

**2023-2024**

# **ROSE STATE COLLEGE**

## **STUDENT HANDBOOK**

**GENERAL ACCOUNTABILITY COMPLAINT**

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**2023-2024**

# **General Information**

**STUDENT HANDBOOK**

# HISTORY, MISSION, & VISION

Mid-Del Junior College, later renamed Oscar Rose Junior College in memory of the well-known Midwest City-Del City Superintendent of Schools, offered its first classes on September 21, 1970. The school again was renamed Rose State College by Senate Bill #9 in April 1983. The new name became effective November 1, 1983.

The College district was formed in 1968 by an overwhelming vote of the citizens in Midwest City, Del City, and some portions of southeast and northeast Oklahoma City.

The vote followed the passage of Senate Bill #2 in 1967, a law enabling district-operated community colleges to receive state aid. Voters of the new district then passed a \$1.75 million general obligation bond issue and a two-mill levy for operating expenses in 1969; the following vote in 1970 added a three-mill levy for operations.

## VISION STATEMENT

Supporting, serving and advancing the common good—sustaining and advancing a tradition of excellence.

## MISSION STATEMENT

As a public and open admission institution that grants associate degrees, Rose State College provides higher education programs and services intended to foster lifelong learning for a diverse population.

## LEARNING

# CORE VALUES

## INTEGRITY

The College is a learner-centered institution that regards students as partners in the learning process and supports them in meeting their educational goals.

The College maintains fair, honest, accurate, and consistent policies and procedures to assure credibility and accountability.

## EXCELLENCE

In its commitment to excellence, the College establishes high standards designed to promote and sustain learning in an innovative environment, thereby honoring the trust of its internal and external stakeholders.

## DIVERSITY

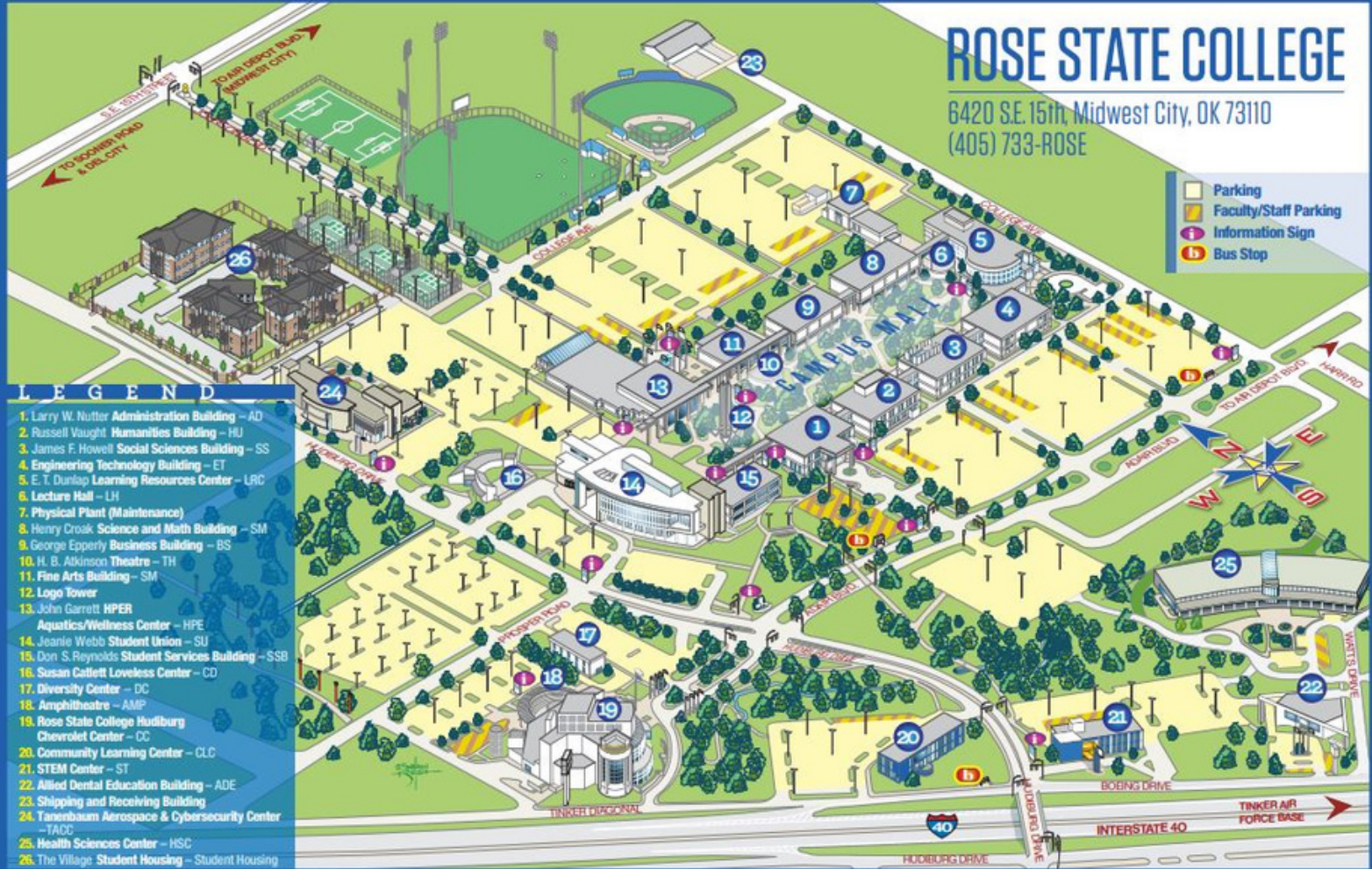
Acknowledging the value of diverse backgrounds and perspectives, the College is a place of diversity, civility, and collegiality and celebrates the benefits of mutual learning and growth from all.

## SERVICE

The College builds lasting relationships with the communities it serves – recognizing the unique opportunity it has to positively impact the lives of both students and the greater citizenry.



# CAMPUS MAP



IT'S  
GREATER  
TO BE A  
RAIDER!



# IMPORTANT PHONE NUMBERS



Academic Advisement	733.7408
Academic Testing	736.0397
Admissions & Records	733.7308
Graduation & Degree Audits	733.7332
Aquatic Center	733.7396
Athletic Schedules	733.7350
Bookstore	733.7436
Campus Security	733.7313
Campus Tours	733.7372
Change of Major	733.7408
Counseling Services	733.7373
Diversity Center	736.0344
Enrollment & Specialized Testing	733.7320
Financial Aid	733.7424
IT Services	733.7356
Learning Resource Center (LRC)	733.7370
Library	733.7543
Public Relations & Communications	733.7974
Raider Necessities Food Pantry	736.0285
Recreational Activities	733.7351
Scholarships	733.7374
Student Access Services	733.7373
Student Affairs	733.7451
Student Clubs & Organizations	733.7372
Student Engagement	733.7372
Student Senate	733.7372
Student Success Center	733.7334
Student Support Services-TRIO	733.7379
Study Skills Information	733.7334
Transcripts	733.7308
Tutoring	733.7417
Veteran Student Services	733.7326
Wellness Center	733-7351
Writing Lab	733.7508

# OFFICE OF STUDENT ACCOUNTABILITY

The new **Office of Student Accountability** is home to student conduct, TABIT, and prevention services.



Dr. Nicole Turner,  
Director of Student Accountability  
405.736.0355  
nturner@rose.edu

## SERVICES OFFERED

Student Conduct  
Threat Assessment and Behavior Intervention  
(TABIT)  
Title IX Consultation & Reporting  
Mediation  
General Accountability & Campus Complaints  
Substance Abuse Prevention

## OUR MISSION

In addition to upholding the mission of Rose State College, the mission of the Office of Student Accountability is to advocate for student success through conduct and behavior accountability. We provide a centralized location on campus where students can access individualized, yet equitable, resources and educational programs to enhance their maximum potential as they matriculate through Rose State College.

## STUDY SMARTER, NOT HARDER

ROSE STATE COLLEGE | SUBSTANCE ABUSE PREVENTION



### SET STUDY SCHEDULE

Include time for relaxing & exercise. Relieving stress provides more capacity for retaining information.



### ASK FOR HELP

Communicate with your professor. Utilize tutoring services as needed.



### USE AS PRESCRIBED

"Study drugs" are not effective. They have side effects that can be harmful to your health and hurt your academic performance.



RSC SUBSTANCE ABUSE PREVENTION

SAMHSA  
Substance Abuse and Mental Health  
Services Administration



OKLAHOMA  
Mental Health &  
Substance Abuse



### START EARLY

Procrastination leads to stress, which leads to your brain not retaining information.



### GET LOTS OF REST

Cramming can actually hurt your ability to remember information. Sleep well to reset your brain.



### LOCK UP MEDS

If you have a legit prescription for stimulants, use them only as prescribed. Don't share your meds and lock it up.



Corissa Lemieux, RDH, MBA  
Prevention Coordinator  
405.736.0386  
clemieux@rose.edu

## PREVENTION SERVICES OFFERED

- Lock Boxes for Prescriptions
- Naloxone (Narcan)
- Mental Health First Aid Training  
(with Counseling Services)
- Destigmatization Training
- Training for Overdose Recognition & Action
- Medication Disposal Kits

## SAVE SOME NALOXONE.

For more detailed instruction and to get free naloxone, please visit:

[OKIMREADY.ORG](https://www.okimready.org)

or email  
clemieux@rose.edu

**2023-2024**

# **Student Conduct Code**

**STUDENT HANDBOOK**

# PURPOSE & SPECIAL CONSIDERATIONS

## Philosophy & Purpose

The purpose of the Student Code of Conduct is viewed to be two-fold:

1. **Guidance:** The guidance and redirection of an offending student toward a productive career as a learner in an academic setting and as a citizen.
2. **Learning and Social Climate:** The elimination from the academic environment of those who have demonstrated flagrant disregard of its values and traditions and whose conduct and presence constitute a disruptive influence upon the learning and social climate. Justice mechanically administered and untampered by kindness, human judgment, and sincere concern is cold and has no place on the College campus. These procedures are directed toward the assurance of a fair judgment for the student through complete case information, the opportunity to be heard, the opportunity for friendly counsel, and such safeguards of rights as may easily be understood by educators, laymen, and students who have mutual confidence in one another.

### JURISDICTION

The Student Code shall apply to students who are enrolled in the college. It shall apply to conduct that occurs on Rose State College premises, at Rose State College sponsored activities, and to off-campus conduct that adversely affects the Rose State College community and/or the pursuit of its objectives.

While visitors to the college are clearly not subject to the Code of Conduct, the Code of Conduct shall serve as a guide to visitors to demonstrate the conduct the College believes is appropriate for the campus as well as off-campus events and activities.

### AMNESTY PROVISION

It is recognized that individuals who may have been drinking or using drugs and/or participating in other prohibited behavior at the time an act of sexual violence occurs may be hesitant to report the act to proper authorities or college personnel. An individual who experiences sexual violence or a bystander who reports such incidents in good faith will not be subject to referrals under the Rose State College Student Code of Conduct for the use of alcohol or drugs and/or any other prohibited behavior. Clearly reportable offenses will be reported with names of involved parties redacted as outlined in the Annual Security Report.

### STANDARD OF PROOF

Preponderance of the evidence is the evidentiary standard in all Student Conduct Code complaint cases. Under the preponderance standard, the burden of proof means that a responsible finding can occur if proven that there is a greater than 50% chance that the claim is true, or that there is 50% plus a feather of a chance that it is more likely than not to have occurred.

# PURPOSE & SPECIAL CONSIDERATIONS

## Student Responsibilities

In all aspects of student rights, the student body collectively and individually has the responsibility of participating as citizens of the academic community to assist the College in accomplishing its stated purposes. By virtue of enrolling in Rose State College, a student has indicated that they will assume the responsibility for their behavior and acknowledge and share the following responsibilities:

- Students must acknowledge that the only legal authority for the operation of the College belongs to the Board of Regents of the College, who have delegated this authority of the College to the administration.
- Students should acknowledge that the primary purpose for their being involved in the administration of appropriate functions of the College is to gain the education it affords the student and to assist the administration in making better decisions.
- By enrolling in college, students assume the responsibility for complying with the rules and regulations of the College. Further, students must assist the College in reinforcement of such regulations to provide the greatest educational opportunities to all.
- The right to disagree has been previously established. However, the student must make sure the disagreement is in good taste, is factual, and is presented with the proper respect for those with whom they are disagreeing.
- When approaching the administration about any matter, students should go through the established channels of communication. Students must assume responsibility for active participation in student government in order that this organization might continue to be an effective means of communication.
- Students have the responsibility to comply with all regulations established by the Board of Regents of Rose State College and the laws of the State governing student conduct, and such regulations and laws as may now exist or may be subsequently enacted and adopted shall have precedence over the provisions of this document.

### CONFIDENTIALITY

Employees of the Human Resources/Affirmative Action Office, the Director of Student Accountability, all Rose State College students, and responsible administrators receiving good faith reports of sexual misconduct, sex discrimination, and/or unlawful harassment shall maintain confidentiality of information received, except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation and resolution of sexual misconduct, sex discrimination, and/or unlawful harassment allegations.

### RETALIATION

No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting or charge of misconduct, discrimination, unlawful harassment, and/or any other complaint. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of misconduct, discrimination, and/or unlawful harassment will be treated as a separate and distinct violation of this policy.



# CONDUCT CODE VIOLATIONS

**1 Academic Misconduct:** Cheating, plagiarism, unauthorized collaboration, alteration of academic materials, or other acts of academic dishonesty.

**2 Alcohol:** Consumption or possession of alcoholic beverages on the campus or at any event sponsored by or for a student organization.

**3 Attempts & Complicity:** Attempting to or encouraging others to commit acts prohibited by this code; or failing to report, stop, or attempt to stop violations from occurring.

**4 Computer & Network Use:** The College provides computers, software, peripherals, and network services for use by Rose State College students, faculty, and staff to support academic and administrative functions. Prohibited conduct includes, but is not limited to:

- Unauthorized access, alteration, or destruction of another user's data, programs, email, or voice mail.
- Attempts to obtain unauthorized access to local or remote computer systems or networks.
- Attempts to circumvent security procedures or to obtain access privileges to which the user is not entitled.
- Offensive, threatening, harassing, or intimidating material entered into the computer and sent by electronic means.
- Intentional viewing of erotic or sexual-in-nature materials when such images can be viewed by others; and mailing or copying obscene materials.
- Knowingly running, installing, or providing access to a data file that could be classified as or contain a computer virus, worm, or Trojan horse.
- Acts that embarrass, denigrate, or libel any individual or organization.
- Unauthorized distribution of copy-righted materials by users of the network.

**5 Dishonesty:** Acts of dishonesty are prohibited. Dishonesty refers to, but is not limited to, fabrication, obtaining an unfair advantage, furnishing false information to any college official, faculty member or office, unauthorized access to computerized systems, and tampering with the election of any college-recognized student organization.

# CONDUCT CODE VIOLATIONS

**6 Disorderly Conduct:** Disorderly, lewd, indecent actions or breaching the peace on college property or at college-sponsored activities.

**7 Disruption or Obstruction:** Disrupting or obstructing normal college operations or college-sponsored activities. To also include, 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.

**8 Drugs:** The consumption or possession of substances forbidden by law on the campus, or at any event sponsored by or for a student organization.

**9 Failure to Comply:** Failing to comply with the lawful directions of any college employee acting within the scope of their official duties or failing to exhibit appropriate identification to Rose State College officials, faculty, or staff when requested to do so.

**10 Failure to Pay:** The intentional or unintentional failure to pay any legitimate outstanding financial balance to the college or any attempt to financially defraud the college.

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

**12 Falsification of Information:** Knowingly supplying false information to the college. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to or continuation of enrollment.

**13 Fire Safety:** Starting a fire of any size on the college campus or at college-sponsored events and/or engaging in misuse or unauthorized use of firefighting, fire sprinkling systems, and other safety equipment or warning devices, and failure to evacuate when a fire alarm is activated.



# CONDUCT CODE VIOLATIONS

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

**15 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. To also include, apathy or acquiescence in the presence of hazing.

**16 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.

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

**18 Retaliation:** Retaliating 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.

**19 Sexual Harassment:** Unwelcomed sexual advances and other verbal or physical contact or communication of a sexual nature.

**20 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.

# CONDUCT CODE VIOLATIONS

21

**Stalking:** Willfully, maliciously, and repeatedly following or harassing a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested; or actually causes the person being followed or harassed to feel frightened, intimidated, threatened, harassed, or molested

22

**Theft:** Engaging in theft, attempted theft, or unauthorized possession of property belonging to the college or other individuals or recognized groups on college property.

23

**Threatening or Reckless Behavior:** Intentionally, recklessly, or negligently engaging in verbal abuse, threats, intimidation, harassment, coercion, and/or conduct that threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of such harm.

24

**Use of Tobacco:** Using tobacco in any form or using electronic cigarettes (vaping) on campus or while attending any Rose State College sponsored events.

25

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

26

**Weapons:** Possession or use of firearms, weapons, ammunition, fireworks, incendiary devices, and/or explosives. 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.

Students, faculty, staff, and any other members of the Rose State College community may submit a General Accountability Complaint form by following this link:

[https://rostatecollege.formstack.com/forms/general\\_accountability\\_complaint](https://rostatecollege.formstack.com/forms/general_accountability_complaint)

# THE HEARING PROCESS

Any member of the Rose State College community may file complaints against a student for violations of the Student Code of Conduct. Prior to submitting the online Violation Complaint Form for alleged violations, employees should discuss the incident with their direct supervisor. Once discussed, the employee should contact the Director of Student Accountability for consultation. This meeting will involve a discussion as to the best course of action for moving forward, either with a formal complaint or by way of informal processes. If a formal complaint is to be used, the employee has no more than 10 business days to submit the Violation Complaint Form.

The Director of Student Accountability will interview the student and the complainant within 10 business days after receipt of the complaint. If the student admits to violating the Code of Conduct, the Director of Student Accountability will determine the appropriate outcomes and notify the student in writing within 10 business days of the decision.

If the student does not admit to violating the Student Code of Conduct, the Director of Student Accountability will further investigate the allegations. If it is determined that the student violated the Student Code of Conduct, the Director of Student Accountability will determine appropriate outcomes and notify the student in writing within 10 business days of the decision.

## Protective Measures: Summary Suspension

If it is determined that a reported incident is an emergency or endangers campus safety, then the Associate Vice President for Student Life or their designee (the Director of Student Accountability) or campus security may issue an immediate provisional suspension. The student provisionally suspended may request an emergency hearing to determine if the provisional suspension was warranted. The request must be in writing on the Student Conduct Provisional Suspension Appeal Form, signed, and dated. If so requested, the Associate Vice President for Student Life will serve as chairperson of the emergency hearing committee. The chairperson shall appoint two other faculty members or administrators not related to the conduct incident to serve on the emergency hearing committee. The emergency hearing committee shall hear the matter within five (5) business days of the student's request for such a hearing. The emergency hearing committee shall decide whether such provisional suspension was proper. The incident shall then follow the regular conduct procedures contained herein as a matter of course.

# POTENTIAL OUTCOMES

In the event a responsible finding occurs, one or more of the following outcomes may be imposed as a result of the Student Code of Conduct violation complaint process:

## **FORMAL WARNING:**

A warning to cease the alleged misconduct. Records of reprimands shall be kept in the Office of the Student Accountability but shall not be recorded on any permanent or official record.

## **CONDUCT PROBATION:**

A written warning that further violations of the Student Code of Conduct will result in suspension or expulsion. The length of the probationary status shall be at the discretion of the Director of Student Accountability. If the student is a minor, the parents are also notified.

## **RESTRICTIONS AND REQUIREMENTS:**

Specific restrictions may be imposed limiting a student from certain facilities, programs, or services. Specific requirements may be imposed requiring a student to provide information or to participate in certain educational or clinical programs.

## **ADMINISTRATIVE WITHDRAWAL:**

A student may be withdrawn from one or more courses. Unless otherwise stated, a student who is administratively withdrawn from one or more courses can apply for readmission to the course(s) the following semester.

## **SUSPENSION:**

A student may be barred from the College for a definite period to be determined by the Associate Vice President for Student Life. Readmission to the College can be granted only by action of the Associate Vice President for Student Life.

***READMISSION WILL NOT BE CONSIDERED UNTIL THE SUSPENSION HAS ENDED.***

## **EXPULSION:**

A student may be permanently barred from the College by decision of the Associate Vice President for Student Life.

***EXPULSION IS RECORDED ON THE TRANSCRIPT.***

# APPEALS PROCESS

## LOW-LEVEL OUTCOME APPEALS

In cases involving outcomes other than suspension or expulsion, the student may appeal to the Associate Vice President for Student Life if they consider the decision to be unjust. The appeal must be in writing on the Official Appeal Form and submitted to the Associate Vice President for Student Life within five (5) business days from the date of the notification of decision.

The Associate Vice President for Student Life shall review the record and all materials, documents, or media submitted by the student and the complainant. Further interviews may be conducted as the Associate Vice President for Student Life deems necessary.

The Associate Vice President for Student Life shall decide the appeal within 30 business days from the date of receiving the record. The student shall be notified of the decision and the reasons for the decision in writing.

The decision of the Associate Vice President for Student Life shall be final.

## SUSPENSION AND EXPULSION APPEALS

In cases of suspension and expulsion, the student may appeal to and have a hearing before the Student Conduct Committee.

Hearings before the Student Conduct Committee shall be conducted in substantial compliance with the following procedure:

- Both the Associate Vice President of Student Life or designee and the student will be permitted to present opening statements of no more than five (5) minutes in length to the Committee, with the Associate Vice President of Student Life or designee speaking first.
- The Associate Vice President of Student Life or designee 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 given the opportunity to present closing argument, of no more than five (5) minutes in length to the Committee with the student speaking first.

Proceedings before the Committee will be recorded.

All Student Conduct Committee Hearings will be closed meetings.

## EVIDENCE IN APPEAL PROCEEDINGS

Strict conformity to courtroom rules of evidence is not required in the committee hearing. 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.

# APPEALS COMMITTEE INFORMATION

A Student Conduct Committee shall be chosen within five (5) college business days of the receipt of a completed Student Conduct Committee Hearing Request Form.

## COMMITTEE MEMBERS

The Committee shall be comprised of the following:

- Two (2) RSC staff members selected from the Professional/Administrative Staff Association.
- Two (2) RSC faculty members selected from the Faculty Senate.
- Two (2) RSC students selected from the Student Senate.
- The Associate Vice President for Student Life shall serve as the non-voting chair. A designee will serve in this role if the Associate Vice President for Student Life served as the hearing officer and thusly serve as the representative for the College.

Under no circumstances may a student, staff, or faculty member serve on the committee if such person is a complainant, a witness to the incident, or personally knowledgeable of the incident. The Committee may be assisted by the College's legal counsel if the College President has authorized such assistance. The Associate Vice President for Student Life or designee shall represent the College.

## HEARING BINDER

The Student and the Associate Vice President for Student Life or designee will contribute documents for the Hearing Book no less than five (5) days before the Appeal Hearing.

The Associate Vice President for Student Life or designee shall create a Hearing Binder to be provided to all members of the process. The Hearing Book will include:

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

The Student shall provide the following information to the Associate Vice President for Student Life for inclusion in the Hearing Book:

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



# APPEALS COMMITTEE RIGHTS & ROLES

## 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, they must notify the Associate Vice President for Student Life or designee and identify the representative by name and provide 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 ASSOCIATE VICE PRESIDENT FOR STUDENT LIFE (OR DESIGNEE)

- The Rights of the Associate Vice President for Student Life or designee has the right to request an advisor.
- The advisor may be employed by the College, provided that the designated administrator shall not be represented or advised by the direct supervisor of any member of the Committee.
- The advisor may not be the College's legal counsel if such counsel has been authorized by the College President to assist the Committee.
- If specifically authorized by the College President, the designated administrator may be represented and advised by outside legal counsel.
- The Rights of Associate Vice President for Student Life or designee has the right to confront and cross-examine witnesses who give oral testimony.
- The Rights of Associate Vice President for Student Life or designee has the right to present witnesses, affidavits, statements, and other forms of documentary evidence.

## ROLE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS

- The Vice President for Student Affairs shall present opening remarks and procedural instructions to the committee, student, and Director of Student Accountability.
- The Vice President for Student Affairs shall be present for the entirety of the proceedings, except for deliberation of the committee.
- The Vice President for Student Affairs is permitted to take notes.
- The Vice President for Student Affairs is not permitted to speak or ask questions once the hearing is turned over to the committee chair.

# BEHAVIOR INTERVENTION

The purpose of the Rose State College Threat Assessment & Behavioral Intervention Team (TABIT) is to provide guidelines for threat assessment on the Rose State College campus and identify resources, programs, procedures, and safeguards that will ensure the safety and security of the Rose State College community.

Rose State College is committed to providing an environment that protects the security and safety of the campus community. Violence, intimidation, or threats of violence, both specific and implied, will not be tolerated on the campus, and the College reserves the right to take strong and preventive measures to prevent violence before it occurs. TABIT has been established as part of the initiative to promote campus safety.

The Rose State College TABIT seeks to improve the safety and security of the campus through a multidisciplinary approach to identifying, managing, and monitoring persons and situations that may pose a threat to any member or members of the college community. The team is committed to early intervention to prevent violence and provide support and resources to persons referred to the team who may need help and intervention. The team also fosters a culture of reporting threats across the campus and provides meaningful training for faculty and staff at the College.

## REPORTING CONCERNS

The college has multiple reporting mechanisms in place on the campus for identifying and reporting threatening behavior and concerns. Members of the Rose State College community should report a threat or concern by filling out the Incident Report online at the following link:

## [TABIT INCIDENT REPORT](#)

TABIT will be automatically notified by email when the threat assessment report is submitted. When there is any doubt as to whether to refer the case to TABIT, always refer the case, and the team will determine what action, if any, is needed.

## IMMEDIATE THREATS

Immediate acts of danger or immediate threats of violence, made directly to another person or overheard by a third party, must be reported immediately by calling Campus Security at 405.733.7313. This reporting of immediate danger applies to all students, faculty, and staff. Examples of imminent threats or danger include:

- Brandishing guns, firearms, or other weapons
- Suicide threats or recent attempts at suicide
- Physical threats or aggression toward another person
- Severe rage and verbal threats to kill or harm someone
- Possession of drugs or alcohol
- Under the influence of drugs and alcohol

## CONCERNING BEHAVIOR

Threats or concerns that are troubling but do not require an immediate response are still important and should still be reported to TABIT. All threats of violence or intimidation should be reported to TABIT from all members of the College community. Examples of threatening behavior or incidents that should be referred to TABIT include:

- Evidence of suicidal thoughts
- Angry outbursts or intense and abnormal reactions to events
- Preoccupation with violent themes, death, or destruction
- Evidence of hopelessness or despair
- Threats or inappropriate emails
- References to harming others or planning a violent event



**2023-2024**

# **Sexual Misconduct & Title IX**

**STUDENT HANDBOOK**

# TITLE IX KEY CONTACTS

**Title IX of the Education Amendments of 1972 states:**  
**“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”**

**The Title IX team at Rose State College is a resource regarding sexual misconduct, sex discrimination, and unlawful sexual harassment for members of the Rose State College community, including students, faculty, staff, and visitors. This team is made up of trained professionals who are here to assist all members of the RSC community and provide educational opportunities.**

## RSC TITLE IX KEY CONTACTS

### TITLE IX COORDINATOR



**ALBERTA NUTTER**

Associate Vice President,  
Human Resources/AAO  
anutter@rose.edu  
405.733.7979  
Admin Building, 104

### ADVOCATES PROGRAM



**PAIGE STRAMSKI**

Director,  
Student Engagement  
pstramski@rose.edu  
405.733.7372  
Student Services, 108

### SAFETY & SECURITY



**JOEDON HUGHES**

Senior Director,  
Campus Operations  
jhughes@rose.edu  
405.736.0213  
Loveless Center, 102

# HELPFUL LINKS

**Complaint procedures, grievance policies, information about investigations and hearings, supportive measures, sexual misconduct definitions, and scenarios can be found below by clicking on the boxes.**

## **Rose State College Title IX Webpage**

**RSC Policies  
and Procedures**

**Explore Title IX  
Scenarios**

**Sexual Misconduct  
Definitions**

**Retaliation  
Policy**

**RSC Title VI/VII  
Grievance Procedures**

**RSC Title IX  
Grievance Procedures**

**2023-2024**

# **Complaint Procedures**

**STUDENT HANDBOOK**

# COMPLAINT PROCEDURES

**Students may express complaints other than those based on discrimination according to the following procedures.**

## GENERAL EMPLOYEE COMPLAINT

If a student has a complaint regarding an employee of the College, then the student should first make a good faith effort to address and resolve the issue with the employee. If this is either unsuccessful or not practical, then the student should take the issue to the employee's immediate supervisor. If this step is either unsuccessful or not practical, then the student should proceed up the chain of command until the Executive Council level is reached, if necessary. If the student should have questions regarding the chain of command for the employee, the student should consult the Associate Vice President for Human Resources/AAO, for guidance. If, in the student's opinion, the issue is still not resolved, then the student should seek the guidance of the Associate Vice President for HR/ AAO. Once the Office of Human Resources has heard the complaint and made a decision regarding action, then all administrative remedies have been exhausted regardless of the student's opinion of such decision.

## GENERAL STUDENT COMPLAINT

If a student has a complaint regarding another student enrolled at the College, then the student should first make a good faith effort to address and resolve the issue with the student. If this is either unsuccessful or not practical, then the student should seek the guidance of the Associate Vice President for Student Life or designee. If there is an issue of misconduct, then the Administrative Procedures for Student Conduct contained in this Handbook shall govern. If there is no issue of misconduct, then the Associate Vice President for Student Life or designee shall not have any authority to intervene and all administrative remedies shall have been exhausted.

## OTHER INDIVIDUAL COMPLAINTS

If an individual has a complaint regarding another individual who is not an employee or a student enrolled at the College, then the individual filing the complaint should follow the process outlined above in General Employee Complaint.

**2023-2024**

# **Safety & Security**

**STUDENT HANDBOOK**

# CAMPUS SAFETY & SECURITY

Campus Security staff work closely with Midwest City Police officers, other local and state law enforcement agencies, and Rose State College administration to ensure that the College campus provides a safe and secure environment for students, faculty, staff, and visitors. Rose State College safety and security initiatives include emergency phones in all campus classrooms, real-time high resolution surveillance equipment across campus, and non-key door-locking mechanisms on all classroom doors. These measures provide students, faculty, and staff with improved campus security.

## REPORTING CRIMES AND EMERGENCIES

Anyone on the Rose State College campus who witnesses or is the victim of any criminal activity should contact Campus Security at 405.733.7313. In the event of an emergency, or to report a crime in progress, dial 9-1-1. In addition, Rose State College has installed emergency call phones at strategic locations around campus. These phones are located in white kiosks topped with a blue light. When the call button is pressed, the phone automatically dials the 9-1-1 Call Center. When reporting a crime or emergency, speak clearly and be prepared to provide the following information:

- Location – be as specific as possible
- Type of crime being committed
- If an ambulance or other emergency vehicles are needed
- Any description of events or individuals involved in the emergency
- Off-campus incidents should be reported to the Midwest City Police Department by dialing 9-1-1

## EMERGENCY PROCEDURES

In the event of an emergency, such as a fire or tornado, warnings will be announced via the College's Emergency Notification System and Raider/RAVE texts alerts. The Emergency Quick Reference Guide procedures posted in each area should be followed. Any potentially dangerous situation should be avoided, if possible, and reported at once to the nearest staff member or to Campus Security at 405.733.7313. Emergency Quick Reference Guides are located throughout the campus to guide the community with emergency situations, such as a fire, tornado, bomb threat, and evacuation.

# CAMPUS SAFETY TIPS

## TIPS FOR STAYING SAFE ON CAMPUS

Students can take simple steps to assist in protecting themselves from crime. Some useful tips that will assist in preventing crimes include:

- Travel in a group or pairs during evening hours.
- Walk in well-lit areas.
- When attending evening classes, students should attempt to park as close to an entrance as possible.
- Security personnel are available to provide escort services as needed by dialing 405.733.7313. Emergency phones are located throughout the campus as well.
- Do not carry large amounts of cash.
- Do not leave valuables unattended.
- Ensure that vehicles have windows closed and doors locked.
- If you feel you are being followed, immediately call Campus Security at 405.733.7313. Attempt to move to a safe, well-lit location or to a public area or group of people.

## CAMPUS SECURITY ACT

In compliance with the federal Crime Awareness and Campus Security Act, Rose State College annually prepares a Campus Security publication that includes crime statistics for the last three years, as well as safety-related policies and procedures. Also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the law requires all institutions of higher education to give timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data are collected, reported, and disseminated to the campus community, as well as the Department of Education. To obtain a printed copy of the report, contact 405.736.0213.

## EXPOSURE TO BLOOD-BORNE PATHOGENS

This Exposure Control Policy is established for Rose State College in accordance with the guidelines published in the Federal Register (12-6-91) as part of Subpart Z of 29 CFR § 1910.1030. The policy applies to all at-risk faculty, employees, and students who have the potential for occupational exposure to blood-borne or other potentially infectious materials and is designed to minimize or eliminate faculty and student exposure to such materials. It is the intent of Rose State College to establish and enforce policies and procedures to protect faculty, employees, students, and their patients. The procedures include universal precautions, at-risk faculty, employee and student education, exposure management, follow-up, and record-keeping. The procedures will be published as an Exposure Control Plan and will be available for public inspection in any Division Office and the Campus Safety & Security Office.



# CAMPUS VISITORS

Visitors are welcomed at Rose State College; however, visitors are not allowed to visit classrooms without prior consent of the administration and the instructor. Undesirable behavior on the part of campus guests that threatens the normal function of the College will result in the guest being asked to leave the campus.

Any person, group, or organization wishing to distribute information on campus, either in written or oral form, shall be required to register with Student Engagement. Student Engagement will review the proposed materials and message contained therein to determine the proper venue, distribution method, and time. The College retains the right to control the time, place, and manner of distributed information and at all times reserves the right to protect the safety of the campus, the peacefulness of the academic environment, and the normal and efficient function of College business. Student Engagement will designate a time and place for the person, group, or organization to distribute its information. The distributors of information should let members of the College community approach them and should refrain from aggressively soliciting College community members to engage in any dialogue or take any unwanted materials.

Any person, group, or organization which violates any of the protocols stated above or otherwise causes a disturbance, produces continued complaints from the Campus, or disrupts the normal function of the College will be asked to leave immediately and may be escorted off Campus by Campus Security or Police.

**THE OKLAHOMA SEX OFFENDER REGISTRATION ACT:** In accordance with the Oklahoma Sex Offender Registration Act, convicted sex offenders are required (*under 57 O.S. 583*) to register with the Rose State College Campus Security Office within **three days** of becoming a full-time or part-time student, or a full-or part-time employee. The offender must complete and update the Campus Security Sex Offender Registration Form and file it with the Campus Security Office within three days of any change in status. Registering with the Rose State College Campus Security Office does not satisfy the offender's responsibility to register with the law enforcement agency having jurisdiction over the offender's residence. For questions regarding compliance with the Oklahoma Sex Offender Registration Act, please contact the Rose State Security Office at 405.736.0213.

# EMERGENCY MESSAGING

## RSC EMERGENCY NOTIFICATION SYSTEM (RAVE)

Raider Alert is Rose State College's emergency notification system. Raider Alert allows authorized Rose State officials to send emergency information and instructions simultaneously through cell phones, text messaging, landline phones, and Rose State College email to all registered students, faculty, and staff. All students are registered for Raider Alert by Rose State College with contact information provided to Admissions and Records at the time of admission to Rose State College. All students are required to contact Admissions and Records at 405.733.7308 to provide updated contact information. All students are required to verify registration with Raider Alert and ensure all contact information is accurate. Students should visit <https://www.getrave.com/login/rose> and login using your Rose State College email address for the username and your assigned initial password in the notification email from RAVE. Visitors, family of students, and those without a Rose State College email can also sign up for Raider alerts by texting "RSCAlert" (without quotation marks) to the number 67283. For questions or concerns, please contact the Senior Director of Campus Operations at 405.736.0213.



## PERSONAL EMERGENCY MESSAGES

The College does not provide a message delivery service; however, in an emergency situation, the class may be interrupted to deliver a message to a student. The Campus Security Office in the Susan Loveless Center, 405.733.7313, is designated for emergency calls regarding such matters. For further assistance during normal business hours, Monday – Friday, 8 a.m. to 5 p.m., please contact the Senior Director of Campus Operations at 405.736.0213.

**2023-2024**

# **Drug-Free Campuses**

**STUDENT HANDBOOK**

# PURPOSE & POLICY

As an educational and public service institution, Rose State College (RSC) recognizes its responsibility to promote a productive learning and work environment. The Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989 required the establishment of anti-drug programs and prohibited the use of illicit drugs in the workplace of an educational institution that received federal funds. In order to meet its responsibilities, the College has established the following policy:

## PHILOSOPHY

Rose State College is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy. The maintenance of a drug-free campus is part of this commitment. The drug-free policy is designed to provide a drug-free environment for students and employees wherein intellectual, physical, and social activities may occur. The long-term well-being of students and employees is the objective of the policy.

## POLICY

The illegal manufacture, distribution, possession, or use of illicit drugs or alcohol on the Campus or anywhere else as any part of the College's activities is strictly prohibited. The prohibition of use or consumption of alcoholic beverages shall not be construed to apply to functions or activities conducted at the Communications Center or Atkinson Center by independent contractors.

A referral service for drug or alcohol counseling and treatment is available through Student Affairs to students and employees. Treatment and rehabilitation programs will be conducted at the direction and the expense of the student or employee. Sick leave or other appropriate benefits may be available for treatment or rehabilitation services for benefits-eligible RSC employees. Seeking help from or being referred to or from these services is confidential and will not, alone, result in any disciplinary action. Individual privacy will be maintained in any counseling/rehabilitation process. Satisfactory completion of a treatment or rehabilitation program may entitle the student or employee to re-enter a Campus program of study or employment.

# HEALTH RISKS OF ADDICTIVE SUBSTANCES

**Serious health risks are associated with the use of illicit drugs and the abuse of alcohol and include, without limitation, 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. With most drugs, it is possible that users will develop psychological and physical dependency. The general categories of drugs and their effects are listed below:**

**Alcohol:** Causes short-term changes in behavior, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome), and death. Long-term effects of alcohol abuse include damage to the liver, heart, and brain. Alcohol may cause such conditions as ulcers, gastritis, malnutrition, delirium tremors, and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

**Amphetamines/Methamphetamine Stimulants:** (Speed, Uppers, Crank, Ecstasy, etc.) Speed up the nervous system, which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions, and death due to a stroke or heart failure.

**Anabolic Steroids:** Seriously affect the liver and the cardiovascular and reproductive systems. They can cause sterility in males and females, as well as impotency in males.

**Barbiturates/Depressants/Benzodiazepines:** (Downers, Quaaludes, Valium, etc.) Slow down the central nervous system, which can cause decreased heart and breathing rates, lower blood pressure, slow reactions, confusion, distortion of reality, convulsion, respiratory depression, coma, and death. Depressants combined with alcohol can be lethal.

**Cannabinoids:** (Marijuana, hashish, hash, etc.) Impairs short-term memory, comprehension, coordination, and motivation. May cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

# HEALTH RISKS CONTINUED

**Cocaine/Crack/Ice:** Stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures and death due to cardiac arrest or respiratory failure.

**Hallucinogens:** (PCP, Angel Dust, LSD, etc.) Interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

**Narcotics:** (Heroin, Morphine, Demerol, Percodan, etc.) Initially produce feelings of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma, and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

**Tobacco/Nicotine:** Causes the death of an estimated 170,000 people in the United States each year from smoking-related coronary heart disease. About 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas, and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are 10 times more likely among smokers.

**Further information concerning health risks may be found in the Student Affairs area. One's personal physician should also be consulted about the health risks associated with alcohol and drug use.**



# REHABILITATION PROGRAMS

**A referral service for students and employees is maintained in the Student Affairs area. In addition, the toll-free hotline numbers listed below may be of use to those needing help or advice:**

Alcoholic Anonymous  
405.524.1100

CODA Meetings (12 Steps)  
All Souls Episcopal Church  
405.524.2677

Crisis Hotline  
405.522.8100

Moore Alcohol  
Drug Center, Inc.  
405.799.7761

NAIC Center for OK  
Alcohol & Drug Services  
405.321.0022

Narcotics Anonymous  
405.524.7068

National Clearing House,  
Alcohol & Drug Info  
1.800.729.6686

National Council  
on Alcoholism  
1.800.622.2255

National Institute on  
Drug Abuse  
1.800.662.HELP  
or [www.nida.nih.gov](http://www.nida.nih.gov)

988 Suicide & Crisis Lifeline  
Call or text 988 or  
chat [988lifeline.org](https://988lifeline.org)

S.T.A.R.T. Unit  
St. Anthony Hospital  
405.272.6216

Women's Resource Center  
405.364.9424

# COLLEGE & EXTERNAL OUTCOMES

## COLLEGE OUTCOMES

Disciplinary sanctions for violations of the standards of conduct required by this policy will be imposed on students as identified in this Student Handbook. Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense could seriously affect one's record and prevent entry into many careers. RSC requires students to abide by the terms of this policy as a condition of College attendance.

## EXTERNAL OUTCOMES

Under federal law, the legal sanctions for the unlawful possession or distribution of illicit drugs and alcohol are severe penalties for distributing, dispensing, or possessing with the intent to distribute or dispense a controlled substance and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is the first offense, the offender is subject to imprisonment of not more than five (5) years, a fine of \$250,000, or both. However, if 50-100 kilograms of marijuana are involved instead of 50, and all other factors are the same as in the preceding example, the offender is subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use. Then the offender is subject to not less than 20 years to life, a fine of \$1 million, or both.

While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year of imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least five (5) years in prison but not more than 20 years, a fine of \$250,000, or both.



# EXTERNAL OUTCOMES CONTINUED

State law provides similar penalties with regard to the simple possession, distribution or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to one year in county jail. A second or subsequent conviction for simple possession of marijuana carries two to ten years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of two years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of four years to life in prison and a fine of up to \$40,000.

**Note:** *Regardless of state laws regarding marijuana/medical marijuana, THC is a 'Schedule I' federally-prohibited drug. Possession, use, and distribution (in any amounts) are prohibited on campus and at campus-sponsored events. If RSC students are caught with marijuana in any amount, they will be subject to disciplinary outcomes identified in this Student Handbook.*

In addition, state law provides that possession of or possession with the intent to consume beer by persons under 21 years of age in a public place is a misdemeanor punishable by a fine not to exceed \$100 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by persons under 21 years of age in a public place is a misdemeanor punishable by imprisonment in county jail for not more than 30 days, a fine not to exceed \$100, or both.

There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances, conviction of a felony or misdemeanor for such an offense may cause forfeiture of driving privileges. Local laws are similar to those described above. If drugs are involved, the city may defer to the state or federal authorities for more severe penalties. If alcohol is involved, one may be convicted of violating both local and state law and punished according to both laws.

Violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to: fines, 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.

The examples of penalties and sanctions given herein are based on the relevant laws at the time of adoption of this policy statement. Such laws are subject to revision or amendment by way of the legislative process.

**2023-2024**

# **Student Life**

**STUDENT HANDBOOK**

# COUNSELING & ACCESS SERVICES

The Counseling Center at Rose State College provides comprehensive mental health services for all students, faculty, and staff. Our mission is to provide high-quality, confidential therapy and crisis intervention to help resolve emotional difficulties, improve personal skills, overcome the effects of trauma or grief, and achieve personal potential. We strive to promote the psychological wellbeing of everyone on campus. We are committed to the practice of psychology as governed by applicable professional ethics codes and by federal and state laws.

We offer short-term therapy with a licensed professional counselor who utilizes evidence-based therapy. Sessions are offered in person or online. Services include individual therapy, as well as group therapy.

**EMILY WISE, LPC**

Director, Mental Health & Counseling

**MIKE SHUTTIC**

Coordinator, Student Access Services

**Call or Stop by: 405.733.7373, LRC - Suite 106**

Rose State College and Student Access Services (SAS) take great pride in promoting the development of students and the personal independence necessary to succeed academically and beyond. SAS provides services to students who have permanent or temporary disabilities, including students with physical or learning disabilities and students with health issues (mental or physical), which impact their Rose State experience. We seek to create a welcoming, universally accessible environment where all students are able to participate in the myriad aspects of the Rose State experience.

[www.rose.edu/counseling](http://www.rose.edu/counseling)

[www.rose.edu/sas](http://www.rose.edu/sas)



# RAIDER RELEVANCE SERVICE LEARNING

Raider Relevance at Rose State College is a co-curricular service-learning program designed to recognize students who demonstrate a commitment to servant leadership through scholastic and community achievement. Raider Relevance participants are assigned to a Faculty/Staff mentor who will help them along their service journey.

Accompanying the required 60 hours of service to campus and the community, Raider Relevance Participants must complete the following:

## MEETINGS WITH MENTOR

- Meeting 1: Introductions (First Semester)
- Meeting 2: Service Check-In Meeting (Second Semester)
- Meeting 3: Portfolio Check-In Meeting (Third Semester)
- Meeting 4: Portfolio Presentation (Fourth Semester)

## COMPREHENSIVE LEARNING PORTFOLIO

- Three (3) to Seven (7) page paper OR creative project
- Current Resume
- Personal Vision Statement
- Personal and Professional Goals (SMART Goals)



## CONTACT

AUSTIN BORJAS

405.733.7372

aborjas@rose.edu

## HELPFUL LINKS

[Raider Relevance Sign-Up Form](#)

[Raider Relevance Service Learning Time Sheet](#)

[Raider Relevance Service Learning Portfolio Guidelines & Submission](#)



# STUDENT ENGAGEMENT

## CREATING MEMORIES: FROM START TO FINISH

The Office of Student Engagement is with you as you start your Raider journey, throughout your experiences, and when you walk across the stage at commencement. With active clubs, leadership & learning experiences, and opportunities to connect with all of Raider Nation, we are here to help you find your way, find yourself, and create lasting memories.

### STAY CONNECTED



@RSCEngagement



Rose State Student Engagement



405.733.7372



### YOUR OPINION MATTERS

There is no opinion more important than yours, and the Student Engagement staff wants to hear from you. Please contact us at any point if we can be of assistance, if you have an idea you'd like us to try, or if you need help finding something on campus.

#GreaterToBeARaider



# STUDENT SENATE

YOU HAVE THE POWER...

**TO CHANGE THE WORLD.**

USE IT TO MAKE A DIFFERENCE.



## MEETINGS

TUESDAYS

2:00 PM

STUDENT UNION

## **YOUR LEADERSHIP, YOUR VOICE.**

Student Senate at Rose State College is YOUR leadership group, representing your voice, your interests, and your rights as a Raider. We meet every week and provide space for you to observe your representatives at work. We encourage you to get to know us, reach out, and let us know the good, the bad, and the interesting aspects of your experiences at Rose State. Contact Student Engagement at 405.733.7372 for information on how to reach your Senators and Executive Committee.

# THE VILLAGE @ ROSE STATE COLLEGE

Rose State College is the largest urban community college in Oklahoma to offer residential housing for its students.

Floorplan options include 3-bedroom pods that house 6 residents, 3-bedroom pods that house 3 residents, 2-bedroom pods that house 4 residents, 4-bedroom apartments that house 4 residents, and 2-bedroom apartments that house 2 residents.

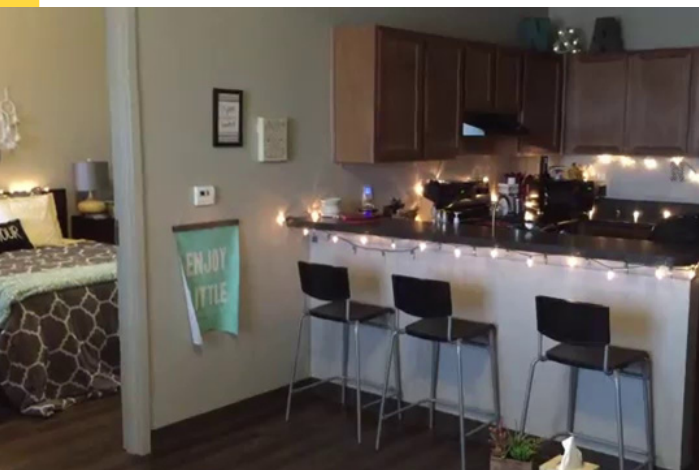
Each resident has access to amenities such as:

- 24-hour campus security
- Sand volleyball court
- Outdoor gazebo with fire pits
- Gated community
- Clubhouse
- TV lounge
- Full kitchen
- Paid utilities
- Fully furnished
- Wi-Fi
- Unlimited laundry
- Live-on campus staff
- Proximity to campus
- Community safe room
- Pool table
- 24-hour study room

## CONTACT

Kim Queri  
Director  
405.736.0373

Danielle Cornejo  
Coordinator  
405.733.7490



## THE VILLAGE

405.733.7490  
residencelife@rose.edu  
1704 Hudiburg Dr.  
MWC, OK 73110



# **TRIO STUDENT SUPPORT SERVICES**



**The Rose State College TRIO Student Support Services program is designed to provide an array of supportive services to 144 eligible participants.**

**Services include transfer assistance, campus visits, tutoring, academic mentoring, cultural events, academic resource library, academic advising, academic and life skills workshops, career counseling, and community resources referrals.**

**The purpose of the program is to ensure that participants persist in college and earn an associate degree or certificate and then transfer to a four-year university to earn a bachelor's degree.**

**Students are accepted by application and must meet eligibility requirements.**

**Additional information can be found online at [www.rose.edu/student-support-services](http://www.rose.edu/student-support-services), by calling 405.733.7379, or by visiting the TRIO Student Support Services office in the Student Services Building, Room 209.**



**2023-2024**

# **Campus Life**

**STUDENT HANDBOOK**

# RAIDER ATHLETICS

**Rose State offers Baseball, Softball, Soccer, & Volleyball**



**Rose State College is a  
member of the NJCAA  
Region 2, Division 1**



**Follow us @rsraidere on Instagram, Twitter, Facebook, & YouTube**



**For information on Rose State Athletics  
schedules or other general questions,  
contact the Athletics office at  
405.733.7350.**

# RAIDER NECESSITIES FOOD PANTRY

Housed and managed by The Diversity Center, Raider Necessities is a comprehensive food and toiletries pantry for Rose State College students, faculty, staff, and alumni. Through a strategic partnership with the Regional Food Bank of Oklahoma, Raider Necessities allows members of our community to obtain food and personal care items at no cost.

## QUESTIONS

For questions about  
Raider Necessities, call  
405.736.0285



“ PROVIDING FOOD TO A  
PERSON WHO IS HUNGRY IS  
NOT MERELY FEEDING THAT  
ONE PERSON; IT IS, HOWEVER,  
FEEDING OUR FUTURE. ”



# ROSE STATE FOUNDATION

At Rose State College, we believe each gift is the result of a sincere desire to make a difference and an expression of trust in the College and the Foundation. The Foundation was established as an independent 501(c)(3) non-profit organization in 1977 to enhance educational opportunity, reward student achievement, and support the outstanding work of our faculty. The Foundation seeks to provide scholarships for all who qualify and to fund educational enhancements that improve the community's quality of life.

**RSC Foundation**  
**6420 SE 15th Street Midwest City, OK 73110**

All donations made to the Rose State College Foundation are tax-deductible. Donations can be made via phone, online, or through the mail. Any checks should be made out to the RSC Foundation. The RSC Foundation Office is located in the Community Learning Center, Suite 100. Office hours are 8 a.m. to 5 p.m. Monday-Friday. You may contact us by calling 405.736.0315.

## THE MISSION

**The Rose State College Foundation is uniting donor and college passions and priorities to achieve excellence.**



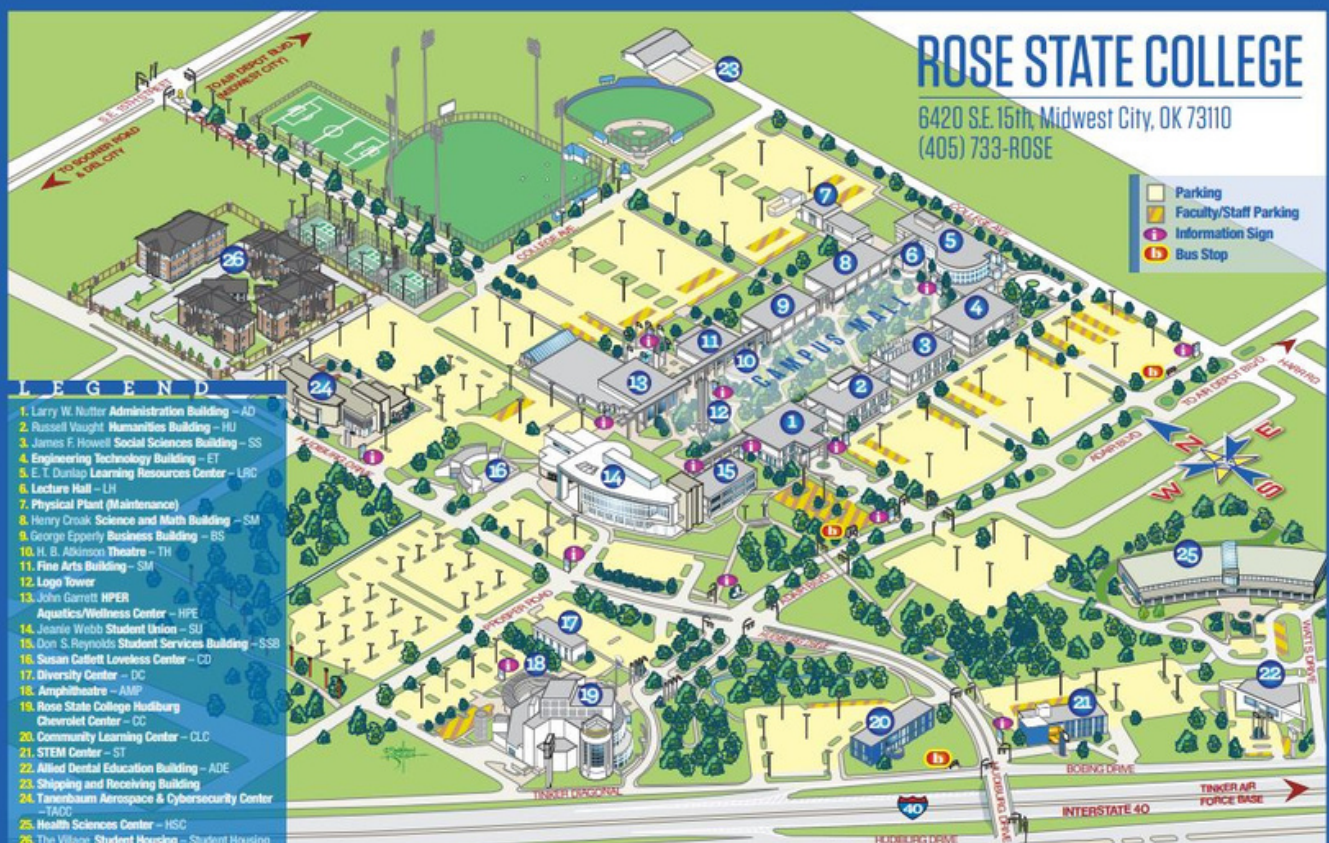
# GENDER NEUTRAL RESTROOMS

At Rose State College, all employees, students, and visitors have the right to be safe on campus. Rose State College has a policy that every student has the right to decide for themselves which campus bathroom, locker room, or any other gender-identified facility they use. Harassing, bullying, or victimizing a person due to their sexual orientation or gender identity constitutes a hate crime and will not be tolerated on our campus.

Every student, employee, and the visitor has the right to use the bathroom that corresponds with their gender identity. The policy requires single-use bathrooms and dressing areas to be identified as “Universal/Family/Handicap Accessible” by words and/or universal symbols indicating they are unrestricted use.

The following single-use gender-neutral bathrooms are available on campus:

- LRC (Building 5): one on each floor at the south end
- Wellness Center (Building 13): aquatics hallway & one in each locker room
- Jeanie Webb Student Union (Building 14): one on the first floor north of the Atrium
- University Center (Building 17): two on the second floor
- Professional Training Center (Building 24): two in office area





# STUDENT CAREER SERVICES

The mission of Rose State College Career Services is to help students achieve their career goals. For some, this may start with the process of personal self-discovery. Often, it involves exploring career options, connecting interests with the world of work, prototyping careers, and creating career goals that provide focus and purpose. We also help with all aspects of your job search as well!

## TO MAKE AN APPOINTMENT:

Go to: <https://go.oncehub.com/RoseCareerServices>  
and select a day and time  
Or email: [career-services@raider.rose.edu](mailto:career-services@raider.rose.edu)

## CONTACT CAREER SERVICES FOR:

- Career advisement and exploration
- Career interest assessments
- Assistance with resumes
- Interviewing techniques
- Job search assistance
- Access to job postings
- Access to on-campus work study jobs
- Exploration of internships



**A list of career resources, including two free online assessments and contact links, can be found on the Rose State College Career Services web page under Academics/Career Services.**

Be sure to set up your Handshake account to connect with jobs and internships posted by employers seeking Rose State College students.

To set up your account, go to <https://rose.joinhandshake.com>  
and sign up with your rose.edu  
email account.



# RSC STUDENT UNION

The new Jeanie Webb Student Union is a 48,000 square-foot facility that houses the Joe and Charlene Cole Student Services area, which includes the offices of Student Enrollment and Student Engagement, and a spacious Student Lounge. It includes such amenities as the TFCU Café at Rose, which is a full-service food court, the Ray and Joan Hardin Rose Perks coffee bar, and the Lloyd and Glenda Eisenhower Bookstore.

**The Student Union offers comfortable areas for conversation or studying and has both gendered and non-gendered restrooms, as well as a lactation room.**



The facility also features the 400-seat FNB Community Bank Ballroom that is configurable for a variety of venues, such as a banquet and theater arrangements, as well as staff offices and numerous conference rooms for student and faculty meetings and events.

# THE DIVERSITY CENTER

**Dr. Monique Bruner**  
**Executive Director**  
**405.733.7524**  
**mbruner@rose.edu**

**Dezavia Taylor**  
**Coordinator**  
**Diversity & Outreach**  
**405.736.0344**  
**dtaylor@rose.edu**

**Carla Robison**  
**Director**  
**Student Success &**  
**Specialized Advisement**  
**405.736.0393**  
**crobison@rose.edu**

**The Diversity Center at Rose State College intentionally works to foster student success, institutional equity, and diversity by creating educational opportunities, raising awareness, and providing strategies and tools to bring to life the vision of inclusive excellence, both on our campus and in our community.**

## MAJOR FUNCTIONS

Provides  
meaningful  
student  
success  
workshops



Enhances LGBTQ+,  
multicultural,  
first generation,  
& women's  
experiences



Promotes  
retention,  
graduation, &  
academic  
achievement



Fosters  
educational  
opportunities  
for diverse  
populations  
at RSC



The Diversity Center collaborates with campus and community partners, in particular those that work with international students, students with disabilities, and students with religious affiliations to create a safe, supportive, and empowering community for all, regardless of identity.



# VETERAN STUDENT SERVICES

The Veteran Student Services office is your liaison to the U.S. Department of Veterans Affairs for certification of your veteran and veteran-related education benefits. We encourage all students who are eligible for G.I. Bill® benefits to visit our office prior to enrolling so that we may provide important information and assistance in the proper filing of required forms.

**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 at <http://www.benefits.va.gov/gibill>.**

## RSC CONTACT INFORMATION

- 405.733.7326 - [rostatevss@rose.edu](mailto:rostatevss@rose.edu)
- Student Services Building, 107
- Monday-Friday, 8:00 a.m.-5:00 p.m.



## AVAILABLE SERVICES

- Explanation of GI Bill® Policies & Procedures
- Certification of GI Bill® Benefits
- Job Assistance: VA Work-Study Program
- Student Lounge & Quiet Study Spaces

## IMPORTANT VA PHONE NUMBERS

- Education Inquiries: 888.442.4551
- Direct Deposit: 877.838.2778
- Monthly Self Cert: 877.823.2378
- Other VA Benefits: 800.827.1000



# WELLNESS CENTER

The Rose State Wellness Center is committed to the idea that exercise and proper nutrition are key to achieving overall good health. Working out not only helps treat various ailments, but it also can help prevent them. Regardless of your age, abilities, or interests, the Wellness Center provides opportunities for you to get fit and enjoy doing it. A wide array of equipment enables you to get in your favorite cardio, strength-training, or stretching exercises, and open-group classes as well as credit and non-credit classes are available. Plus, a wellness assessment lab offers risk factors, body fat, flexibility, blood pressure, muscular strength, and cardiovascular endurance screenings.

**7AM - 7PM**  
**Monday - Friday**  
**\*Weekends**  
**Closed\***  
**405.733.7351**  
**Rose State ID**  
**Required**



The Wellness Center is available to credit students, full-time employees, adjunct professors, and individual community members. All patrons must present a valid Rose State ID to enter. View the complete list of policies. Wellness Center membership includes access to the cardiovascular and strength-training areas (during open hours).

**2023-2024**

# **Enrollment & Academics**

**STUDENT HANDBOOK**

# ACADEMIC ADVISEMENT

Academic Advisement is here to serve the needs of students who are attending college for the first time, enrolling concurrently while attending high school, or are undecided on a major. Students can make in-person or Zoom appointments here: [www.rose.edu/advisement](http://www.rose.edu/advisement).

[STEP-BY-STEP GUIDE FOR NEW STUDENTS \(PDF\)](#)

[CAMPUS MAP WITH ACADEMIC ADVISOR LOCATIONS \(PDF\)](#)

Academic Advisement is located in the Student Services building, Room 100. For information, call 405.733.7408. Please email [enroll@rose.edu](mailto:enroll@rose.edu) with any questions or issues you are having. For faster service, please include your name, student ID number, and a detailed description of your issue or question in your email.

## ACADEMIC ADVISORS

**SUZANNE PETERS**  
[speters@rose.edu](mailto:speters@rose.edu)

**CANDACE JONES**  
[cjones@rose.edu](mailto:cjones@rose.edu)

**BEE SIDWELL**  
[bsidwell@rose.edu](mailto:bsidwell@rose.edu)

## DIVISION ADVISORS

Business Information  
Technology Division

**Steve Johnson**  
[sjohnson@rose.edu](mailto:sjohnson@rose.edu)

Engineering and  
Science Division

**Call**  
**405.733.7450**

Health Sciences  
Division

**Nicole Mitscher**  
[hsadvisor@rose.edu](mailto:hsadvisor@rose.edu)

Liberal Arts Division:  
Humanities

**Chris Shaneyfelt**  
[cshaneyfelt@rose.edu](mailto:cshaneyfelt@rose.edu)

Liberal Arts Division:  
Social Sciences

**Julia Kelly**  
[socsciadvisor@rose.edu](mailto:socsciadvisor@rose.edu)

Academic Outreach  
& Concurrent  
Enrollment

**Terrance Grayson**  
[tgrayson@rose.edu](mailto:tgrayson@rose.edu)

Distance Learning,  
TAFB, & Special  
Enrollment

**Terrance Grayson**  
[tgrayson@rose.edu](mailto:tgrayson@rose.edu)



# ENROLLMENT & ACADEMIC LINKS

Information related to Academic Affairs or Enrollment Management is best found directly on the associated webpages. Below are direct links to important information you may want to know. In addition to the website, you can also refer to the college catalog for more detailed information regarding these topics.

**[Academic Forgiveness](#)**

**[Family Educational Rights & Privacy Act \(FERPA\)](#)**

**[Financial Aid](#)**

**[The Rose State College Bookstore](#)**

**[Records & Transcripts](#)**

**[Ticket-To-Rose](#)**

# GRADE APPEALS

## APPEALING A FINAL GRADE

The Academic Grade Appeals Committee provides an opportunity for students to challenge a final grade if a solution cannot be reached through proper academic channels. Examples of such appeals may include students' requests to meet with the Committee for a review of a professor's grading policies, communicative abilities, and attendance-reporting procedures.

The Committee will not address requests to change a "W" to a Drop nor will the Committee review appeals regarding an "Administrative Withdrawal (AW)." Also, the Committee will not accept or address appeals requesting an "Incomplete (I)" for a course. Your attendance at the Academic Grade Appeal hearing is mandatory. **In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.**

If you believe that a final grade does not accurately reflect your coursework in a course, you must first contact your course instructor for possible resolution. If that does not resolve the problem, your next step is to meet with the Division dean. If that fails to resolve the issue, you are ready to start the appeal process. Appeals for final grade review must be made within 90 working days after the grade in question appears on the permanent record, or a special extension of time must be granted by the Vice President for Academic Affairs. Information concerning procedures to be followed is available from the Vice President for Academic Affairs (LRC, Room 102).

Only your final grade in a course may be appealed; appeals for individual assignments during an active course are not permitted. A grade appeal should be limited to specific charges of unfair action toward you and may not involve a challenge of your instructor's grading standard. You have the right to expect thoughtful and clearly defined approaches to course grading, but you must recognize that varied standards and individual approaches to grading are valid. A grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade your individual assignments or projects.

In your appeal, you will need to substantiate your claim that your final grade represents unfair treatment compared to the standard applied to other students. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by your instructor is to be considered final. **In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.**

If you still wish to appeal your final grade, you may appeal your instructor's decision by filling out the Academic Grade Appeal form and attending a hearing. Your appeal must be submitted using the official campus appeal form and should include the written correspondence between you and your instructor regarding your initial request for a review of your grade. The form is located in the office of the Vice President for Academic Affairs (LRC, Room 102).

- No grade appeals for individual assignments.
- No grade appeals for courses whose final grade was posted more than 90 days ago.
- No grade appeals for W, AW, or I grades.
- No grade appeals will be considered that are not submitted in writing, either by email or letter.
- No grade appeals will be considered for students whose degrees have been conferred.

# GRADUATION OFFICE

The Graduation Office assists students by processing degree audits, graduation applications, evaluating transfer credit, preparing the program for the graduation ceremony, printing and mailing diplomas, and more.

## GRADUATION DEADLINES

Students must apply all coursework and submit all transcripts in accordance with the following deadlines to be considered for graduation.

### Summer Graduation:

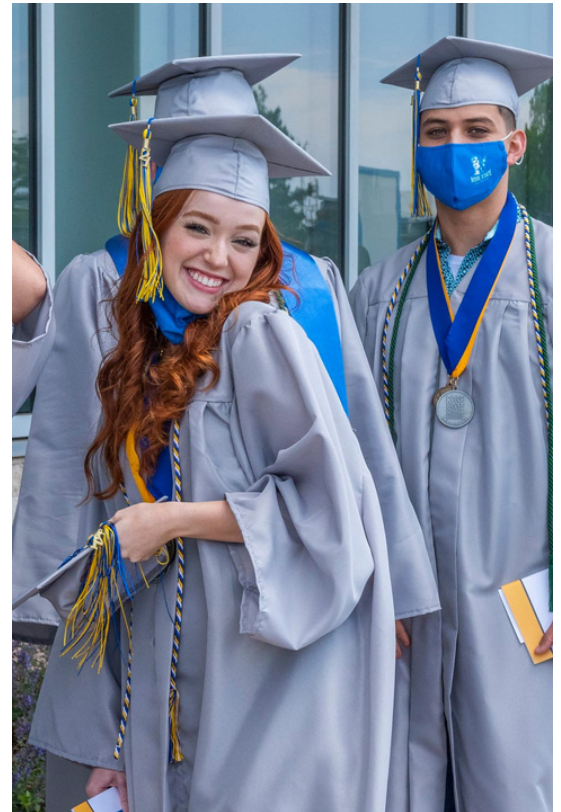
Last working day of August

### Fall Graduation:

Last working day of January

### Spring Graduation:

Last working day of May



## GRADUATION EXERCISES

Graduation exercises are held once each year at the end of the spring semester. Students are encouraged to participate in the event. Students who completed degree requirements in the preceding fall semester may participate. Also, students who are candidates for spring and summer graduation are strongly encouraged to participate in the ceremony. Information to order a cap and gown for the ceremony is available each spring in the Graduation Office.

## APPLICATION FOR DEGREE AUDIT

You should apply for a degree audit after you have finished at least 32 hours of coursework at the 1000 level or higher, which may be a combination of Rose State College credit and transfer credit. The degree audit application process takes approximately four (4) weeks to complete and the results will be emailed to your Raider email. If you do not have a Raider email, your results will be mailed to the address on file.

[Click here to go directly to the application.](#)

**GRADUATION OFFICE**  
**405.733.7332**  
**STUDENT SERVICES BUILDING**  
**ROOM 100 A & B**



# LEARNING RESOURCES CENTER (LRC)

The Learning Resources Center (LRC) is a central hub for academic support and resources at Rose State College. It offers various study areas, services, and facilities. The LRC is situated on the east end of campus, opposite of the Jeanie Webb Student Union.



## TUTORING

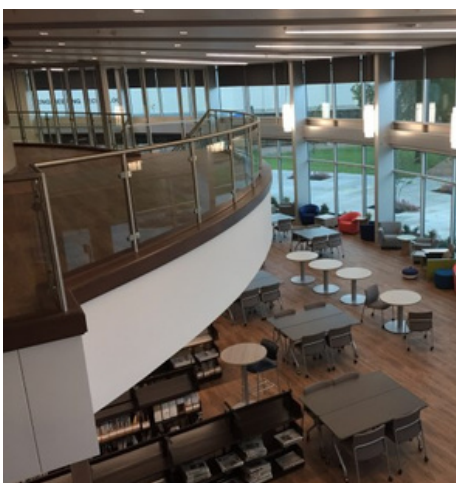
The Tutoring Center provides free tutoring services for most general education courses to all Rose students subject to tutor availability. **The Tutoring Center is located on Floor 2 of the LRC.**

## LIBRARY

The Library provides access to circulating and non-circulating materials, study rooms, and an open computer lab. The Ask Here Desk is centrally located for convenient assistance. **The Library is on Floor 1 of the LRC.**

## TESTING

Academic Testing administers advanced standing tests and class tests at the request of instructors for online, on-campus, and hybrid courses. **Academic Testing is located on Floor 2 of the LRC.**



## COFFEE

**A coffee shop is located at the south end of the LRC facing the campus mall.**

