



Student Handbook

Student Rights and Responsibilities

2010-2011

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Table of Contents

Odessa College Vision Statement.....	1
Philosophy of Odessa College	1
Equal Opportunity at Odessa College.....	1
Odessa College Mission and Purpose.....	2
Odessa College Role.....	2
Admissions.....	2
Scholarships and Student Financial Services.....	3
Facilities.....	3
Texas Success Initiative Requirements.....	6
Credit by Examination	8
Academics.....	8
Degrees and Certificates	8
Advising.....	9
Academic Progress.....	9
College Calendar.....	9
Grade Point Average.....	10
Graduation.....	10
Graduation Honors.....	10
Health Emergencies	10
Campus Mail Service.....	11
Mental and Physical Welfare.....	11
Sexual Harassment.....	11
Activities, Sports and Intramural Activities.....	12
Parking on Campus	12
Lost and Found	12
Email Account for Students.....	13
Computer Resources Policy.....	13
Computer Labs.....	13
Special Programs at Odessa College.....	14
Legal and Administrative Concerns.....	17
Student' Access to their Education Records.....	18
Disclosure of Education Records Information.....	19
Family Policy Compliance Office	21
Challenge of the Content of Education Records.....	21
Student Right-to-Know and Campus Security Act.....	22
Campus Prevention Program	22
Methods for Distribution of Printed Security Information and Crime Statistics	24
Reporting of Criminal Incidents Occurring at Off-Campus Student Organizations or Functions.....	24
Americans with Disabilities Act (ADA).....	25
Veterans Administration Benefits.....	25
Odessa College Policies.....	26
Students' Rights and Responsibilities.....	26
Alcohol.....	29
Controlled Substances.....	29
Weapons.....	30
Assaults.....	31

Disorderly Conduct.....	32
Students' Right to Due Process.....	33
Academic Conflict Resolution.....	34
Non-Academic, General Conflict Resolution	37
Students' Right to Communication and Expression	42
Complaints or Grievances from On-Line Students.....	42

Getting Started!

Welcome...

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

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

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

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

Odessa College Vision Statement

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

Philosophy of Odessa College

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

Equal Opportunity at Odessa College

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

Odessa College Mission and Purpose

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

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

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

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

Role of Odessa College

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

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

Admissions

Applications for admission are processed by the Admissions Office, located in Room

204A of the Student Union Building (SUB). The Admissions Office also collects and processes transcripts from high schools and other colleges and universities.

Students are required to submit to Odessa College transcripts from other colleges they have attended or a high school transcript if the student is entering OC directly from high school. These transcripts become the property of Odessa College and each student's record. If a student submits transcripts and does not enroll at Odessa College, the transcripts will be held for two years and then destroyed.

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

Re-Admission

A student at Odessa College who has gone for a calendar year or longer without enrolling for a class at OC is required to complete either a new application or a reapplication for admission before registering for class(es).

Scholarships and Student Financial Services

At OC, we believe that every student should apply for Financial Aid very early in the educational process. Every year, millions of dollars of student aid goes unclaimed and unused. The Student Financial Services (SFS) Office may be able to help you find ways to pay for your college education.

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

Students who receive federal financial aid must maintain at least a 2.0 grade point average and complete 75% of the classes for which they enroll. Students who have received any type of financial assistance through Odessa College must check with the SFS Office before dropping any classes during the semester. If a student who is awarded a federal grant or loan completely withdraws from classes the student may be responsible for repaying a portion of that grant or loan.

Please refer to sections of this handbook labeled "Grants," "Loans," "Jobs for Students "and" Scholarships" for more information about each area.

Facilities

A number of facilities will help you organize and stay on top of your classes.

- *LEARNING RESOURCE CENTER*

The Murry H. Fly Learning Resources Center (LRC) is a full-service academic library. To meet the needs of students, the LRC has more than 129,000 books, electronic books, videos, and CD's. The Library subscribes to over 60 research databases that provide access to magazines, newspapers, and scholarly journals. The current issues of over 300 periodicals are available for browsing on the first floor. Research librarians are ready to answer questions and help students find information. Quiet study areas are located throughout the library, and group study rooms are on the second floor. Computers, photocopiers, and VHS/DVD players are available. The online gateway to multiple research services can be found at the Library's web page. Go to (www.odessa.edu) and click on Learning Resources Center. Students also may call the Library Circulation Desk at (432) 335-6640 for further information.

- *STUDENT SUCCESS CENTER*

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

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

- *BOOKS AND SUPPLIES*

The Odessa College Bookstore is located on the ground floor of the Student Union Building.

Students may purchase college textbooks, art supplies, lab supplies, school supplies, backpacks, notebooks, etc., from this campus facility. In addition, the bookstore carries special OC clothing - shirts, sweatshirts, shorts, jackets and more. A selection of cards and a variety of gift items are also available. Students may purchase with cash, checks or several major credit cards.

At the end of each semester, the bookstore runs a "buyback" of textbooks. If you have books that have not been discontinued, you may sell them during the posted

"buyback" period.

- *CAFETERIA*

The OC cafeteria is located on the first floor of the Student Union Building. Meal service includes full meals, served cafeteria style, as well as a variety of short-order foods.

Students who live on-campus participate in a meal plan, and that same plan is also available to students living off-campus. A cash card to be used for cafeteria purchases can also be obtained from the Cashier's Office, located in Room 213 of the Student Union Building (SUB).

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

- *SPORTS CENTER*

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

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

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

- *Wi-Fi JAVA CYBER CAFE*

Students can relax, study, network, and use the PC's available at the College's coffee shop, the Wi-Fi Java Cyber Cafe. Wireless Internet is available courtesy of ClearWire, and students are welcome to use one of Odessa's three "hot spots" to check email and keep up with class assignments. Live music, literature readings, and other events also take place during the semester.

Student Housing

Student housing is available in Century Commons. This facility features laundry rooms, study and internet labs, barbecue areas and a swimming pool. Dormitory units feature bed

spaces for 204 students in sequestered bedrooms with unit kitchens that include microwaves, ovens and dishwashers. For more information about on-campus housing, call Century Commons at 432-335-6300, or the Housing Coordinator at 432-335-6693.

Texas Success Initiative Requirements

All students who enter a public college or university in Texas are required to demonstrate readiness for college level work. That readiness is assessed in English, mathematics and writing. Students who have exempt scores on the ACT, SAT or TAKS exams are considered to have demonstrated college readiness.

Students who have not demonstrated college readiness on the basis of other tests are required to take either the THEA test or a state-approved alternative test. The alternative test used by Odessa College is the COMPASS test. A student who passes all parts of the test is eligible to enroll in college level courses. A student who does not pass all parts of the test will be required to enroll in developmental work in the area(s) failed and may be limited as to which college courses he/she may take. Developmental work will continue until the student satisfies TSI requirements.

Some students may be exempt from the testing and/or developmental education requirements based on factors such as the program for which they are enrolled, having earned college credit at a private or out-of-state institution, etc. If a person believes that he/she is exempt from TSI requirements, he/she should consult an OC counselor.

For full detail regarding scores for exemption and developmental requirements please consult the Odessa College Bulletin/Catalog of Courses.

Passing Scores on Placement Tests

The following scores will indicate college-readiness for the tests shown:

TESTING REQUIREMENTS		
All new students not exempt must test		
Test	Test	Score
COMPASS (Administered by OC)	Reading skills	81
	Algebra	39
	Writing skills (objective)	59
	Writing skills (essay)	6
THEA (Administered statewide. OC is a registered testing site.)	Reading	230
	Mathematics (270 or higher required for college algebra)	230
	Writing	220
	Minimum passing score of 6 on written essay. Scores of 5 will be considered passing if the students' score on the objective section meets or exceeds minimum standards.	
ASSET (Official scores required.)	Reading	41
	Writing (objective)	40

	Writing (essay)	6
	Elementary algebra	38
ACCUPLACER (Not	Reading	78
administered by OC.	Writing (objective)	80
Official scores required.)	Written essay	6
	Elementary algebra	63

In some skill areas, OC has determined minimum scores for eligibility to enroll in college level work are higher than minimum state requirements. Please contact an advisor regarding these requirements.

Testing

The Testing Center provides a variety of testing and related services to OC students and to the community at large. Ability, career, interest, personality and placement tests are offered to individuals who wish to achieve greater self-awareness or identify strengths in order to make better life decisions.

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

ACT - American College Test

SAT - Scholastic Aptitude Test

GED - General Educational Development

CLEP - College level Examination Program

THEA - Texas Higher Education Assessment

COMPASS – State-approved alternative to the THEA Test

Career Tests and Inventories

Nursing and Allied Health Program Entrance Exams

Make-up Exams

Arrangements can be made for other specialized tests.

The Testing Center is located in SUB 221. Many of the tests require the payment of a testing fee. Some of these fees are paid directly to the testing company when an individual registers to take the test. Others are paid to Odessa College. Personnel in the Testing Center should be consulted regarding fees for specific tests.

Credit by Examination

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

Academics

Odessa College offers both academic and technical courses. The designated core curriculum courses are accepted as transfer courses for public institutions of higher education in Texas. Other courses may also transfer in designated areas of study. Technical courses are designed to allow students to obtain the skills needed to go directly into the work force in a particular area.

In addition to the academic and technical classes, OC also offers special classes designed to bring students up to the level of competency necessary to be successful in college level classes. These classes are available to all students but are generally required for students who do not pass all sections of the THEA or an approved alternative exam. Called developmental courses, these courses do not transfer from one college to another. If you are uncertain about your status, please consult an OC counselor or your academic advisor for assistance in determining whether you should enroll for a developmental class.

Degrees and Certificates

Odessa College offers courses leading to the following degrees:

- Associate of Arts - structured as a transfer degree
- Associate of Science - structured as a transfer degree
- Associate of Science in General Studies structured to be either a transfer degree or a degree that combines both academic and technical classes
- Associate of Applied Science - structured to give the student technical skills for a specific area of work; transferable to many four-year colleges and universities
- Associate in Arts in Teaching – intended for transfer to baccalaureate programs leading to initial Texas teacher certification

Odessa College also offers the opportunity for students to earn certificates of technology in the various technical programs. These certificates require courses that give students skills to move quickly into the workforce.

Please consult the Odessa College Bulletin/Catalog of Courses or the College's website (www.odessa.edu) for specific degree-and certificate requirements.

All students should meet with a faculty advisor or an OC counselor to draw up a degree

or certificate plan.

In most technical programs, students may elect to complete a certificate of completion or technology in that special program rather than earn a two-year degree.

Certificate programs are designed to allow students to learn entry-level skills in an area so they can seek employment. Many times students who earn certificates continue going to school while they are working and eventually earn their Associate's Degree.

Advising

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

Staff members also welcome requests for help or information from community members. From time to time OC counselors (OC Help Center) offer special group sessions to meet special interests and student needs.

To see someone about advisement, no appointment is needed. Students may come to the OC Help Center and the first available counselor or academic advisor will be happy to assist.

Academic Progress

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

College Calendar

Odessa College follows a published calendar for each academic year. This calendar is published in the Odessa College schedule of classes that is printed for each semester and on the Odessa College's website (www.odessa.edu) under Quick Links – Dates and Deadlines.

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

Adding or dropping a class can affect a student's schedule considerably. Adds and drops

can also affect whether a student is considered full time or not. Students should consult their advisor or one of the Help Center counselors for more information about adding or dropping classes.

Enrollment Verification

Provided as a service of the Registrar's Office, enrollment verification is a statement that a person is enrolled as a full- or part-time student at Odessa College for a stated semester. This verification may be required by insurance companies, loan granters, prospective employers or other entities. Since information included in enrollment verification is classified as directory information, it is released to third parties unless the student has issued direction in writing that such information not be released.

Enrollment verifications maybe requested only after the semester has officially begun.

Grade Point Average

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

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

Graduation

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

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

Graduation Honors

A student who has completed at least 30 hours in residence at OC will be eligible for graduation with honors. A student with a GPA of 3.5 to 3.699 will be graduated **cum laude**, a student with a grade point average of 3.7 to 3.899 will be graduated **magna cum laude**, and a student with a GPA of 3.9 to 4.0 will be graduated **summa cum laude**.

Health Emergencies

Regular health care is the responsibility of the student. A person who becomes aware of the need for first aid or other health emergency on campus should contact the closest

Odessa College employee. If emergency medical services are required, the employee will call 911. The EMT unit will decide and recommend whether on-premises treatment or transport to an emergency room will be required.

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

Campus Mail Service

Residents of Century Commons, the OC campus dormitory, should use the following address for their campus mail:

Student name
2311 Andrews Highway
Odessa, Texas 79761

Mental and Physical Welfare

If officials of the college determine that a student's mental or physical condition prohibits the student from benefiting from instruction at the college, or if the student creates a continuing disturbance to the learning process or creates a safety hazard to himself or others, the student will be advised of the situation. Every attempt will be made to give the student the opportunity to remedy the situation in question and obtain assistance, if needed. If the situation cannot be resolved, the student may be referred to an OC counselor or to the vice president for student services.

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

Some students may be required to have certain immunizations to either be enrolled at Odessa College, or to be enrolled in some of the programs with selective admissions criteria. More information is found in the OC Catalog of Courses.

The OC Catalog also has important information for all students concerning Bacterial Meningitis. Students should read and be familiar with this important information.

Sexual Harassment

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

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

To report incidents of sexual harassment, contact the Vice President for Student Services office at 335-6684.

Activities, Sports and Intramural Activities

Students at OC enjoy participating in a wide range of activities. Students are issued activity cards which can admit them to concerts, plays and musical events on the OC campus, as well as exciting sporting events featuring the collegiate teams of the Odessa College Wranglers, which are featured throughout both the fall and spring semesters.

All students with activity cards are invited to work out in the OC Sports Center, which features a wide variety of equipment and instructor-led classes to get everyone into top condition.

An intramural program is offered each semester, and students are encouraged to participate as individuals or to form teams.

The intramural program is coordinated out of the administrative offices at Century Commons. The intramural director may be reached by calling 335-6338.

Parking on Campus

Motor vehicles parked on the OC campus must be registered and display a valid parking permit. Permits are issued at registration and must be renewed each semester.

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

Lost and Found

All articles found on campus should be taken to the Vice President for Student Services Office located in Office 212 of the Administration Building. Those who have lost articles should check with the Student Services Office.

Email accounts for students

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

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

Computer Resources Policy

Use of Computer Resources Policy

Access to computer resources is essential to the pursuit and achievement of excellence in a modern community college. The privilege of using computer systems and software, as well as internal and external databases, is important to all members of the college community. The preservation of this privilege for the entire campus requires that each individual comply with the Colleges' Use of Computer Resources Policy. Any unauthorized, illegitimate, or other violation of this Use of Computer Resources Policy shall subject the violator to disciplinary or legal action by the college. The college reserves the right to terminate access and/or pursue stringent legal action in all matters on noncompliance.

For the purposes of this policy, computer resources are defined as any college or state owned mainframe, mini- or microcomputer, peripheral devices, software, voice, video, or data telecommunications systems, and/or any network facilities.

Access and the use of the College network and Internet connection is also covered by this policy. For the current version of the Use of Computer Resources Policy go to: [http://www.odessa.edu/dept/it/policies/Computer Use Policy 10-08.pdf](http://www.odessa.edu/dept/it/policies/Computer_Use_Policy_10-08.pdf)

Computer Labs

Open computer labs are located in several buildings on campus. Many of these labs give priority to students in classes directly related to those lab areas. An open lab is located on the first floor of the LRC in the Student Success Center.

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

most open labs. Computers are also available at the Wi-Fi Java Cyber Café and at Century Commons on the first and third floors.

Copying and Faxing on Campus

Copy machines for student use are located in the LRC. Charges are assessed on a per copy basis. For a small fee, students may send and receive fax communications from the Odessa College post office. The fax number is 432-335-6722.

Special Programs at Odessa College

Odessa College Student Government Association (OCSGA) is the student governing body.

The Odessa College Student Government Association is a body representative of the ideals, values and beliefs of the students and is passionately committed to excellence in action. Through dedication, service and integrity OCSGA seeks to rejuvenate a sense of pride in all that is OC. As men and women for and with others, OCSGA strives to cultivate an optimistic atmosphere of excitement and respect among peers.

The objective of OCSGA is to serve as the voice of the student population, to provide service on campus as well as in the community, and provide leadership opportunities for its members. OCSGA consists of an Executive Cabinet and Senate. The Executive Cabinet consists of a president, executive vice president, and vice president of business affairs, secretary, parliamentarian, historian and chaplain. Senators are either representatives of an administratively recognized campus organization/club or at large representatives.

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

All meetings of OCSGA are open to the general public. Students are invited and encouraged to attend. The OCSGA participates at the regional and state level as members of the Texas Junior College Student Government Association. OCSGA has served in various state offices over the past several years. The faculty advisor is Nichole Jackson at 335-6526.

American Chemical Society (ACS) The Odessa Chapter welcomes any student interested in chemistry, chemical engineering or related fields. The purpose of the chapter is to acquaint the members with all aspects of the professions. Films, guest speakers, seminar discussions, tours of local chemical facilities, and field trips are used to explore all areas of the profession.

The American Chemical Society is the largest international professional organization. It serves professional chemists, chemical engineers and related career positions. These senior professionals have chosen to work closely with college students that they might know and understand the profession to determine whether this is the area in which they may find fulfillment. For information about membership, contact Nichole Jackson at 335-6526.

Gamers Unlocked is a student origination dedicated to playing games, video games in particular. The actives of the club are centered in **The Game Cage**, an up to date video game room located just outside the Odessa College bookstore.

Baptist Student Ministry (BSM) is a fellowship of people who are organized together for the purpose of providing the best program possible to enrich the lives of students through Christian outreach. The organization is open to all interested Odessa College students. For more information please contact Nichole Jackson at 335-6526 or Pam Williamson at 335-6613.

Odessa College Choir is dedicated to performing a variety of outstanding music. The choir presents four major concerts each year, including a Fall Classics concert, a Holiday concert, and Opera, co-produced with the Globe Theatre, and a Spring Pops/Musical Theatre concert. During the spring/summer, the choir traditionally takes a concert tour. Past tours have included such locations as Santa Fe, Colorado, Florida, California, Canada, New York and Europe. The choir rehearses on Monday, Wednesday, and Friday at 11:00 a.m. and on Tuesday evenings. A brief audition is required and students with a background in music are eligible. **Odessa College Vocal Ensemble** is a smaller auditioned ensemble, made up of singers who are also in the OC Choir. Some scholarships are available for participation in one or both groups. For more information contact David Corman at 335-6631.

Odessa College Concert Band is open to students and local musicians who have had high school band experience. The band meets on Tuesday evenings and performs two concerts per year, as well as performing at OC graduation ceremonies. **Odessa College Jazz Band** is also open to students and local musicians who have had high school band experience. The group rehearses weekly and performs two concerts per year, including a concert/dance in the spring semester. Some individuals participate in both groups. Some scholarships are available for participation in one or both groups. For more information, contact Eric Baker at 335-6623.

Phi Theta Kappa is the international academic honor society for two-year colleges. All programs of the group are based on four hallmarks - scholarship, leadership, service and fellowship. Phi Theta Kappa's purpose is to recognize and promote scholastic achievement, provide members with opportunities for leadership development and encourage members to foster an atmosphere conducive to scholarly fellowship.

To qualify for membership a student must be enrolled at Odessa College, have earned at least 12 hours of college level credit at Odessa College with a grade point average of 3.0

or higher by the semester previous to the semester of induction. All candidates for membership must be of good moral character and in good standing with Odessa College. Contact Donna Griffin at 335-6533 for more information.

Physical Therapy Club is to promote professionalism and unity among physical therapists and unity among physical therapist assistant students. The organization seeks to provide an understanding of the field of physical therapy. Any Odessa College student interested in promoting physical therapy activities is invited to join. Contact Lynn McKelvey at 335-6842.

Odessa College Rodeo Club is open to any OC student. The club's purposes include the promotion of interest, understanding and appreciation of Western heritage, promotion of rodeo as a collegiate sport, and promotion of close relationships among people interested in rodeo. The club encourages good education and sportsmanship. A person does not have to be a rodeo participant to be a member of the Rodeo Club. Contact Kelly Doster at 335-6566.

S30 is an organization designed to enhance the social, cultural, and educational experiences of the students who participate in the Student Support Services (SSS) program. S30 provides opportunities for student leadership experience and acts as a student outlet for members to come together to raise funds for trips and social events and to perform community service. Membership is open to all students who participate in the SSS program. Contact the SSS office at 335-6476.

Sigma Kappa Delta is the national English honor society for students in two-year colleges. The purpose of the organization centers on rewarding students for outstanding achievement in English and promoting interest in the academic area of English in two-year colleges. Qualifications for membership include a B or better grade point average and success in college English. Contact Claudia Philpott at 335-6554.

Speech and Debate Club seeks to enhance the student experience by providing interesting and challenging opportunities to present topics of their choice in various formats. Some of the options that students have in how they can participate in the club include performing an informative or persuasive speech, selecting a poem or poems, section(s) of a book or screenplay to present at the events, or performing in a debate. Each semester students can become members of the club by completing a short application available upon request. There are three student offices elected by the advisory board for the club who help organize the events and make announcements. This is a great way for students to add campus involvement to their resumes and college applications. Any Odessa College student with at least a 2.0 GPA is eligible to participate. Please contact Mrs. Haley Draper-Bowers at hdraperbowers@odessa.edu for additional information and the current semester's schedule of events.

Student Nurses Association (SNA) is a paraprofessional organization and a constituent of the Texas Nursing Students' Association, and the National Student Nurses' Association, Inc. The purpose of SNA is to assume responsibility for contributing to

nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interest and concerns; and to aid in the development of the whole person, and his/her professional role, and his/her responsibility for the health care of people in all walks of life. The organization targets students with nursing as their declared major. Call Zassar Gatson at 335-6333 for information.

Students in Philanthropy emphasizes service, fund-raising for worthwhile causes, and good use of donated funds. The organization provides a variety of learning opportunities beyond the classroom for its members. Students interested are encouraged to apply for membership for the limited number of places available. Those students actually selected for membership and participation are awarded for each semester. Membership application forms are available in the Student Financial Services Office, SUB 203.

Odessa College Veterans Association is an up and coming association on campus. This is an association for veterans of all services and those who are interested in the military. Odessa College CARES about and is very proud of our veterans. This is an association that has a goal of supporting our veterans by: establishing a place on campus where veterans can connect with veterans, establishing helping resources for veterans, advocating for veterans to get them the help they need from the college and the community, and eventually establishing a Veterans Upward Bound program. This association also will be active in giving back to the community. Veterans on the move! Contact Williams Spears at ws293090@myoc.odessa.edu (president), Daniel Regalado at dregalado@odessa.edu or Chip Carlson at ccarlson@odessa.edu faculty/staff advisors.

Legal and Administrative Concerns

Federal Policies and Regulations

Family Educational Rights and Privacy Act of 1974 (FERPA)

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

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

Annual Notification of FERPA Rights

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

Students' access to their Education Records

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

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

The permanent record for each student shall consist of:

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

Disclosure of Education Records Information

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

1. Student's name, address, telephone number
2. Date and place of birth
3. Dates of attendance
4. The most recent previous educational agencies or institution attended by the student
5. Weight and height of a member of an athletic team
6. Major Field of study, degree desired, and classification
7. Participation in officially recognized activities and sports
8. Degrees and awards received
9. Full-time/part-time attendance
10. Photograph
11. Email address

If any student has an objection to any of the aforementioned information being released about himself or herself during any given semester the student should notify, in writing, the Registrar during the first three weeks of the respective semester. This form must be resubmitted each semester.

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

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

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

18. To authorized personnel of the Department of Veterans Affairs for students receiving educational assistance from the agency.

Students' Rights after Ceasing Attendance or Graduation

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

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

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

Privacy Rights of Deceased Students

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

Family Policy Compliance Office

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Challenge of the Contents of Education Records

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

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

record. This record, when disclosed to an authorized party, must include the statement filed by the student.

Student Right-to-Know and Campus Security Act

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

Campus Prevention Program

Sexual Assault and Non-Sexual Offenses

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

- promote and support institutional activity programming that encourages safety awareness as it relates to sexual assaults and non-sexual offenses;
- expand collaborative relationships between community groups, agencies, and the institution for education, treatment, and referral of those who have experienced sexual assaults or nonsexual offenses;
- provide training for students, faculty, and staff to enable them to detect specific problems as a result of sexual assaults and to refer persons with such problems to appropriate referral sources;
- provide counseling services for students needing assistance;
- include printed materials and guest lecturers promoting safety and crime awareness during faculty/staff in-service meetings;
- promote use of the "buddy system" for students in college housing;
- continue to strengthen relationships with law enforcement officials to insure quick response to calls involving sexual assault or other campus crimes.

Preventing Sexual Assault/Acquaintance Rape

For all students:

Rape is an act of violence. Rape should not happen, but it can, even with people you know and trust. Most rapes and sexual assaults are committed by acquaintances. For this reason, it is important for you to be assertive, direct, and clear in your communications. Be aware of your non-verbal and verbal communication. Remember you increase your risk of acquaintance rape when you get in a car with someone you have just met (perhaps at a party), no matter how nice the person seems, or when you are socializing with a group that is using alcohol or drugs. If you

have been sexually assaulted on campus, report the crime to the Campus Security Officer or to any college official. Students living in Century Commons should contact the Resident Manager if the assault occurs in or on the dorm property. Reporting does not mean you must take legal action. This is a choice you can make later. By reporting the crime, though, you may help to stop a rapist. Chances are that the person has raped before and will rape again, until apprehended. If you have been raped, preserve physical evidence that could be useful later on. Do not change clothes, bathe, or use the bathroom. Do seek medical care immediately, whether or not you report the crime. In addition to taking care of obvious injuries, you need medical care to protect you from venereal diseases. A physician can also counsel you about the possibility of pregnancy.

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

For both men and women:

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

Recommended Precautions for Individual Protection

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

1. When alone on campus at night, do not walk around campus.
2. When walking from building to building at night, stay in well-lighted areas. Avoid isolated buildings and areas.
3. Always lock your vehicle. Before entering your vehicle, look on the floor and in the back seat.
4. Become familiar with the security personnel. If you are concerned about walking to your car alone, ask the security officer to escort you.
5. Have car keys in hand before you reach the car. Searching for keys in a purse or pockets when at the car can be dangerous.
6. Become familiar with exits in all buildings.
7. Embrace the philosophy of “shared responsibility” for campus safety. Watch out for your fellow student/employee and offer assistance when needed.

While many colleges and universities have experienced an increase in the number of crimes occurring on campus, Odessa College has not had to face the problem of campus violence.

However, should a threat or act of violence occur, please follow the previously outlined procedures.

Security of and Access to Campus Facilities

All buildings are opened by 7:00 a.m. Monday through Friday and will be closed and secured as soon as possible after the offices close; or in the case of a classroom building, after the last class of the day. Buildings are normally closed on Saturday and Sunday. Students should not be in a building alone after normal closing hours. The buildings are secured by the campus police, and it is their responsibility to make regular checks of each building to insure that they remain locked. Outdoor lighting is a priority for campus safety/security. The College has attempted to insure that all areas of the campuses are lighted, especially around parking lots, walkways, classrooms, and areas frequently traveled by students and college personnel. Students and staff members are encouraged to report lights that need replacing to Campus Police by calling 238-6334 or Physical Plant at 335-6512.

Campus Law Enforcement

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

Methods for Distribution of Printed Security Information and Crime Statistics

All current students and employees will be given copies of the Odessa College Catalog during their initial semester orientation programs. Residential students will also receive a copy of material containing information on how to insure safety of themselves and other residents in campus housing. Students and staff will be encouraged to “share responsibility” in crime prevention and will be asked to promptly report any crimes to college officials. New employees will receive a copy of the catalog as part of the employment package. Crime statistics are given out at new student Success Courses and are on the College's Web site under Campus Police.

Reporting of Criminal Incidents Occurring at Off-Campus Student Organizations or Functions

It is the policy of the College to provide a safe environment for students at all off-campus student activities. Staff supervision is provided for such events. Any criminal act; act or threat of violence; injury; or other such situations which occurs while at an off-campus activity or event should be reported immediately to the police officer on duty or the professional staff person assigned to supervise the activity. These contact persons would immediately contact the appropriate law enforcement department or emergency personnel if assistance were required.

Americans with Disabilities Act (ADA)

ACCOMMODATIONS FOR PERSONS WITH DISABILITIES

In accordance with federal and state laws and regulations, Odessa College does not discriminate on the basis of disability in the recruitment and admission of students, the employment of faculty and staff, and the operation of any of its programs and activities. The Dean of Administration is designated as the coordinator for college compliance with Section 504 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990. Students with a disability should contact the Odessa College Help Center, 335-6433, for information and assistance with obtaining accommodation services. A counselor who specializes in accommodation assistance is available. The college strives to provide a complete range of services for students with special needs including, but not limited to technology, workshops and organizations to help with their education while attending Odessa College. Students with disabilities will be responsible for presenting diagnostic test results or diagnoses that are not more than three years old, in order to verify the specific disabilities claimed. These results must come from a professional in the field, who is properly licensed or certified in the field appropriate for the diagnosis of the particular disability claimed.

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

Veterans Administration Benefits

For help with VA Benefits, contact Gloria Rangel, Office of Special Populations at 335-6833.

Drug Education Policy

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

Listings of area resources for drug/alcohol counseling and rehabilitation are also available from the counselors in the OC Help Center.

Odessa College Policies

Students' Rights and Responsibilities

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

The Odessa College Bulletin/Catalog of Courses

The Schedule of Classes

The Student Handbook

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

Student Conduct

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

RESPONSIBILITIES

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

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

"Cheating on a test" shall include:

- Copying from another student's test paper
 - Using test materials not authorized by the person administering the test.
 - Collaborating with or seeking aid from another student during a test without permission from the test administrator.
 - Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
 - The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
 - Substituting for another student, or permitting another student to substitute for one's self, to take a test.
 - Bribing another person to obtain an unadministered test or information about an unadministered test.
 - "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
 - "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
4. A student who owes a debt to the District or who writes an "insufficient funds" check to the District may be denied admission or readmission to the District until the debt is paid or the check redeemed. A student's failure to pay the college the amount due on or before the fifth class day after the day the business office sends written notice that the drawee has rightfully refused payment on the check, draft, or money order is prima facie evidence that the student intended to defraud the college.
 5. Violations of the Penal Statutes of Texas or of the United States occurring on District property or in connection with District-sponsored activities may also constitute violations of the District's rules and regulations when such violations affect the educational process and goals of the District.
 6. Possession or use of firearms on District-controlled property except for educational purposes that have the prior approval of the vice president.
 7. Interference with teaching, research, administration, or the District's subsidiary responsibilities through "disorderly conduct" or "disruptive behavior."
 8. Use of alcoholic or intoxicating beverages and use of drugs not prescribed by a physician.
 9. Hazing with or without the consent of a student; a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to appropriate discipline.

"Hazing" means any intentional, knowing or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining

membership in any organization whose members are or include other students. The term includes, but is not limited to:

- Any type of physical brutality, such as whipping, beating, striking, branding, electrical shocking, placing of a harmful substance on the body or similar activity.
 - Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.
 - Any activity that induces causes or requires the student to perform a duty or task that involves a violation of the Penal Code.
10. Initiations by organizations may include no feature that is dangerous, harmful or degrading to the student; a violation of this prohibition renders the organization subject to appropriate discipline.
 11. Endangering the health or safety of members of the District community or visitors to the campus.
 12. Damaging, defacing or destroying college property, property of a member of the college community or property of a campus visitor.
 13. Knowingly giving false information in response to requests from the college.
 14. Forging, altering or misusing college documents, records or ID cards.
 15. Violating college policies or regulations concerning parking; registration of student organizations; use of college facilities; or the time, place and manner of public expression.
 16. Failure to comply with directions of college officials acting in the performance of their duties.
 17. Conducting him/her self in a manner which adversely affects his or her suitability as a member of the academic community or endangering his or her own safety or the safety of others.
 18. Ignoring a summons to the office of the vice president for student services.

DISCIPLINE

Any student violating this policy shall be subject to discipline, including suspension, in accordance with college policy. In certain instances the College can refer cases to law enforcement authorities for prosecution under criminal code.

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

Copies of the college due process procedure are available in the office of The Vice President for Student Services (ADM 212).

DRESS AND GROOMING

Students' dress or grooming may not materially and substantially interfere with normal school operations.

ALCOHOL

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

CONTROLLED SUBSTANCES

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

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

Exception

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

Notice

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

Each student taking one or more classes for any type of academic credit except for continuing education units shall be given a copy of the college's policy prohibiting the unlawful possession, use or distribution of illicit drugs and alcohol, a description of the applicable legal sanctions under local, state or federal law, and a description of the health risks associated with the use of illicit drugs and the abuse of alcohol.

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

WEAPONS

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

Prohibited weapons are defined as follows:

1. A firearm (any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use). Texas Penal Code 46.03(a), 46.01 (3)
2. An illegal knife (knife with a blade over five and one-half inches, hand instrument designed to cut, stab or be thrown at another - dagger, Bowie knife, sword, spear). Texas Penal Code 46.03(a), 46.01 (6)
3. An explosive weapon (any explosive or incendiary bomb, grenade, rocket or mine that is designed, made or adapted for the purpose of inflicting serious bodily injury, death or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made or adapted for delivery or shooting an explosive weapon). Texas Penal Code 46.01 (2)
4. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger).

Texas Penal Code 46.01 (9)

5. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches).
Texas Penal Code 46.01 (10)
6. A switchblade knife (any knife with a blade that folds, closes or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force). Texas Penal Code 46.01(11)
7. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles).
Texas Penal Code 46.01 (8)
8. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Texas Penal Code 46.01(12)
9. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is designed, made or adapted for the purpose of causing an adverse psychological or physiological effect on a human being). Texas Penal Code 46.01(14)
10. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Texas Penal Code 46.01 (16)
11. A club (an instrument specially designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace and tomahawk). Texas Penal Code 46.01 (1), 46.03(a), 46.05(a)
12. Students may not bring to any campus or a college-related activity any weapons prohibited by law or any other object, including school/college supplies, used in a way that threatens or inflicts bodily injury on another person.
13. The possession or use of articles not generally considered to be weapons may be prohibited when the college president or designee determines that a danger exists for any student, college employee or college property by virtue of possession or use.
14. Lockers and cars parked on college premises may be inspected by college personnel if there is reasonable cause to believe they contain weapons.

ASSAULTS

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

1. Intentionally, knowingly or recklessly causing bodily injury to another;
2. Intentionally or knowingly threatening another with imminent bodily injury; or

3. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative. Texas Penal Code 22.01

DISRUPTIONS

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

DEMONSTRATIONS

Permission for events, peaceful assemblies, and demonstrations must be requested in advance from the office of the Vice President of Student Services.

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

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

DISORDERLY CONDUCT

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

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time, such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall or

any other passageway in a College building to such an extent that the employees, officers and other persons, including visitors, having business with the College are denied entrance into, exit from or free passage in such building.

INTERROGATIONS AND SEARCHES

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

Without a search warrant:

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

VIOLATIONS

Students who violate student conduct standards or participate in any prohibited activities are subject to disciplinary action, based on the severity of the violation and its overall effect on the welfare of other students.

Limitation

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

STUDENT RIGHT TO DUE PORCESS

Odessa College is committed to high standards and equitable treatment of all individuals associated with the college. There are times, however, when conflicts do arise between a student and an employee of the college. The Director of Student Life (335-6338) will address conflicts involving aspects of the dormitory and first-line discipline. When a conflict occurs in matters other than alleged discrimination, sexual harassment, and employment questions, the college has adopted a due process procedure which is designed to resolve the issue as quickly as possible while offering protection to all

individuals involved in the conflict.

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

STEPS IN DUE PROCESS

Academic Conflict Resolution

Informal Due Process

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

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

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

Conferences with the instructor and department chairman are considered to be informal steps in conflict resolution.

When a college official at the dean or higher level becomes involved, the process is more formalized, and written documents are utilized.

In all cases where an unresolved conflict is being taken to the next level of due process, referral should take place within five working days.

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

request that the matter be continued to formal due process. If the chairperson makes a decision in favor of one of the parties, the other party shall have the right to carry the matter to the formal due process stage. If the matter is to be carried forward, the department chairperson will have both the student and the faculty member complete the *Unresolved Conflict Report Form*. The department chairperson will complete the Due Process Report Form. It is the responsibility of the department chairperson to deliver completed forms to the appropriate instructional dean for review, if due process continues. This delivery should take place within three working days. Copies of all completed forms should be filed with the Dean of Administration.

Forms are available from the office of the Dean of Administration. The office of the Dean of Administration serves as the office of record and facilitation for due process matters.

Formal Due Process

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

Appeals Committee

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

Notes

1. Any of the involved parties has the right to add to their initial statements in response to negotiations at any or all levels of the informal or formal due process.
2. Until the conflict is resolved, the student has a right to continue class attendance as long as the student's presence is not disruptive, detrimental to safety, or impeding to the instructional environment, or as noted in item 3.
3. If the conflict is related to a laboratory or clinical requirement in an

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

Presidential Review

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

Board Review

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

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

Non-Academic, General Conflict Resolution

The process specified herein is to be followed for a conflict, non-instructional in nature that may arise between a student and an employee of Odessa College. If the conflict is

based on acts that are perceived by the student as sexual harassment or discriminatory on the basis of race, sex, age, color, national origin, religion, or condition of disability, the student should immediately report the conflict to the Vice President for Student Services. Matters of this nature reported by a student shall be investigated by the Vice President and/or the Dean of Administration. The Vice President shall report to the student on the status of the investigation within five working days after the date the complaint is brought to the attention of the Vice President.

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

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

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

Conferences through the supervisor are considered to be informal.

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

Informal Due Process

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

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

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

Formal Due Process

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

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

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

Appeals Committee

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

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

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

Notes

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

Presidential Review

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

Board Review

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

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

Due Process in Disciplinary Matters

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

Student disciplinary matters referred to the Vice President for Student Services will be reviewed by that individual and appropriate disciplinary sanctions as cited in the student conduct code may be imposed. In the event that the student feels that she/he has not received fair treatment, the student shall have the right to appeal the decision of the Vice President. Should the situation that resulted in disciplinary action involve another party who is employed by Odessa College, that party shall have the right to appeal a decision of the Vice President for Student Services on the grounds that the student conduct code has not been followed. Any party calling for an appeal shall file a written request for a hearing with the Dean of Administration. The matter will be heard by the Appeals Committee and same process specified for general conflict resolution will be followed.

Student Right to Communication and Expression

In displaying announcements of interest, students may use bulletin boards located in the Student Centers and in other campus locations. Those bulletin boards with specific headings or glass-enclosed boards are for official use and may not be used for posting student announcements unless prior approval has been secured from the Director of Student Life. Posters may be displayed for a period not to exceed two weeks before a scheduled event and should be removed on the next class day following the advertised event. Prior approval should be secured from the Director of Student Life. The College reserves the right to remove any unauthorized poster or sign. Students are requested to use masking tape when displaying posters.

Complaints or Grievances from On-Line Students

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

Where do I go to find help with:

Activity	Location/office	phone number
Activities on campus	Intramurals office	335-6338
Address changes	Registrar	335-6404
Athletic events	Sports Center	335-6574
Basic skills help	Student Success Center	335-6878
Books	Bookstore	335-6655
Class policies	Class instructor or professor	ask for faculty office
Clubs on campus	Student Activities	335-6338
Computer labs	Student Success Center	335-6878
Course selection	Counselors, advisors	counselor, 335-6433, or your academic area advisor
Degree plans	Counselors, advisors	counselor, 335-6433, or your academic area advisor
Due process	Vice President for Student Services	335-6684
Email (students)	Student Success Center	335-6878
Emergency messages	Vice President for Student Services	335-6684
Exercise	Sports Center	335-6688
Food on campus	College Cafeteria	335-6435
Grade conflicts	Faculty/Dept. Chair	ask for faculty office
Health insurance	Vice President for Student Services	335-6684
Help with classes	Student Success Center	335-6878
Honors status	Vice President for Instruction	335-6413
Housing on campus	Housing Director	335-6300
ID cards	Cashier's office	335-6600
Intramurals	Intramurals office	335-6338
Jobs (on and off campus)	Career Services	335-6835
Loans for college	Student Financial Services	335-6429
Lost and found	Vice President for Student Services	335-6684
Non-credit classes	Continuing Education	335-6580
Off-campus classes	Registrar	335-6404
Parking permits	Cashier's Office	335-6600
Parking rules	Campus Police	335-6666
Paying for college	Student Financial Services	335-6429
Residency status	Admissions	335-6432
Safety concerns	Campus Police	335-6600
Scholarships	Student Financial Services	335-6429
School supplies	Bookstore	335-6653
Stamps	Campus Post Office	335-6657
Study skills	Student Success Center	335-6878
Succeeding	Student Support Services	335-6868
Tests-standardized	Testing Center	335-6834
Transcripts	Registrar	335-6742
Transfer questions	Counselors/Advisors	335-6433
Tutoring	Student Success Center	335-6878

Math Lab

335-6537

Note: The **Wrangler Express Center** and **Wi-Fi Java Café** also have computers and personnel to assist you with many different questions!