheating. If there is any question regarding what constitutes cheating or plagiarism please see your respective coach or instructor immediately.

How to be a Successful Student

1. Check Canvas for your class a minimum of 3 times weekly.
2. Learn how to post assignments on Canvas, participate in Canvas discussions and read course announcements on Canvas.
3. Attend class regularly and on time. If you miss a session, you are obligated to let the instructor(s) know why and your reasons should be legitimate and reasonable. Get all the assignments you may have missed and find out what material was specifically covered in class.
4. It is your responsibility to inform your instructor you will be missing class due to a team event. Instructors are not required to make provisions for any make-up tests or assignments if you do not make contact before missing classes.
5. Participate in class. Speak up in class. Ask questions, and most of all, pay attention.
6. Visit your instructor or advisor. See your instructor before or after class about grades, comments made on a paper or upcoming tests. Your advisor can help you if you should encounter any personal or academic problems.
7. Submit assignments on time. Make sure your assignments look neat and sharp. Take the time to produce a final product that looks good and shows a caring attitude and pride in your work.
8. Earn extra credit if offered. Demonstrate that you care about your grades and are willing to work to improve them. Do optional work assignments that many students pass up. Extra-credit assignments and projects can mean the difference between a C and a B. Instructors are not obligated to assign extra work, but if they offer, take advantage of that situation.

Financial Assistance

To defray other educational costs, all students are required to apply for additional funding by submitting the Free Application for Federal Student Aid (FASFA). Applying for federal aid takes time, and students should apply early, preferably by February 1. Begin by completing the FAFSA online at studentaid.gov. Students should submit accurate information and maintain communication with their financial aid advisor to ensure the financial aid is available before classes begin.

Scholarships

There are certain eligibility requirements that must be met for a student to maintain his/her scholarship. Students must maintain a 2.0 cumulative grade point average (GPA) and be enrolled and attending at least 12 credit hours each semester. The scholarship could be revoked if the student fails to meet these requirements. If a student chooses to fail a class, his/her scholarship will not cover the expense of retaking the class.

- Change in Class Registration
  Students who have a scholarship may drop and add classes free of charge during the institution's drop and add period. During the drop/add period, scholarship students should be mindful to maintain credit hour enrollment required by scholarship award. Student are responsible for all charges incurred for dropping or adding classes after this period.

- How to maintain scholarship status
  Students must remain in good academic standing with the institution to keep their scholarship. Federal regulations require students to maintain a cumulative 2.0 GPA to continue receiving monetary aid, with an exception for first semester freshman student athletes of 1.7. Students who fall below a 2.0 GPA will be placed

on financial aid probation. If athletes are placed on probation, the student must complete the full appeal process with both the Financial Aid Office and the Athletic Director. Failure to increase the low GPA, or complete the appeal process will result in the suspension of the athletic scholarship. Other scholarships will be suspended or revoked if GPA falls below 2.0. If a student is placed on academic suspension at the end of a semester, his/her scholarship will be revoked for the upcoming semester, regardless of the findings of an Appeal Committee. If a student loses his or her scholarship for academic or disciplinary reasons, the team coach must notify the student both in person and in writing.

Grants, Loans and Work Study

Please see page 9 for information about these financial assistance programs.

For additional information, contact the Financial Aid Office 405.422.6250.

Bills, Payments Due

Students may choose to pay their tuition and fees prior to the beginning of the semester or by making monthly payments through the College Green Payment Plan. Students at Redlands Community College will be charged tuition and fees for all classes in which they are enrolled as of the Fee Due Date for each enrollment period of each semester.

For more information about payment options, see page 15 in the Academic Catalog. See the academic calendar for exact drop dates: redlandscc.edu/ academic-calendar.

Competitive Team Drug Policy

Redlands Community College recognizes the threat drug abuse presents to the health of all students. For the safety, welfare and best interest of the students of Redlands Community College, and to promote drug free lives both during and after college, Redlands has adopted Policy and Procedure 627 Competitive Teams Drug Testing, a drug education and testing program for use by all students participating in any competitive team activities. This policy is intended to supplement and complement Policies and Procedures 505 Drug-Free Schools and Communities Act to Prevent Alcohol and Drug Abuse, 513 Tobacco Free Campus, and 514 Alcoholic Beverages. Please log into go.redlandscc.edu to view all full Policies and Procedures.

Any student who tests positive or non-negative in a drug test, or who attempts to falsify data on a test, or is found in possession of drugs/alcohol or under the influence of drugs/alcohol under this Policy and Procedure shall be subject to the following restrictions which could include partial or complete loss of Scholarship:

First Offense

1. The student is required to attend a meeting which will include but not limited to, Institutional and Student Compliance Officer, Team Coach, and student to discuss infraction.

2. The student will be ineligible to compete for a minimum of 1 interscholastic event from the date of final determination of the offense. The student may not participate in any team scrimmages or competitions during this period. Student will have to complete 20 hours of community service to be done within 30 days of sanction notification. If the infraction occurs during an off-season time, student's interscholastic event suspension will commence during the upcoming competitive season. If the student is under 21 years of age, the student's parent

or legal guardian may be notified.

3. Student will attend and participate in 100% of a drug and alcohol education session before being allowed to return to team activities. If less than 100% of class is attended, no credit is given and second offense sanctions may begin. The Athletic Director, Executive Vice President, or Institutional and Student Compliance Officer will notify the student of the scheduled time of his/her drug and alcohol education session. If the student does not attend the education session, he/she will remain ineligible until the education session is completed.

4. Student will be charged a $150 fine for a first offense. This fine is to be paid directly by the student.

5. Student must complete all recommendations of the meeting. Non- compliance may result in student becoming ineligible for all team activities until recommendations are completed.

6. Student will be retested within 45 days of first positive or non-negative test. Student may continue to be tested for the remainder of the school year, at the expense of the student.

Second Offense

1. The student is required to attend a meeting which will include but not limited to, Institutional and Student Compliance Officer, Team Coach, and student to discuss infraction.
2. The student will be ineligible to compete in 4 interscholastic events from the date of final determination of the offense. The student may not participate in any team scrimmages or competitions during this period. Student will have to complete 40 hours of community service to be done within 30 days of sanction notification. If the infraction occurs during an off-season time, student's 4 interscholastic event suspension will commence during the upcoming competitive season. If the student is under 21 years of age, the student's parent or legal guardian may be notified.
3. Student will attend and participate in 100% of a drug and alcohol education session before being allowed to return to team activities. If less than 100% of class is attended, no credit is given and third offense sanctions may begin. The Athletic Director, Executive Vice President, or Institutional and Student Compliance Officer will notify the student of the scheduled time of his/her drug and alcohol education session. If the student does not attend the education session, he/she will remain ineligible until the education session is completed.
4. Student will be charged a $250 fine for a second offense. This fine is to be paid directly by the student.
5. Student must complete all recommendations of the meeting. Non- compliance will result in student becoming ineligible for all team activities until recommendations are completed.
6. Student will take a retest within 45 days of first positive or non-negative test, at the expense of the student. In order to return scrimmages, or competitions, the drug test must come back negative. If the drug retest results come back positive, or non-negative, the Third Offense Sanction will be invoked. Student will continue to be tested at the expense of the student if the student wishes to have further testing prior to activating the third offense. During this retesting time, the student will remain on Second Offense Sanctions, which include not being able to participate in team meetings, practices, scrimmages, or competitions.

Third Offense

Permanent removal from competitive team(s) and ineligibility to participate in any future interscholastic competitive or extracurricular activities on behalf of the institution.

Purposes of the Drug Policy

The purpose of the Policy is to prevent illicit drug use:

A. To educate students to the serious physical, mental and emotional harm caused by drug use.
B. To alert students with possible drug problems to the potential harms of drug use.
C. To prevent injury, illness and harm as a result of drug use.
D. To maintain an environment free of drug use and abuse.

If a student refuses to submit or does not attend a drug test, it will be counted as a positive or non-negative. Penalties will be assessed accordingly.

A student who self refers concerning a violation of this Policy and Procedure will be allowed to remain active in competitive team activities, provided the student successfully attends, participates in and completes a Redlands education session. In order to successfully complete this education session, the student must pass a drug use test at the conclusion of the education session, at the expense of the student.

A student who self-refers under this Policy and Procedure will not be considered to have committed his/her first offense under the Policy and Procedure. Self-referral may be used only once in a student's entire time as a student at Redlands Community College. The term "self-referral" means the student reports drug use before being notified of the first drug testing session of the semester. If a student has mitigating circumstances that prevent them from participating in the scheduled drug class, that student will work with the Institutional and Student Compliance Officer and their Coach on a make-up testing time, which may require transportation to an Oklahoma City laboratory.

The sanctions of this Policy relate solely to limiting the opportunity of any student found to be in violation of the Policy to participate in competitions that represent our institution.

Drug Education

Attendance to all drug education sessions shall be mandatory for any student desiring to participate in any competitive team. If student does not attend a Redlands Community College sponsored drug education session, he/she will become ineligible to participate until session is attended. Drug education sessions will be given for all spring and fall activities. A copy of this Policy will be in the student handbook or distributed by the Coaches of each competitive team. Policy will be reviewed at all drug education sessions.

Each student shall be provided a consent form, which shall be dated and signed by the student before such student shall be eligible to practice or participate in any interscholastic team or individual competition. The consent shall be to provide a urine, oral fluid or other recognized analytical sample at any time requested to be tested for illicit drugs or performance-enhancing drugs. All specimens will be coded to ensure confidentiality, and the specific identity will be known only to the professional lab and the Institutional and Student Compliance Officer. All chemical analysis will be conducted by a professional laboratory. No student shall be allowed to practice or participate in any interscholastic competition or team activity unless the student has returned the properly signed consent form.

A positive or non-negative result of any student's drug use test will be reported to the Institutional and Student Compliance Officer. The Institutional and Student Compliance Officer will contact the Executive Vice President, the Athletic Director, the head coach and the student. If the student is under 21 years of age, his/her parents or legal guardians will also be notified.

Drug Screening

Administrators of the Drug Screening Program

A certified drug program administrator will perform all drug testing with qualified personnel.

Notification and Consent

Although tests will be performed randomly, all student competitive team members will be notified of when and where drug tests will be performed.

All athletic student competitive team members must read and sign a drug testing consent form every year in order to be eligible for NJCAA Division I athletics. Any student not willing to read and sign a consent form will be considered ineligible for participation in Redlands Community College Athletics.

Confidentiality of Test Results

All information and records associated with the Redlands drug testing policy, including test results, will remain confidential and, unless otherwise required by law, will be released only to the following persons:

1. Athletic Director or his/her designee.
2. Executive Vice President or his/her designee.
3. Institutional and Student Compliance Officer or his/her designee.

Drugs for Which the Screening will be Conducted

Substances that may be randomly tested for: alcohol, amphetamines, cannabinoids, cocaine, opiates, synthetic opiates and PCP, and other substances, such as but not limited to steroids, barbiturates and benzodiazepines without advance notice.

Frequency of Screening

Includes Tests by Redlands, NJCAA and Other Organizations

For testing administered by or on behalf of Redlands Community College, the Athletic Director, or his/her designee, will notify students and head coaches of scheduled drug testing dates and times. Student competitive team members are subject to the following types of testing:

- New student competitive team member testing
- Random testing
- Reasonable suspicion testing
- Post-accident testing
- Return to play testing
- Follow-up testing

Testing may occur throughout the calendar year, including duringthe summer. The Athletic Director, or his/her designee, may also test students based upon just cause or reasonable suspicion so that drug testing may produce evidence of drug use.

Specimen Collection

For Tests Conducted on Behalf of Redlands Community College:

A certified drug program administrator under contract with the college will supervise the collection, screening, and analysis of a urine, saliva, or designated sample from a competitive team student; this may be an observed collection.

Missing a Drug Test

If a competitive team student fails to report for a drug test after being notified of the test, he or she will be required to provide a specimen to a designated facility at a time designated by Redlands Community College and the competitive team student will be required to pay for the test. Except in extraordinary circumstance, the rescheduled time will be within 24 hours of the scheduled test. **The missed test will be considered a positive test until proven otherwise.**

The competitive team student will not be permitted to play, practice and attend team meetings, use Redlands facilities or attend non-public Redlands activities until a missed test has been retaken as required by this policy.

Failure to provide a specimen at the rescheduled test will be treated as (and subject to the consequences of) a positive test.

If the competitive team student is tested at the rescheduled test and the test is non-positive or negative, it will not be considered a positive test. The competitive team student will be required to pay for the full cost of the rescheduled sample collection. The competitive team student is responsible for getting to the rescheduled test at the designated place and time. The head coach will be notified by the Institutional and Student Compliance Officer or the Athletic Director or his/her designee of the missed test, the consequences for missing the test, and the competitive team student's obligation to seek the rescheduled test.

Competitive team students are required to complete their academic responsibilities (e.g., classroom or field experiences) and may be allowed to reschedule a drug test due to a documented academic conflict. The rescheduled test must occur within 24 hours of the scheduled test. To be allowed to reschedule within 24 hours, the competitive team student must inform the Institutional and Student Compliance Officer or Athletic Director, or his/her designee, of an academic conflict at the time of the notification of the testing procedure.

Competitive team students will be required to document each academic conflict to avoid an unexcused absence. Redlands staff has the discretion to decide whether the absence will be excused and to verify the academic conflict.

Access to Information about Test Results

The Athletic Director and Institutional and Student Compliance Officer, or his/her designees, will be informed of test results and missed tests that are treated as positive tests. Other college employees may be informed of test results to the extent necessary for the implementation of this policy.

Appeals Process

A competitive team student may appeal the finding of a positive result, violation of this policy, or the sanction imposed for either a positive test or violation of this policy. To appeal, the competitive team student must provide written evidence of material procedural error, evidence that refutes the positive finding or violation, or evidence that the sanction is unreasonable. The competitive team student must submit the written appeal to the Institutional and Student Compliance Officer within seven days after the student is notified of the decision to be appealed. If the student does not appeal within seven days, the result, finding or sanction cannot later be reviewed. The decision of Athletic Director or Team Coach to suspend a competitive team student from competition, practices, judging or play on medical grounds is not a sanction (and cannot be appealed) under this policy. The Institutional and Student Compliance Officer will review the appeal and evidence de novo on the record, and will make a written decision to the student and Athletic Director or Team Coach within ten (10) school days. This decision will be final.

For a complete description of the Competitive Teams Drug Testing Policy, please log into go.redlandscc.edu and click on Policies and Procedures.

Specific Policies for Athletic Teams

Training Room Rules

- The training room is not a lounge area. Athletes should come in for treatment and rehabilitation and then make room for other athletes.
- Profanity or vulgar language will not be used in the training room.
- No towels will be removed from the training room.
- Athletes reporting for treatments must wear shorts and T-shirts.
- Athletes reporting for injury evaluation or treatments should arrive at the training room at least 30 minutes before the start of practice.
- All athletes will be expected to report for treatment and rehabilitation of their injuries at the same time agreed upon by the athlete and the trainer.
- No taping will be done without the athlete first performing a reconditioning program assigned by the trainer or physician.
- No taping will be done later than 10 minutes before practice time. The only exception will be for athletes with late classes who have notified the head athletic trainer in advance.
- No athlete will add or delete steps from the prescribed rehabilitation program.
- No athlete will return to practice or competition before release from the physician or head athletic trainer.

Secondary Insurance Coverage for Athletes

- The Redlands Community College athlete insurance policy will cover only injuries incurred during participation in official varsity games and practices.
- The Redlands Community College athletic insurance police provides secondary coverage. This means that the athlete's personal insurance policy (or the parents' personal insurance) must be filed at the time of a visit to a physician or hospital. Once the personal insurance has stopped paying, Redlands Community College's insurance policy may pay the remainder of the costs.
- The Redlands Community College athletic insurance information form and physical form must be filled out completely and turned in before the athlete will be allowed to practice or play.
- To expedite compensation for bills, student athletes must complete necessary forms and return them to the head athletic trainer.
- No doctor's visit or surgery because of athletic injuries will be compensated by the Redlands' insurance policy unless the athlete informs the head athletic trainer before the visit.
- Student athletes with organic illnesses not associated with athletic competition may request a referral to a physician from the head athletic trainer; however, any visits to a doctor or subsequent treatment for this matter will not be compensated by Redlands Community College.

National Junior College Athletics Association Compliance

NJCAA Bylaws

The National Junior College Athletic Association has specific rules that govern Junior College athletes, coaches and institutions. You may obtain a copy of the updated bylaws from your respective coach or the Athletic Director.

Academic Eligibility for Athletics

All student-athletes are required by the NJCAA to be enrolled and attending 12 credit hours during the course of the semester. A student-athlete will automatically become ineligible for competition if enrollment drops below the required 12 credit hours during the course of the semester. To maintain competitive team eligibility, a student team member must successfully complete 12 credit hours per semester with a 1.75 GPA at end of first semester and GPA of 2.0 at the end of the second semester.

Amateur Status (NJCAA)

Student-athletes are permitted to:

1. Accept scholarships and educational grants-in-aid from their institution in accordance with provisions of Article VI of the bylaws of the NJCAA.
2. Officiate sport contests, providing the compensation received does not exceed the going rate for such employment provided the employment is not arranged by the institution or a representative of its athlete
3. Serve as coaches or instructors for compensation in a physical education class outside of their institution of participation, provided the employment is not arranged by the institution or a representative of its athletic interests.
4. Serve as paid supervisors of children's sports programs, such as counselors in a summer camp or in a recreation department program. Their duties may include teaching techniques or skills in their sport, provided that any instruction is a part of the overall terms of employment (teaching and coaching shall not exceed more than half of their employed time).
5. Give lessons for compensation provided such compensation is appropriate and the standard rate for the service area.
6. Have their names or pictures appear in books, films or other publications without jeopardizing their amateur status, under the following conditions:
    a. Appearance in such publication is for the purpose of demonstrating athletic skill, analysis of a sports event, or instruction in sports.
    b. There is no indication that the student-athlete expressly or implicitly endorses a commercial product or services.
    c. The student-athlete is not paid.
    d. The student-athlete has signed a release statement detailing the conditions under which his/her name or image may be used and has filed a copy of that statement with the institution he/she attends.

Student-athletes shall not:

1. Be employed to teach any class or in any coaching capacity for their college during the academic year in which he/she is a participant.
2. Be employed or receive compensation for teaching or coaching sports skills or techniques, if the employment is arranged by the student-athlete's institution or a representative of its athletics interests.
3. Be engaged in employment arranged by a member college or any representative of its athletic interests.

NJCAA Code of Conduct

This code of conduct applies to all region, district and national events, contests and tournaments sponsored by the National Junior College Athletic Association. Violations of the code of conduct occurring during the regularly scheduled season events shall be referred to the respective conference or region Standards and Ethics Committee. The jurisdiction of the NJCAA Code of Conduct ends when colleges competing in such tournaments arrive back on their respective campuses.

Code of Conduct for Athletes

A. Participants shall recognize the responsibility for proper conduct at any national tournament, event or contest sponsored by the NJCAA or its member colleges.

B. Coaches shall recognize and assume responsibility for the actions of themselves and the team members. Each coach who has participants competing in the event shall be responsible for informing each participant about the Code of Conduct.

Behavior for Athletes

Coaches, players and institutional personnel must remember that they are representatives of an institution of higher learning, its faculty, administration and student body. As such, they are expected to conduct themselves in a manner which would reflect credit on their team, institution, region and the NJCAA. Student-athletes, coaches and institutional personnel who are participating in NJCAA events are subject to all NJCAA rules, regulations and penalties as stated in the NJCAA Handbook as well as local, state and federal laws.

Inappropriate and unacceptable behavior by coaches, players or institutional personnel will not be tolerated before, during or after contests; at the hotel or in public while representing their college. This Code of Conduct does not replace Article XVIII of the NJCAA Handbook.

Unacceptable forms of behavior include, but are not limited to:

1. Fighting
2. Taunting
3. Inappropriate celebration
4. Disrespectful attitude toward opponents, officials, tournament administrators
5. Use of profane and vulgar language
6. Use of tobacco, drugs and/or alcohol
7. Disrespectful attitude toward host hotel personnel
8. Unlawful activities

Derogatory Comments for Athletes

Coaches, athletes or institutional personnel shall not make derogatory public comments regarding administration of a tournament or officiating of contests during post-game interviews or at other times; to print or broadcast media, in news releases or institutionally produced news releases or under any conditions when their comments may become public. The head coach shall be fully responsible for assuring that no public comments are made by the coaching staff, student-athletes or institutional personnel about officiating, fighting or other incidents which occur during contests.

A coach shall not address or permit anyone in the team area to address uncomplimentary remarks to any game official during the progress of a contest or engage in conduct which might incite student-athletes or spectators against officials.

Reporting of Athletic Violations

Violations of the Code of Conduct may be reported to the Executive Director of the NJCAA or his/her designee.

Procedures and Penalties of Athletic Violations

Immediate Action

Where immediate action is needed to alleviate or control a situation, the Executive Director or his/her designee shall have the authority to act at his/her sole discretion. Examples of events which would require immediate action include, but are not limited to, the following:

- Allegation of serious misconduct requiring immediate suspension of institutional personnel or student-athletes from competition.
- Instances where the Executive Director or his/her designee deems it necessary to protect the equity and integrity of the competition.
- Protection of the event's officiating program, particularly in an instance where public comments by an institutional representative may affect competition.
- Any instance or circumstance which might affect the safety of officials, participants or spectators attending the event.

Penalties-Immediate Action

The Executive Director or his/her designee may issue any penalty that he/she believes appropriate to any student-athlete or institutional personnel who has violated the regulations pertaining to conduct when the Executive Director or his/her designee concludes that immediate action is required. The actions of the Executive Director or his/her designee shall be final and binding but shall be reported to the Standards and Ethics Committee within one (1) week.

Timely Action

In cases where immediate action is not required but where sanctions are warranted, the Executive Director or his/her designee may issue the following penalties:

Reprimand

The NJCAA Executive Director or NJCAA Standards and Ethics Committee may issue a letter of reprimand to the coach, player or institutional personnel who violates the regulations pertaining to conduct. Copies of the letter of reprimand will be sent to the Director of Athletics and the President of the institution.

Probation, Suspension and Other Penalties

If the misconduct is serious enough, the Executive Director or his/her designee may issue other penalties which may include, but are not limited to, probation, suspension or disqualification of the coach, player or institutional personnel from participating in one or more contests.

Regulations of Conduct for Athletes

Sportsmanship

Certain standards of behavior are expected of all student athletes and team personnel participating in any NJCAA event. Student athletes are guests at any event, their participation is a privilege, not a right. Sportsmanship and

citizenship are modes of conduct that promote and develop respect for fellow participants, coaches and teammates. Respect should also be reflected in each student athlete's behavior toward officials and spectators. Every individual participating in any NJCAA event must abide by the following:

Behavior Rules

Violent Behavior

Acts of violence or flagrant acts during or related to an athletic contest are not permitted. A violent act is one which physical contact or an attempt to make physical contact occurs, the purpose of which is to damage, harm, intimidate, or otherwise injure a person or property.

Penalty for Violent Behavior — Any player, coach or team personnel who is guilty of leaving his/her sideline, bench or position to participate in violent behavior will be considered a responsible party in such behavior and will be subject to the national fight rule governing their respective sport. Should no such rule exist in the individual sport rulebook, individuals will be subject to the following.

1. Immediate ejection;
2. A one game suspension to be served during the next scheduled contest during the regular season and/or postseason play. Suspension of student athletes or coaches occurring at the end of the season shall carry over to the next academic year and will be served during the first scheduled contest of that year.
3. Should an individual be ejected for violence a second time during a given season, that individual shall be prohibited from participating in any intercollegiate athletics for the remainder of the year.

Nonviolent Unsportsmanlike Behavior

Nonviolent unsportsmanlike behavior during or related to any NJCAA event is prohibited. This behavior includes profanity, vulgar gestures, trash talk and loud or abusive language directed at players, coaches, contest officials and/or spectators.

Penalty for Nonviolent Unsportsmanlike Behavior — Any player, coach or team personnel guilty of non-violent unsportsmanlike behavior is subject to the national rules governing their sport. Should no such rule exist in the individual sport rule book, individuals will be subject to the following:

Note: Event administrators must report all incidents of unsportsmanlike behavior which result in ejection to their regional director.

NJCAA Policy on Alcohol/Drugs

The National Junior College Athletic Association (NJCAA) is the governing body of intercollegiate athletics for two-year colleges. As such, its programs are designed to meet the unique needs of a diverse group of student-athletes who come from both traditional and non-traditional backgrounds and whose purpose in selecting a two-year college may be as varied as their experiences before attending college.

Given this perspective, the NJCAA accepts its responsibility by seeking to provide a competitive environment that is free from drug and substance use and abuse in any form for the purpose of facilitating or enhancing athletic performance by any athlete engaged in competition that is sponsored by the NJCAA.

It is the position of the NJCAA to serve as a resource and referral agency for any athlete, coach or administrator who wishes to secure information relative to the effects, consequences and potential avenues of treatment for substance

abuse; to coordinate the efforts of coaches and athletic administrators, in their efforts to serve as educational liaisons for those student-athletes wishing to further their athletic careers at four-year institutions, that are subject to drug testing procedures; and to continue to endorse and encourage efforts on the part of member institutions to educate their athletes to the implications of drug usage in their lives beyond athletics.

It is a fundamental belief of the NJCAA that athletic participation is a privilege and that those athletes who use illegal performance-enhancing and/or recreational drugs substantively violate that privilege. In response to any violations of this nature that occur and are detected in NJCAA-sponsored events, continuation of rights and privileges of participation by the individual or the institution will be reviewed and revoked, as appropriate.

The NJCAA requires of its member institutions the following:

1. Development and implementation of an alcohol, tobacco, drugs and other controlled substances awareness education program for all members of intercollegiate athletic department staff and student-athletes.
2. Development and distribution of an institutional policy statement relative to the use and abuse of alcohol, tobacco, drugs and other controlled substances. This policy statement should address participation and the expectations of the member institution for each intercollegiate athletic department staff member and student-athletes standard of behavior.
3. Development and implementation of a plan for referral, treatment and rehabilitation for all members of intercollegiate athletic department staff members and student-athletes with drug and/or alcohol related problems.
4. By using various resources of individual institutions in response to institutional needs and demands, investigate the feasibility of a complete and comprehensive drug use and abuse screening program.

Substances banned for use by student-athletes competing in NJCAA-sponsored events are those found on the NCAA list of banned drug classes. No substance belonging to the prohibited class may be used, regardless of whether it is specifically listed as an example by the NCAA.

Penalty for Alcohol/Drug Use at NJCAA Events

1. The game official shall immediately notify the impaired individual and the impaired individual's coach, team captain or other school representative that the official has reasonable cause to believe that said individual is impaired to the extent of being a danger to the individual and/or to other participants and the specific reasons for such belief.
2. The game official may then declare the impaired individual disqualified from further participation or suspend from participation for such time as the game official believes necessary for the individual to recover from such impairment.
3. In the event the impaired individual objects to the decision of the game official, such decision may be immediately referred to the NJCAA representative, athletic director or their designee in charge of the sporting event, and said representative or other person-in-charge shall make the final determination as to the individual's impairment or lack thereof and the decision of the NJCAA representative, athletic director or other person-in-charge shall be final and binding with regard to any disqualification, suspension or overruling of the game official.
4. Nothing shall, however, prevent the impaired individual or such individual's school from subsequently requesting review of the game official's decision to the NJCAA executive committee. Said executive committee may review the decision of the game official and take such appropriate actions as may be justified and fair to all parties.

Tobacco

The use of all tobacco products shall be prohibited in all practices and athletic events conducted under the auspices of the NJCAA and its member institutions. This rule shall apply equally to all student athletes, coaches, authorized team personnel and other individuals participating in an athletic event.

Penalty for use of tobacco products at NJCAA events — The event official shall immediately notify said individual(s) observed using any form of tobacco product or the aforementioned violation and shall enforce an immediate event disqualification and/or additional penalties prescribed by the national rules governing the sport.

Note — A coach serving a game suspension for any reason shall be restricted to the designated spectator areas and is prohibited from any contact, direct or indirect, with his or her team, assistant coaches and/or bench personnel, before, during, and immediately after the game.

Disciplinary Action

1. Violations of the CODE OF CONDUCT for national events need to be referred to the National Office of the NJCAA.
2. The NJCAA Executive Committee shall act as a Board of Appeal. If the decision of the executive committee is challenged, such challenge must be resolved by submission of the issue or issues in question to binding arbitration according to the rules and procedures of the American Arbitration Association and as more fully set out in Article V of the NJCAA bylaws.
3. The NJCAA Executive Committee's decision does not prevent or assume other disciplinary action by the violators' college or law-enforcement agencies.
4. No other appeal procedures are authorized.
5. All other disciplinary action or problems not involving national events, contests or tournaments, and not provided for in the NJCAA Handbook and Casebook shall be referred to the appropriate regional director and/or conference administrator for decision.

Letter of Intent for Athletes

An NJCAA Letter of Intent serves to document the commitment between a member college and a student-athlete. The Letter of Intent is an institutional agreement awarded for a maximum of one (1) academic year (August 1 to July 31).

A student-athlete or other representative of the student-athlete shall not make contact with another NJCAA member college or its representatives for any reason:

- While the student-athlete is in season or is enrolled in the term which the sport season ends, OR
- While the student-athlete is signed to an NJCAA Letter of Intent.

The student-athlete shall notify any recruiter if he/she has signed a Letter of Intent, and all NJCAA member institutions shall cease recruitment upon notification of the student-athlete's commitment.

A student-athlete who has signed an NJCAA Letter of Intent may be released from his/her commitment under the following conditions:

- The release agreement must be signed by the student-athlete (and parent, when the student-athlete is under the age of 18), the athletic director and the president of the member institution, if:
    - The student-athlete transfers to another NJCAA institution;
    - The member college checks the "Other" box on the Release Agreement. If this box is checked, a detailed explanation by the member college must be included, detailing the reason for the release.
- The student-athlete's signature is NOT required under the following conditions:
    - The student-athlete fails to enroll at the member college, OR
    - The student-athlete loses academic eligibility, OR
    - The student-athlete graduates from the member college, OR
    - The student-athlete withdraws from the member college, OR
    - The student-athlete is disciplined by the campus authority responsible for campus discipline, and not related to athletic performance or team violations.
- The NJCAA Release Agreement must be electronically transmitted to the NJCAA National Office for all student-athletes no longer intending to receive aid.
- Unconditional: The member college may not add conditions or stipulations to the release agreement, including, but not limited to: limitation upon the student-athlete's subsequent college of attendance.

Multiple Letters of Intent & Enrollment at Alternate Member College

- Multiple Valid NJCAA Letters of Intent: If more than one NJCAA Letter of Intent is signed prior to the execution of an NJCAA Release Agreement the student-athlete will immediately become ineligible to compete for one academic year.
- Non-Member Letters of Intent: The NJCAA Letter of Intent may be voided if the student-athlete signs a Letter of Intent with a non-member college.
- Enrollment at Alternate Member College: If a student-athlete enrolls at an NJCAA member college other than the member college to whom the student-athlete committed, prior to fulfilling the terms of the original Letter of Intent, the student-athlete shall be restricted from having any athletic contact with any member of the attending college's athletic department.
- Simulated Letter of Intent Signing: No member of the college coaching staff or representative of the member college's athletic interest may take part in any event or make any statement implying that a student-athlete has signed an NJCAA Letter of Intent, including but not limited to, pictures and/or articles appearing in news media.

Transfer Rules (NJCAA)

General rules that apply to any transfer student

1. Transfer students are those who have attended any college beyond the first 15 calendar days of a term or have participated in an athletic contest, and at a later date enrolls and attends classes at another college.
2. Students may not participate in the same sport during the same academic year at two different colleges. Fall participants in the sports of softball, baseball and tennis shall not prevent students from competing in the same sports during the spring season or the same academic year after having transferred from another college and satisfied all the transfer provisions of the eligibility rules. One exception is if a student has transferred from a school that has dropped his or her particular sport. Documentation of the program being

dropped must be provided when submitting the eligibility.

3. Students who participate in a sport before a term begins, between terms or within the first 15 calendar days of a term and subsequently transfer before or within the first 15 calendar days of the term must serve probation before they are eligible to participate in athletics.
4. Students who are serving probation shall not dress for any contests.
5. Whenever students are required to serve probation, they must be enrolled in 12 credit hours at the institution where they are participating.
6. To be eligible in a sport that spans two terms, transfer students must be enrolled in 12 or more credit hours during the term when the season of that sport begins. The students must also be enrolled at the college where they have chosen to participate.

Transfers from Another NJCAA Institution

There are various rules and regulations regarding students who transfer from another NJCAA member institution. These rules and regulations are listed in the NJCAA handbook and casebook. If you fall under this category, check with the athletic director concerning these rules.

Transfers from Senior College/Non-NJCAA Institution

Same as above.

COMPETITIVE TEAM DRUG STATEMENT

Redlands Community College has a comprehensive drug-screening program for our student competitive team members. Redlands Policy 505 states that student competitive team members in the college programs will be subject to mandatory testing. The purpose of this policy is to provide education for the student competitive team members, prevention of drug abuse among team members, to aid in the rehabilitation of team members who may have a possible drug problem, and to help maintain a positive image.

Each competitive-team member is subject to be tested a minimum of two times within the school year. Any competitive-team member who refuses to be tested will be considered drug positive and will face appropriate consequences. All names are chosen at random, and results will be confidential.

Student-athletes who test positive for banned substances will be subject to the disciplinary actions outlined in the board policy.

As a competitive team member of Redlands Community College, I understand that the institution has the right to screen for drug use, regardless of their scholarship status. By signing this document I also understand that I can be randomly tested for drugs throughout the academic year, and if I am caught in possession, manufacturing, distributing, or under the influence of a controlled substance I am subject to disciplinary action by the college.

Competitive Team Member Name (Please Print): _____

Competitive Team Member Signature: _____

Date: _____

Photo Release

Photo Release for 18 and over: I hereby grant to Redlands Community College and its legal representatives and assigns, the irrevocable and unrestricted rights to use and publish photographs/video footage of my image, or in which I might be included, for editorial trade, advertising and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Redlands Community College and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Student Name (Please Print): _____

Student Signature: _____

Date: _____

Photo Release for under 18: I hereby grant to Redlands Community College and its legal representatives and assigns, the irrevocable and unrestricted rights to use and publish photographs/video footage of my child, or in which my child might be included, for editorial trade, advertising and any other purpose and in any manner and medium; to alter the same without restrictions; and to copyright the same. I hereby release Redlands Community College and its legal representatives and assigns from all claims and liability relating to said photography/video footage.

Parent/Guardian Signature: _____

Date:_____

HANDBOOK ACKNOWLEDGEMENT

I,_____, have received a copy of this handbook, and have read the information it contains and understand all its meanings. Any questions that I may have had, I went to either the athletic director or my coach to further explain the rules that govern competitive teams and/or junior college athletes. I, also understand that by going against the rules in the handbook I am subject to penalties handed down by either the athletic director, my coach, administrators of the college, or the NJCAA.

Competitive Team Member Name (Please Print)

_____

Competitive Team Member Signature

_____

Date

_____

Parent signature and date (If under 18)

_____

INDEX

A

Academic Advising 6
Academic Calendar 5
Academic Center For Enhancement 6
Academic Information 49
Academic Integrity 13
Academic Load 51
Academic Probation 52
Academic Service Learning 52
Academic Support Programs 7
Academic Suspension 52
Acceptable Use Of Redlands Enterprise Network Policy 43
Acceptable Use Of Redlands Enterprise Network Procedure 44
Adding And Dropping Courses 52
Additional Degrees 56
Additional Sources Of Financial Assistance 11
Advanced Placement Program 55
Advanced Standing 54
Aggie Club 39
Aid Disbursement 13
Alumni and Friends Association 42
Americans with Disabilities Act (ADA) & Section 504 6
Appeal of Grades 50
Application for Graduation 55
Art Club 39
Articulation-Transferring Credits 49
Athletic Scholarships 10
Athletic Teams 38

B

Baptist Collegiate Ministries 39
Board of Regents - Redlands Community College 2
Bookstore 41
Bureau of Indian Education 11

C

Career Services 6
Children 41
Class Attendance 52
Classification Of Students 49
College Level Examination Program 54
Commencement Honors 57
Commencement Procedure 56
Competitive Teams
Academic Team 81
Admission Procedures 83
Behavior Expectations 81
Bills, Payments Due 85
Cell Phone Use 81
Cheating (Academic Integrity/Plagiarism) 83
Code of Conduct 81
Competitive Team Drug Statement 99
Competitive Teams Philosophy 80
Dress Code 82
Dropping/Adding Classes 83
Drug Education 87
Drug Policy 85
Drug Policy - First Offense 85
Drug Policy - Purpose 87
Drug Policy - Second Offense 86
Drug Policy - Third Offense 86
Drug Screening 88
Drug Screening - Access to Results 89
Drug Screening - Appeals Process 89
Drug Screening - Confidentiality 88
Drug Screening - Frequency 88
Drug Screening - Notification and Consent 88
Drug Screening - Specimen Collection 88
Drug Test, Missing 89
Financial Assistance 84
Grants, Loans and Work Study 85
Handbook Acknowledgement 101
How to be a Successful Student 84
Judging Team 80
Media Relations 81, 82
Online Social Networks 82
Parent Involvement 82
Photo Release 100
Retaking Classes 83
Schedule, Typical Daily 81
Scholarships 84
Secondary Insurance Coverage 90
Sexual Misconduct 82
Student Athletes 80
Theft 82
Training Room Rules 90
Travel 83
Concurrent Enrollment 41

D

DANTES Examination 54

Degree Awards....56
Degrees, Programs And Certificates....57
Drug-Free Schools And Communities Act....46

E

Early College Awareness....41
Employment Services....41
Evaluation of Military Service....55

F

Family Educational Rights and Privacy Act (FERPA)....48
Federal Work Study....10
Fellowship of Christian Athletes....39
Final Grades....51
Financial Aid Eligibility....8
Food/Drinks and Redlands Gear....42
Foundation And Alumni....41
Free Speech and Academic Freedom....31

G

Governing Boards....2
Grade Changes....51
Grading Scale....50
Grading System....49
GRADUATION REQUIREMENTS....55
Grants....9

H

Honor Rolls....57
Honors....52
Honors And Awards....57
Housing & Residence Handbook....58
- Amenities....61
- Community Center Amenities....66
- Conflict Resolution....61
- Eligibility....60
- Emergencies and Severe Weather....62, 63
- Entrance and Stairwells....61
- Office of Resident Life....60
- Parking Spaces....61
- Reporting Safety Concerns, Security Concerns & Alleged Criminal Activity....62
- Resident Guidelines....67
- Safety and Security....62
- Sexual Assault, Domestic Violence, Dating Violence and Stalking....77
- Student Check-Out Procedures....78
- Student Obligations....60
- Wireless Internet....62

I

Information Commons....43
Intercollegiate Activities....38

L

Learning Resources Center....43
Library Club....39
Livestock Judging Team....38, 39
Loans....9
Lost and Found....42

M

Medical Emergencies....42
Military Leave of Absence....12

N

National Junior College Athletic Association
- Academic Eligibility for Athletics....91
- Alcohol/Drug Use, Penalty....95
- Alcohol/Drugs Penalty, Disciplinary Action....96
- Alcohol/Drugs Policy....94
- Amateur Status....91
- Behavior for Athletes....92
- Behavior Rules....94
- Behavior, Nonviolent....94
- Behavior, Violent....94
- Bylaws....91
- Code of Conduct....92
- Derogatory Comments for Athletes....92
- Letter of Intent....96
- Letter of Intent & Enrollment at Alternate Member College....97
- Procedures and Penalites of Athletic Violations....93
- Sportsmanship....93
- Tobacco....96
- Transfer Rules....97
- Transfer Rules, General....97
- Transfers from Another NJCAA Institution....98
- Transfers from Senior College/Non-NJCAA Institution....98
- Violations, Immediate Action....93
- Violations, Penalties - Immediate Action....93
- Violations, Probation, Suspension and Other Penalties....93
- Violations, Reprimand....93
- Violations, Timely Action....93

Native American Student Organization....40
Nondiscrimination and Complaints....32
- Appeal....36

Investigation 35
Notice of Nondiscrimination Statement 4
Nursing, Advanced Placement or Articulation 55

O

Oklahoma State Regents for Higher Education 2
Oklahoma Tuition Aid Grants - OTAG 9

P

Parent Loan for Undergraduate Students (PLUS) 10
Pell Grants 9
Phi Theta Kappa 40
Phi Theta Kappa Alumni Gamma 40
Phi Theta Kappa Scholarships 10
Photography Club 40
President's Scholarships 10
President's Academic Award 57
Prior Learning Assessment 54
Program Degree Procedures 56

R

Racquetball 41
Recreational Opportunities 40
Redlands Academic Team 39
Redlands Community College Foundation Scholarships 10
Release Of Student Information And Access To Student Records 47
Repeated Course Work 51
Retention Standards 52
Return of Title IV Aid - R2T4 9

S

Satisfactory Academic Progress (SAP) 8
Scholars for Excellence in Child Care 7
Scholarships 10
Security 42
Sexual Harassment 24
Confidentiality 31
Definition and Examples 24
False Report 31
Investigation 28
Reporting 27
Sexuality & Gender Acceptance 40
Special Scholarships 10
Student Activities 38
Student Clubs And Organizations 39
Student Conduct
Appeals 20
Burden of Proof 22
Committee Findings and Recommendations 22
Committee Hearing Request 21
Complaints 18
Enforcement 15
Evidence 22
Investigating Officer 22
Notice of Allegations 19
Rights of Chief Discipline Officer/Title IX Officer 22
Rights of Students 22
Sanctions 20
Student Conduct Committee 21
Treatment of Violations 18
Violations 15
Student Conduct Code 14
Student Grievances 23
Resolution 23
Student Housing
Abandoned Property 60, 61, 67
Alcohol/Drugs 67
Alteration of Apartment 68
Appliances and Fixtures 68
Bicycles 68
Care of Apartment 68
Check-In/Check-Out Procedure 68
Cleaning Responsibilities 69
Community Center Amenitites 66
Community Center Regulations 66
Consolidation 69
Cooperation of Residents 69
Damages 69, 78
Decorations 69
Emergencies 70
Failure to Check-Out 78
Finals Week 70
Fines 78
Fire Drills and Extinguishers 70
Fitness Center 66
For Your Piece of Mind 71
General Guidelines 71
Hazing 71
Housing Tecnology Offerings 71
Immunizations 72
Incorporation of Rules and Regulations 72
Laundry Facilities 66
Lockout Policy 72
Lost Keys and Key Cards 72
Lounges/Common Area Amenities 72
Mail 66, 67
Maintenance Requests 72
Off-Campus Behavior 72
Parental Notification 72
Personal Transportation 72
Pets 73
Quiet Hours 73

Renters Insurance 73
Resident Advisors 74
Right-of-Entry and Search 74
Safe Rooms 74
Service Animals 73
Sexual Assault, Domestic Violence, Dating Violence and Stalking 77
Student Check-Out Procedures 78
Student Obligations 60
Tobacco 74
Tornado 63
Transferring to Another Room 74
Visitors and Guests 75
Weapons 75
Window Screens and Blinds 76
Withdrawals 76
Your Roommates and You 76
Student ID Cards 42
Student Nursing Association 40
Student Services Center 6
Student Support Services 7
Supplemental Educational Opportunity Grants - SEOG 9
Sustainable Living Club 40

T

Technology Assistance 46
Testing And Credit By Examination 54
The Ray Porter Faculty Senate Scholarship 10
Title IX 32
Traffic and Parking Regulations 42
Transcripts 55
Transfer of Credit from other Accredited Colleges and Universities 55
Transferring General Education Courses 57
Tuition Waivers 10

U

Upward Bound Program 41

V

Veterans Upward Bound 7
Veterans' Benefits 12
Vocational Rehab 12