



BACONE COLLEGE

Student Handbook 2020-2021

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833.

Index

WELCOME TO BACONE COLLEGE.....	2
MISSION STATEMENT.....	2
Organizations.....	2
Student Government Association Constitution.....	3
Student Government By-Laws.....	9
News Outlets on Campus.....	11
Spiritual Life.....	12
Student Affairs.....	13
Athletics.....	14
Food Services.....	14
Academic Support.....	14
Student Support Services.....	15
Academic Advisement.....	15
Attendance and Responsibility of Learning.....	15
Academic Honors.....	16
Academic Load.....	16
Academic Dishonest Policy.....	16
Grievance Policy.....	17
College Policies.....	18
Residential Life Handbook.....	22
Safety Procedures.....	29
Emergency Procedures.....	29
Tornado and Fire Safety Procedures.....	31
Campus Safety.....	32
Criminal Violations.....	37
Code of Conduct.....	37
Search and Seizure Guidelines.....	38
Sanctions	39
Direct Threat and Disabilities.....	39
Minor Discipline	40
Major Discipline.....	40
Changes to Handbook.....	41

WELCOME TO BACONE COLLEGE

We would like to extend a warm Bacone College welcome to those of you who are the newest members of our community and a welcome back to our students returning for continued studies at Bacone College.

To make your transition into this academic year as successful and rewarding as possible, Student Affairs is pleased to provide you with this Student Handbook. Your college years are a time of personal and spiritual growth and discovery. This handbook will introduce many of the different opportunities available to you at Bacone College and in the local community.

We hope that this academic year will prove to be a productive learning experience for you, one that will be conducive to intellectual discovery, bring you to a variety of campus events, involve you in a recognized student organization or a sports team, lead you to actively participate in community service, and perhaps engage you in artistic creation.

This handbook is not a contract. It provides information and represents certain significant policies of the College. Policies and interpretation by the administration are subject to change as circumstances warrant. Please check with the appropriate offices for updates and current application of any policy.

We wish you all the best for a safe, happy, and productive year!

MISSION STATEMENT

Bacone College, an independent institution related to the American Baptist Churches, U.S.A., maintains its commitment to serving Native Americans within a culturally diverse community.

The College, through its baccalaureate and associate degree programs challenges students to develop intellectual and social skills, spiritual values and healthy life-styles by providing education in a nurturing Christian environment. (Adopted 11/08/04)

STUDENT AFFAIRS

Curricular and extracurricular activities are important in the Bacone College total educational experience. Intercollegiate and intramural sports as well as student organizations are considered integral parts of the College experience. Throughout the year, we offer a variety of activities that appeal to the student body. Student Life is responsible for planning on and off campus activities. We welcome new ideas for activities and other programs. We have created a campus app to keep you informed of all activities of the college. The campus app is called "Campus Quad." Please check it daily for campus activities. Campus events will be posted on Campus Quad in advance of each activity and information will also be presented on the Campus Event Monitors. You may be required to sign up in Student Life to participate in certain activities.

Organizations

Any organization on campus must identify its goals and objectives and see that these are compatible with the philosophy, mission and regulations of the College. Each student organization must obtain official recognition from Student Life and Student Government Association. Please refer to the Constitution of the Student Government Association for further details.

The Constitution of Bacone College Student Government Association

Preamble

We, the students of Bacone College, create and adopt this Constitution so as to provide our students with a forum to voice their concerns and as well as an opportunity for our students to participate in decision making in student government and campus activities.

ARTICLE I. Name of Organization

This organization shall hereafter be known as the Bacone Student Government Association, hereafter the "BSGA".

ARTICLE II. Purpose

The Bacone Student Government Association shall be the official body which represents the students at Bacone College.

ARTICLE III. Membership

Section 1. Membership to the Bacone Student Government Association shall be open to all students at Bacone College.

Section 2. No student or organization shall be discriminated against on the basis of national origin, race, religion, gender, creed, age, marital status, major and/or degree program, political views or affiliation or veteran status.

Section 3. Membership shall include the BSGA officers, a representative for each club in good standing and two elected "at large" representatives of non-club affiliated students.

Section 4. Clubs and "at large" representatives must attend BSGA General Meetings in order to be considered "active."

ARTICLE IV. Meetings

Section 1. The first BSGA meeting of the semester shall be an Executive Committee meeting which shall meet the first Thursday after the semester begins. Thereafter, the Executive Committee shall meet every other Thursday during the semester, following the Bacone College calendar.

Section 2. The first BSGA General Meeting shall be the Thursday after the first Executive Committee meeting and continue every other Thursday during the semester, following the Bacone College calendar.

ARTICLE V. Qualifications of Officers

Section 1. BSGA Officers, Club Officers and "At Large" Representatives shall be currently enrolled in 12 or more credit hours and maintain a minimum GPA of 2.5 or better for each semester of the academic year to be considered eligible to serve as an officer or a representative.

Section 2. Attendance is mandatory at BSGA meetings and functions for BSGA Officers and Club representatives. A BSGA Officer or Club representative not present at BSGA meetings or functions will receive an unexcused absence.

Section 3. Expulsion will occur after 2 unexcused absences per semester or 3 excused absences.

Section 4. Expulsion from BSGA will result in ineligibility for holding a position in the BSGA the following year.

Section 5. Students have a right to appeal an expulsion provided the appeal is in writing and filed within 7 days after the expulsion. An affirmative vote thereafter by the SBGA Executive Committee shall be final.

Section 6. No student shall have been on academic or social probation during any semester of the previous year in order to be eligible to serve as an BSGA Officer or as the Officer of a Club Officer or as an "At Large" Representative.

Section 7. The BSGA Officers shall consist of: BSGA President, BSGA Vice President, BSGA Secretary, BSGA Treasurer, and the BSGA Public Relations Officer.

Section 8. The BSGA Officers shall be deemed elected upon a simple majority vote by Club and "At Large" representatives who eligible to vote.

Section 9. The election for new BSGA Officers shall be by secret ballot at an election prior to the end of the Spring semester.

Section 10. New BSGA Officers shall be sworn in at the end of the Spring semester.

Section 11. If a student is elected to serve on the BSGA, the student cannot also serve as an officer for any club or any other organization.

ARTICLE VI. Conduct of Officers

Section 1. BSGA Officers, Representatives of the Clubs and "At Large" students shall at all times when representing Bacone College, conduct themselves in a manner that will reflect upon Bacone College in a positive way.

ARTICLE VII. Matching Funds

Section 1. From time to time, active clubs in good standing may conduct fund raising activities. Subject to BSGA's available funds, eligible clubs may apply for up to \$200 in matching funds per semester per club per semester upon showing of receipts from fund raising. All Club accounts shall be kept in Bacone College accounts.

ARTICLE VIII. BSGA Officer Duties

Section 1. All BSGA Officers shall carry out their duties in a fair and impartial manner. Officers shall encourage student participation in student government and student

organizations and assist with BSGA and Club events and functions as needed. Suggested activities each semester should include a community service project, a general BSGA event, and a fund raising activity. In order to encourage work as a team, all of the BSGA Officers may assist Clubs with preparation of proposed legislation, record keeping and bring training requests to the attention of the BSGA.

Section 2. Duties and Responsibilities of the BSGA President include:

- a.** Serve as the Chief Executive Officer of the BSGA
- b.** Preside over the Executive and BSGA General Meetings
- c.** Serve as the liaison between the Executive Committee and Club/Organizations and Administration
- d.** Appointment of a Presidential cabinet, committees or commissions which are deemed necessary
- e.** Call for Special meetings
- f.** Attend meetings as needed with BSGA Adviser
- g.** Ensure BSGA Constitution and By-Laws are faithfully executed
- h.** Presents to the BSGA matters relating to the student body which need attention

Section 3. Duties and Responsibilities of the Vice-President of the BSGA

- a.** Exercise Presidential duties when the President is absent
- b.** Assume Presidential duties upon any vacancy of the Presidency
- c.** Serve as the Chair for Committee or Sub-Committee Meetings
- d.** Serve as Coordinator for BSGA Events
- e.** Meet on a regular basis with BSGA Adviser

Section 4. Duties and Responsibilities of the BSGA Secretary

- a.** Be present and take accurate Minutes at BSGA Executive and BSGA General Meetings
- b.** Responsible for Corrections/Amendments of Minutes
- c.** Maintain a record of previous minutes and make them available to the Executive Committee
- d.** Report to the President

Section 5. Duties and Responsibilities of the BSGA Treasurer/Parliamentarian

- a.** Keep and maintain an accurate account of the BSGA and Club Accounts, including receipts for expenditures
- b.** Provide updated account information to the President
- c.** Prepare annual budget requests for the BSGA
- d.** Reinforce Robert's Rules of Order
- e.** Serve as the Floor Leader for Motions

Section 6. Duties and Responsibilities of the BSGA Public Relations Officer

- a.** Serve as the liaison between the BSGA and the Clubs and organizations
- b.** Prepare press releases for events and activities for BSGA
- c.** Design and prepare posters, announcements, etc. for events

- d. Coordinate publicity with Bacone administration
- e. Assist with communications related activities for BSGA

ARTICLE IX. Quorum and Voting

Section 1. Two-thirds of the membership of the BSGA shall constitute a quorum, however in an emergency, the BSGA President may declare a quorum with less than 2/3 of the voting members. No business shall be transacted without the Faculty Adviser and a quorum.

Section 2. Voting members shall include the BSGA Officers and a representative from each of the Clubs in good standing and the "At large" representatives, each of whom shall have one vote.

ARTICLE X. Vacancy of Office

Section 1. Should the Presidency of BSGA become vacant, the successor shall be the Vice-President of the BSGA.

Section 2. If the Vice-President, Secretary, Treasurer-Parliamentarian or Public Relations Officer positions become vacant, the BSGA Executive Committee shall decide which actions are appropriate to fill the positions. These options may include:

- a. The voting delegates elect the new officer
- b. The BSGA President appoints the officer and the voting members will have to vote to approve.

ARTICLE XI. Removal of Officers

Section 1. Grounds for removal of a BSGA Officer shall include:

- a. Violation of the provisions of the BSGA Constitution
- b. Failure to carry out duties or responsibilities of position
- c. Two unexcused absences from meetings during the school year or 3 excused absences.
- d. Failure to maintain a 2.5 or better GPA each semester
- e. Conducting BSGA business without express authorization
- f. Incurring any debt or financial obligation without the authority of the BSGA
- g. Engaging in social or academic misconduct

ARTICLE XII. Advisor

Section 1. The BSGA shall have one Faculty Adviser from the Bacone College Faculty. A member of the Bacone Staff may serve as an Assistant Adviser if necessary.

Section 2. Duties and Responsibilities of the Adviser:

- a. Give advice and counsel to the BSGA Officers
- b. Attend Executive and General Meetings
- c. Be familiar with the Bacone event planner and purchase order system
- d. Consult with Executive Committee to prepare event planners, purchase orders and other related materials
- e. Be familiar with Bacone policies and procedures
- f. Conduct GPA eligibility checks for potential BSGA officers and Officers at the beginning of each semester

- g. Inform any officer of ineligibility due to failure to meet GPA or other requirements
- h. Inform the Director of Student Life of officer ineligibility
- i. Make recommendations to the BSGA President for removal(s)

Section 3. BSGA Adviser Selection

- a. The BSGA Executive Board shall meet prior to the end of the semester to make recommendations as to the Faculty Adviser.
- b. The voting membership shall vote to accept or not accept the recommendations of the BSGA Executive Committee
- c. Approval of the selection of the Faculty Adviser shall be subject to acceptance by the President of Bacone College

Section 4. Removal of BSGA Adviser

- a. A BSGA Faculty Adviser may be removed upon a majority vote of the BSGA Officers and the student body.
- b. Prior to the vote, one week notice shall be given to the Adviser of the intent to remove the Adviser

ARTICLE XIII. Ratification

Section 1. This Constitution and By-Laws will be enacted in its entirety following its publication in the Bacone College newspaper (in print or online) for 7 days for student comments and approval by a 2/3 vote of the voting membership at the next regular BSGA meeting.

ARTICLE XIV. Amendments

Section 1. All proposed Amendments shall first be brought up at General SGA Meeting prior to being placed on any Agenda so as to give notice to the membership.

Section 2. An Amendment to the BSGA Constitution shall require a 2/3 vote in order to be adopted. Thereafter, the Amendment shall be posted for 7 days before it is deemed adopted.

Section 3. Amendments following this Article XIV., once adopted shall supersede any conflicting Article(s) and there is no need to continually revise/change this Constitution.

Section 4. In the event that any provision is held to be invalid, that shall not invalidate the other provisions of the Constitution.

ARTICLE XV. Right to Act

Section 1. No single BSGA Officer or Club or Organization member is authorized to incur any debt or make any promises or enter into any business arrangement without express authorization from the BSGA.

Section 2. Failure to conform with this requirement may be grounds for removal from office.

ARTICLE XVI. Miscellaneous

Section 1. Hierarchy of Laws - The provisions of the BSGA Constitution are governed by and subordinate to the Constitution and laws of Bacone College.

ARTICLE XVII. Organizations Under the BSGA

Section 1. Student Clubs and Organizations whose purpose is to enrich student life across campus and honor the mission of Bacone College are welcomed to be a part of the BSGA and the following shall apply:

- a. Student Clubs and/or Organizations must be "active" in order to function under the BSGA.
- b. "Active" requires that a Club or Organization representative who is authorized to vote as a voting member attends BSGA General Meetings.
- c. To remain "active," a Club or Organization shall have no more than 2 unexcused absences or three excused absences
- d. All Student Clubs and/or Organizations are required to participate and assist with BSGA events and functions and show proof of having at least one (1) community service project each semester in order to maintain the "active" status.
- e. All Student Clubs and/or Organizations which are active are eligible to apply for matching funds from fund raising activities, up to a maximum of \$200 per Club or Organization per semester and subject to funds availability.
- f. That each Student Club and/or Organization shall participate in the Multil-Cultural/Club Day each semester where there is an opportunity for cultural exchange, as well as an opportunity to meet Faculty, staff and recruit new membership.

BSGA By-Laws

Duties and Responsibilities of BSGA Officers:

Section 1. President's duties and responsibilities:

- a. Serves as the Chief Executive Officer for the BSGA
- b. Presides over Executive and General BSGA meetings
- c. Serves as liaison between the Executive Committee and Club/Organizations and Administration
- d. Appoint a Presidential Cabinet, committees or commissions

which are deemed necessary

- e. Call for special meetings
- f. Attend meetings as needed with the BSGA Adviser
- g. Ensure BSGA Constitution and By-Laws are faithfully executed
- h. Presents to the BSGA matters relating to the student body which need attention

Section 2. Duties and Responsibilities of the Vice-President

- a. Exercise Presidential duties when President is absent
- b. Assume Presidential duties when vacancy of the Presidency
- c. Serve as the Chair for Committee or Sub-Committee Meetings
- d. Serve as the Coordinator for BSGA events
- e. Meet on a regular basis with BSGA Adviser

Section 3. Duties and Responsibilities of the BSGA Secretary

- a. Be present and take accurate Minutes at BSGA Executive and BSGA General Meetings
- b. Responsible for Corrections/Amendments of Minutes
- c. Maintain a record of previous Minutes and make them available to the Executive Committee
- d. Report to the President

Section 4. Duties and Responsibilities of the BSGA Treasurer/Parliamentarian

- a. Keep and maintain an accurate account of the BSGA and Club Accounts, including receipts of expenditures
- b. Provide updated account information to the President
- c. Prepare annual budget requests for the BSGA
- d. Reinforce Robert's Rules of Order
- e. Serve as the Floor Leader for Motions

Section 5. Duties and Responsibilities of the BSGA Public Relations Officers

- a. Serve as the liaison between the BSGA and the Clubs and Organizations
- b. Prepare press releases for events and activities for BSGA
- c. Design and prepare posters, announcements, etc. for events
- d. Coordinate publicity with Bacone Administration
- e. Assist with communications related activities for BSGA

REMOVAL OF OFFICERS

Section 1. The grounds for removal of BSGA Officers shall include:

- a. Violation of the BSGA Constitution
- b. Failure to carry out the duties or responsibilities of the positions
- c. Two or more unexcused absences or three excused absences from BSGA meetings during a semester.
- d. Failure to maintain a 2.5 or better GPA each semester
- e. Conducting BSGA business without express authorization from the BSGA.

- f. Incurring any debt or financial obligation without the express authority of the BSGA
- g. Engaging in social or academic misconduct

PARLIMENTARY AUTHORITY

Section 1. In all matters not covered by this document, regardless, the Robert's Rules of Order, revised, shall govern.

COMMITTEES

Section 1. There shall be 4 standing Committees of the BSGA. Each shall be chaired by an Officer of the BSGA, subject to approval of the majority of the BSGA:

- a. Election Committee
- b. Social Committee
- c. Homecoming Committee
- d. Community Service Committee

ORDER OF BUSINESS

Section 1. The order of business for BSGA Meetings shall be:

- a. Call to order
- b. Roll call of Clubs for quorum
- c. Reading and Approval of Minutes
- d. Report(s)
- e. Old/Unfinished Business
- f. New Business
- g. Announcements
- i. Adjournment

ELECTIONS

Section 1. The Election Committee shall meet at least 2 times each semester and the duties of the Election Committee include:

- a. Provide notice of elections
- b. Accept applications
- c. Set up centrally located polls
- d. Voting - faculty or staff must be present during voting
- e. Each eligible student may vote only once
- f. Each voter must present a picture ID (includes Student ID)
- g. At end of voting period, present results to BSGA President
- h. Results to be published in student newspaper

SUSPENSION OF CLUBS/ORGANIZATIONS

Section 1. Any Club or Organization is suspended when the Club or organization fails to meet on a regular basis or follow its own Constitution or By-laws.

Section 2. Any Club or Organization is suspended when there are two unexcused absences or three excused absences of the voting representative at the regular BSGA meetings.

Section 3. Suspended Clubs or Organizations are not eligible for matching funds from the BSGA.

BSGA CLUBS/ORGANIZATIONS

- Section 1. The BSGA recognizes the following:
- a. Bacone Agricultural Student Society (BASS)
 - b. Black Student Society (BSS)
 - c. Native American Student Association (NASA)
 - d. Creative Writing Guild
 - e. Criminal Justice Society
 - f. Baptist Collegiate Ministry
 - g. Bacone Radiography
 - h. Education Club
 - i. Non-Affiliated Students

News Outlets on Campus **SchoolWebsite**

The Bacone College website is the information hub for all students and the community. All information regarding academics, admissions, financial aid and more can be found at www.bacone.edu. In addition, bacone.edu/news is maintained with the latest events and news for students and the public and can be accessed from the homepage at www.bacone.edu. Latest athletics news, rosters, and schedules can be found for all sports at www.baconeathletics.com.

Bacone College Social Media

Bacone College maintains various Facebook accounts valuable for keeping abreast of the latest news, announcements and event information. Promote Bacone, Bacone College, Bacone Athletics, Bacone College Christian Ministry, Bacone Trio, Bacone Center for American Indians and a host of sports and club Facebook pages/groups exist to keep students informed. Bacone College can also be found at @baconecollege on Twitter and @bacone.college on Instagram.

Campus Communication

Students should check their student email accounts regularly for announcements, schedule changes and more sent to the campus community - especially important for inclement weather notices. Television monitors are located across campus that provide regular updates regarding activities and happenings on campus. Stop by the Media Center in Palmer Center or call [\(918\) 207-6811](tel:9182076811) for student group and club announcements/events needed to be added to the monitors.

Spiritual and Cultural Life

Medicine Hour is a gathering circle for all walks of life, a space of diversity to learn and grow. It is inclusive and ranges from students, student groups, student-athletes, and the Director of AIC facilitating and engages everyone in one space. It formerly used to be a mandatory church service but the transition to Bacone seeking tribal college status, Medicine Hour embraces inclusivity and diversity for students. These activities may include but are not limited to:

1. Guest Speakers
2. Native American Heritage Week
3. Easter
4. Christmas
5. Religious Studies
6. Cultural events
7. Student Organization presentations

In addition, the Center for American Indians offers cultural activities for all students, visit www.bacone.edu/cai for more information.

Bacone College Baptist Church

Bacone College Baptist Church is an American Baptist Church of the Central Region, and a member of the Oklahoma Indian American Baptist Association (OIABA). ABC-USA is one of the most diverse Christian denominations today, with over 5,200 local congregations comprised of 1.3 million members across the United States and Puerto Rico.

Bacone College Baptist Church welcomes all students, staff, and faculty, as well as our surrounding community to join us for Bible Study, coffee, and donuts on Sunday mornings at 10:00 AM in the Chapel basement, Wednesday evening Prayer, at 7:00 PM, and Sunday morning Worship at 11:00 AM in the sanctuary. We have a relaxed environment at BCBC as we learn, spiritually grow together, and live out our life of faith.

Student Life

Student Life is dedicated to orienting students to College life by overseeing the Residential Life Program as well as providing fun activities, assisting in special needs and emergencies, encouraging spiritual growth and counseling of students.

The Vice President of Student Affairs provides administrative oversight for all Student Life programs. The Center for American Indians and the Center for Christian Ministry also provide student counseling, guidance, direction and support to students.

(Please see Clery Act disclosures at bacone.edu/consumer-information)

The Vice President of Student Affairs is responsible for the enforcement of student conduct and standards for behavior. The Vice President of Student Affairs is responsible for the development, coordination, implementation, and evaluation of Bacone College student programs, including student governance of clubs and organizations.

The Director for the Center for Christian Ministry is responsible for spiritual counseling and assisting all students with their spiritual growth through greater self-understanding.

Athletics

The following varsity intercollegiate sports are offered at Bacone College:

Men: Basketball, Baseball, Cross Country, Soccer

Women: Basketball, Cross Country, Softball, Soccer

The above listed sports are registered with National Association of Intercollegiate Athletics (NAIA). Bacone College competes in the Sooner Athletic Conference and the Central States Football League.

Any student who desires to compete for a position on any athletic team should contact the head coach for his/her sport or the Athletic Director , www.bacone.edu/directory.

Food Service

The Dining Hall is located at the cafeteria building in the center of campus. Service is typically available five days a week, Monday through Friday, except for periods of campus closure, which include Christmas Break, Thanksgiving Break and other breaks indicated on the Academic Calendar. Students must utilize their Student ID card for entrance to the dining hall. Nonresidential students may utilize the Dining Hall for meals by purchasing a commuter meal plan. Food service in the dining hall is limited during the summer, but off-campus dining solution use is available. The default student dining plan includes 10 meals per week. However, students are strongly encouraged to purchase the 15 meals per week plan to ensure that they are able to eat three meals per day. We also strongly encourage every student to eat breakfast everyday before they attend class.

Dining Hours (subject to change)

Monday thru Friday

Breakfast – 7:30A.M – 9:00A.M.

Lunch – 11:30P.M. - 2:00 P.M

Dinner - 5:00 P.M. - 7:00 P.M.

Food service personnel welcome any suggestions to provide better service. Students who have allergies or special dietary needs should submit a request to the Food Service Director in order to make special arrangements. You can email the vice president of student affairs, www.bacone.edu/directory.

ACADEMIC SUPPORT

Library

The Merritt Betts Library is located between Palmer Center and Samuel Richard Hall. The library hours are:

Sunday Closed

Monday thru Thursday 8:00 a.m. - 9:00 p.m.

Friday 8:00 a.m. - 5:00 p.m.

Saturday tbd

The study areas, combined with the availability of books and periodicals, provide an atmosphere conducive to relaxed study. The library has computers with access to the internet, printers, CDROMS, and other computer software for student use.

Student Support Services, Counseling and Tutorial Services

Student Support Services is a federally funded counseling program located on the second floor of the Palmer Center. The Student Support Services offers programs that include academic, personal and career assistance. Tutoring services available through the program are based upon Federal Guidelines of income and first generation criteria. Qualified students who are interested in serving as tutors, counselors or mentors should apply at Student Support Services.

Student Support Services also offers cultural and entertainment events. If you need services not available on campus, contact Student Support Services for referrals to community and State agencies. All services are free to students who qualify. The office is open 8:00 A.M.- 5:00 P.M., Monday - Friday. The office can be reached at 918-781-7254

Academic Advisement

You will be assigned to a faculty adviser for educational and vocational guidance and advising. Since your adviser is also responsible for other students the following suggestions are offered to help enhance your experience:

1. The name of your academic adviser is listed on the computer print out that you received from the Registrar's Office at the time you enrolled. If you have misplaced this information, it is available from the Registrar's Office (registrar@bacone.edu.)
2. Contact and keep in touch with your adviser during their office hours, which are posted on their doors.
3. Make and keep appointments. Call if it is necessary to change or cancel an appointment.
4. Come with specific questions in mind.
5. Bring necessary materials (pencils, schedule of classes, forms, etc.)
6. Discuss openly concerns regarding schoolwork, study habits, academic progress, and personal concerns.
7. Make sure you are satisfied with your schedule and career choices or share your dissatisfaction with your adviser.

You may want to visit with your adviser for:

- Adding or dropping a class.
- Receiving tutoring.
- Degree plan at pre-enrollment.
- Career information.
- Referral information.
- Withdrawal process.

When you need to see your adviser:

- Become familiar with your adviser's office hours/schedule. Whenever possible call to make an appointment rather than drop in.
- If it is necessary to drop in without an appointment, try to come at a time when your adviser is on duty; avoid the busiest time of the day, and allow plenty of time in case you have to wait.
- Because the first and last two weeks of each semester are the busiest for your adviser, schedule longer conferences during the middle part of the semester.

Attendance and Responsibility of Learning

Bacone College expects students to attend class on a regular basis and attendance is monitored. Students who are absent from class, regardless of cause, have the responsibility of communicating with the instructor to discuss missed work. The instructor will determine whether the student will be permitted to make up work and will decide the time and nature of the makeup. Students who do not appear at the time prearranged for the make-up forfeit any right to make up work. Students should be aware that absenteeism may affect not only academic progress, but also scholarship eligibility and ability to participate in extracurricular activities. The instructor may request an Administrative Withdrawal (AW) for any student who participates

in activities that infringe on the rights of others or interferes with the educational process. Faculty members have the right to remove students from the classroom should students exhibit disruptive behavior and/or cause excessive noise in the classroom. Subsequent disruptive behavior by students may result in removal from the class by the instructor. The “AW” process may also be invoked by the Administration as a result of a student being in financial arrears. A student who wishes to appeal their instructor’s dismissal decision must follow the academic appeals process.

While grades of AW are not used in computing students’ grade point average, students should be aware that dropping hours will not only affect their progress toward graduation but may also affect their eligibility for financial aid and in extreme cases cause them to be evicted from the residence halls.

Academic Honors

Semester Honor Rolls

Outstanding students are recognized each semester through the publication of the President’s and Provost’s Honor Rolls. In order to be eligible, students must have an earned GPA of 3.75 and 3.50 respectively, completed a total of 12 or more semester hours, with a grade no lower than a “B” in college level courses at the time of the final grade reporting. High school equivalency courses do not meet the criteria for inclusion in determination of honor awards.

Academic Load

A full-time student is one who carries a minimum load of 12 credit hours in the regular semester or six credit hours during summer semester.

A student should carry a normal load of 16 to 17 credit hours per regular semester. This enrollment should lead to the successful completion of all degree requirements in eight regular semesters (unless a semester of developmental courses or high school equivalency course work is needed).

Academic Dishonesty Policy

All classroom misconduct will be brought to the immediate attention of the Academic Vice President.

The fundamental principle of academic life is integrity. The college community does not condone academic dishonesty in any form. If there exists no doubt that an act of academic dishonesty has occurred the instructor has the authority to administer any of the following:

1. Not accept the assignment (or test) in question and record a “zero” for the assignment (or test). Require the student to redo the assignment (or test) or require the student to complete a substitute assignment (or test).

2. Recommend to the Academic Vice President that the student be dropped from the class
25

and assigned a failing grade (F) or an AW for the course. The written recommendation will include a description of the specific occurrence, including supportive documents, if applicable.

3. In cases of extreme or repeated incidents of academic dishonesty, recommend to the Academic Vice President that the student be suspended from the College. The written recommendation will include a description of the specific occurrence, including supportive documents, if applicable.

If recommendations two or three (above) are made, the student will be notified by the instructor as to what action will be taken. If the student believes an erroneous accusation had been made, the student may appeal the action. The student must file an appeal, within ten working days of notification. The Academic Vice President will hear the appeal, in the presence of the instructor

and the division chair. The student and faculty member are informed in writing of the action taken.

Grievance Policy/Academic Appeals Process

Relationships between students and educators at Bacone College are based on the assumption of a mutual acceptance of certain rights and responsibilities. Disputes involving academic performance (grades) and academic misconduct (cheating, plagiarism, inappropriate possession of examinations or other course materials, etc.) can be resolved through a grievance procedure. An academic grievance committee composed of faculty members and students will hear a case only after an attempt has been made by the involved persons to resolve their differences within the framework of the following structures:

- a) Student conferences with instructor.
- b) Student conferences with faculty advisor.
- c) Student conferences with division head.
- d) Conferences conducted by division head with all involved parties present.

A student may not file a grievance after the eighth week of the regular semester following the semester in which the grade was awarded to him/her.

Information on the procedure for filing a grievance and the procedure for hearing a grievance is available in the Office of the Academic Vice President. After the committee has heard an academic grievance, final appeal of the academic grievance procedure may be made either by the plaintiff or the defendant to the Academic Vice President of the College. An appeal must be submitted in writing to the Academic Vice President, within five working days after the decision of the Grievance Committee.

Information about any of the following items can be found in the current catalog, found on the college web site:

- Change of Course/Class
- Course change in individual courses during summer sessions
- Complete Withdrawal Policy

26

- Withdrawal Process
- Tuition Refund Policy
- Late Enrollment

27

COLLEGE POLICIES

Contract Policy

No individual, group of individuals, club or organization representing Bacone College shall enter into a contractual agreement of any nature without written approval from The Office of the President.

Notice of Non Discrimination

Bacone College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non discrimination policies. Kindle Holderby Vice President of Student Affairs. 2299 Old Bacone Rd. Muskogee, Oklahoma. 74403. 918-781-7222.

Communicable Disease Policy

Bacone College is committed to providing a working and educational environment free from health hazards to its students and employees. These policies set forth procedures to be followed when a college student or employee is afflicted by or has contracted a communicable disease or condition which may or may not be listed with the Center of Disease Control and/or the State Department of Health. The College will comply with all federal and state laws applicable to persons (students, employees and job applicants) with a communicable disease.

Confidentiality of information regarding individuals afflicted with a communicable disease or condition shall be respected to the extent allowed by law. The College reserves the right to place students in an alternate dorm room if deemed to be in the best interest of the student or other members of the student body. The College may also limit exposure of the student to other members of the student body by restricting access to campus facilities and public areas if the situation warrants.

Disclosure Policy

Bacone College retains two categories of information about current and former students: directory data and confidential data.

Upon admission, students provide data for academic and personal records. In doing so, the student entrusts the College as custodian of this information and other data generated during a student's enrollment.

Bacone College acknowledges the student's right of privacy concerning this information. The College further recognizes that certain information is a matter of public record and may be released for legitimate purposes.

The College policy regarding release of information in the student's records is as follows:

1. Directory information appears in student directories and alumni publications and may be freely released. A student desiring that the information remain confidential must file a written request with the Registrar's Office. A written request must be made prior to the end of the fourth week of each semester of attendance and applies to the following:

- Name, addresses and telephone number.
- Major and classification.
- Dates and attendance.
- Degrees and dates of graduation.
- College honors.
- Verification of student's participation in recognized activities.
- Anticipated dates of graduation based on completed honors.
- Previous institutions attended.

2. Confidential information comprises that which is contained in a student's education record and can be released only upon the student's written consent. Some expectations allow or require release of confidential information to the following ten classes of persons as defined in the Family Education Rights and Privacy Act of 1974, as amended:

- School officials within the educational institution who have legitimate education interests.
- Officials of other schools to which students seek to transfer.
- The Comptroller General of the United States, Secretary of Education, the administrative head of an educational agency or state educational agency or other state educational authorities.
- College officers who process a student's application for or receipt of financial aid.

- State and local authorities to which such information is specifically required.
- Organizations or educational agencies conducting legitimate research provided no personally identifiable information about the student is made public.
- Accrediting organizations.
- Parents upon proof of dependency as defined by the Internal Revenue Code of Governmental Authorities with a judicial order or lawfully issued subpoena, provided the educational agency or institution makes a reasonable effort to notify the student of the order of subpoena in advance of compliance.
- Appropriate persons such as physicians when, due to an emergency, such information is necessary to protect the student's health or safety or that of other persons.

Students have the right to inspect their academic records and to challenge the contents.

Upon a signed request, Bacone College will provide transcripts of academic records. However, financial obligations need to be paid in order for the College to provide said transcripts.

While the permanent academic record is a cumulative record compiled by the student, the Registrar of the College is charged with the responsibility for its accuracy and safekeeping.

Therefore, removal of the Registrar's assigned depository is not permitted.

Original credentials with which the student applies for admission or readmission to Bacone College become the property of the college and are not released.

NO-TOBACCO POLICY

29

Bacone College has adopted this policy prohibiting tobacco throughout the entire campus. This policy is instituted to promote the health and well being of the campus community; to preserve and protect college property; and to provide a clean and healthy environment that is conducive to academic and athletic pursuits of students, faculty and staff.

The use of tobacco (includes, but is not limited to cigarette, cigar, chew, pipe, snuff, pouch, vapor products, and all other tobacco related products) is prohibited in all areas of property owned or controlled by Bacone College, the Residence Halls and any covered walkway around the residence halls, Student Life areas and classrooms. Any area within 25 feet of an entrance door is also a prohibited area.

Marijuana is classified as an illegal substance in the state of Oklahoma and is therefore illegal to possess, distribute, or use on campus. Any license to use medical marijuana must be a license issued by the state of Oklahoma.

Designated smoking areas include:

- Locations outside campus facilities

Responsibility and Implementation of Policy:

- a) The President, Vice-Presidents, Department Heads and all other supervisors are generally responsible for the implementation and enforcement of this Tobacco Policy. Bacone College expects, in light of the health issues involved, that people will comply with this policy out of self-interest and concern for others. However, complaints regarding this policy, or disputes regarding its implementation, should be referred to the Dean of Students.
- b) Responsibility for honoring the provisions of this policy will be the obligation of all employee, students and visitors of Bacone College.

Resolution of Complaints and Enforcement of Policy:

The standard used in resolving complaints of disputes concerning the Tobacco Policy will be that the right to breathe clean air and function in a tobacco-free environment is superior to the choice of using tobacco. The success of the Tobacco Policy for Bacone College depends upon the thoughtfulness, consideration, and cooperation of tobacco and non-tobacco users. All members

of the campus community have a responsibility to observe this no tobacco use policy. All employees and students are encouraged to remind others of the restrictions of the Tobacco Policy when appropriate.

Student Computer Resource Policy

Summary Internet Policy Provisions

1. The College has software and systems in place that can monitor and record all Internet usage. No expectation of privacy is reserved for students utilizing campus computer systems/resources.
2. The College reserves the right to inspect any and all files stored on campus computers and student computers if utilized on the college network, in order to assure compliance with policy.
3. Sexually explicit, hateful or demeaning material may not be displayed, archived, stored, distributed, edited or recorded using College network or computing resources.
4. Use of any College resources for illegal activity is grounds for loss of lab and network privileges, and the College will cooperate with any legitimate law enforcement agency.
5. No student may use College facilities knowingly to download or distribute pirated software or data.
6. No student may use the College's computer facility to deliberately propagate any virus, worm, Trojan horse, or trap door program code.
7. Students with Internet access may not use College Internet facilities to download entertainment software, music, games, or to play games over the Internet.
8. The College's computer systems may not be used for commercial or solicitation purposes.
9. The Bacone College computer system, especially the electronic mail capabilities, will not be used to create offensive or disruptive messages. This includes messages, which contain sexual implications, racial slurs, gender specific comments, or any other comment that offensively addresses someone's sexual orientation, religious or political beliefs, national origin, ethnicity or disability.
10. Social networking is widely utilized by our student body. Students are encouraged to participate on social networking sites responsibly, and with respect to other members of the campus community. Students are encouraged to be discrete in the sharing of personal information on social networking sites.

Note: Violations of these policies and provisions are subject to student discipline.

Lab Usage

1. All students are assigned individual ID and passwords to the computer network. Your ID is your last name followed by the first letter of your first name, all lower case (e.g. Jim Smith would be smithj). Your password upon accessing the system for the first time will be password. The system will require you to select a new password as soon as you are connected to the system. Do not share your password with anyone, as this will result in your being responsible for anything that person does on the Bacone network and the Internet. Violation of this will result in the loss of your network access privileges. Any problems with your initial access to the system should be reported to the Information Services Department. Note: Repeated attempts to access the system with an invalid password will result in an automatic lockout of your account.
2. SR room 209 : This lab is for general student use during hours posted on the lab door.

NOTE: The lab may be utilized for instructional purposes and for periodic maintenance, during these times; there will be no student access.

3. SR room 210 : This lab is reserved for students currently enrolled in the computer classes each semester. Any unauthorized utilization of this lab will result in loss of network access privileges.

4. Library computers : This lab is for general student use during the hours the library is open.

31

5. Student class projects/assignments will take precedence over other computer usage provided that a faculty member or librarian is present to make the appropriate judgment.

6. Any student attempting to access, copy, modify, or delete another student's file will lose their network privileges and face disciplinary action.

7. Any student found to be in violation of this policy would be subject to disciplinary action.

Technical

1. User Identification (ID's) and password help maintain individual accountability for computer resource usage. All students must keep their password confidential (sharing your password will result in your loss of access privileges).

2. Any file that is introduced into the Bacone College Network must be scanned for viruses before it is run or accessed.

3. Students will not modify any computer network system settings.

4. Downloading of wallpaper, screen savers, etc. is prohibited.

Non-Alteration of College Property or Physical Plant

Students must have prior authorization from the Office of the President to make any alteration of College property or grounds, including but not limited to, digging, tree removal, sign removal or placement. Violation of this policy may result in the imposition of discipline.

Children on Campus Policy

I. Purpose

The purpose of this policy is to provide faculty, staff, and students with information necessary to follow the position the college believes will provide a safe campus while maintaining a learning environment for students and a disruption free workplace for our employees.

II. General

Bacone values the role of families in the lives of the faculty, staff and students of the College and has worked to develop policies and benefits that are supportive of balancing work and family life. It is recognized that there are those times under emergency conditions when it is absolutely necessary for a student of the College to provide for a child for a brief period of time. These circumstances are not the issue addressed in this policy. It is further recognized that there are those times when brief visits occur when children may come to campus with other family members.

III. Policy

Except when the purpose of the visit is to attend classes or to participate in activities specifically scheduled for their benefit, it is the policy of the College that having minor children be present at an office, classroom, or shop is inappropriate. Consequently, students shall not bring any children with them to campus unless it is an emergency and has been approved through the office of the Dean of Students for general campus use and the Office of Academic Affairs for classroom use. In conclusion, a child shall never be brought to campus unless to attend a class or to participate in activities specifically scheduled for their benefit or be left unattended at any time on campus

property. Unattended children will be subject to referral to the Department of Human Services. Resident students may not babysit or have underage guests in the residence hall.

Underage visitors are required to register with Housing first.

It is further expected that consideration of and safety of the children, students, and other campus residents will be maintained. If a child becomes disruptive, the parent or guardian must handle the situation immediately. Failure to act could result in student discipline and/or party/s involved asked to leave campus.

To prevent injury to children and to protect equipment from damage, children are not allowed in laboratories, shops, studios, power plant, food service areas, mechanical rooms, any areas containing machinery with moving parts, power operated equipment, maintenance shops, physical plant garage, or any area where air quality may be compromised.

IV. Responsibility

The Dean of Students will be responsible for implementing the College's Children on Campus Policy for students.

V. Appropriate Dress

Our campus does not have a formal dress code for students in place. That being said, students are responsible for appropriate dress in the classroom and other areas on campus. The term "appropriate" shall include the definition that no undergarments are visible to others (excluding t-shirts). Instructors and other college officials may request a student who is a distraction to others by their mode of dress to address the issue immediately or be removed from the classroom, student activity or athletic function.

Who Can Help

Telephone numbers to call if you need assistance with any of the following:

Campus Police - Emergency - 911

Campus Police - Non-emergency 918-781-7200

Financial Aid Help: 918-781-7340

Work Study: 918-781-7344

Academic Counseling: See your Adviser

Who is your Adviser? Call the Office of Academic Affairs: 918-781-7216

Christian Counseling: Dr. Leroy Thompson thompsol@bacone.edu 918-360-9694

Tutoring: Faye Davis davisf@bacone.edu 918-685-0724

RESIDENTIAL LIFE HANDBOOK

Residential life at Bacone College is more than a place to sleep. It is an integral part of the College experience. The Residence Hall provides an atmosphere of belonging and friendship, a place where life-long friendships are made. The Residential Life Program provides a variety of facilities and competent personnel to assist you in academic and social development.

The Residential program consists of the Dean of Students and Housing Managers who are responsible for the buildings and grounds. These staff assist students in academic, social, physical, and spiritual development. Housing policies and regulations are established to ensure the safety, privacy and value systems of each resident and the total Bacone College Community. Our goal is to create an atmosphere that will promote integrity, honesty, spiritual growth and a feeling of community.

Six residential facilities are offered; Poloke Hall, Posey Hall, McCoy Hall, Pod style Apartments, Walter Starr and the Bacone Conference Center. All applications for residence must be made to the Housing Office.

Campus Living - The Residential Life Philosophy

Bacone College is a residential college and strives to accommodate as many students as possible

on campus. Living with other students in campus residence facilities is significant for Bacone College students. Living in campus residence units challenges students to expand and explore their attitudes, values, and interests. Request for exemption from the College Housing policy to reside off campus will be considered when students meet the exemption standards of the policy and when extraordinary circumstances exist which justify the consideration of an exemption. Unless an exemption is granted, students are required to live on campus. Scholarship rates are tied to residential status. **If you are granted an exemption to live your campus your scholarship will automatically go to the rate of \$3,800 for the Academic Year.**

A positive relationship exists between the community and Bacone College. The College shares a commitment to continue this relationship by working with students to maintain the quality of the environment in neighborhoods surrounding the campus. The expectation for students who move off campus is that they will be a positive influence in the neighborhood in which they reside. All residents of the campus are an integral part of the community and, as such, will assume an active role in developing and monitoring an atmosphere that promotes success for all members. As a community member, your rights and responsibilities must be balanced with the needs of your neighbors. Off campus residents are subject to discipline from the college for any and all incidents that occur off campus. These incidents include but are not limited to the following. City citations, explicit use of social media, arrests, any altercations that originate off campus but culminate on campus, etc...

To assist in fulfilling the Residential Life Philosophy, there are several staff members that you should be aware of who are available and here for you. Feel free to contact the Housing Office at housing@bacone.edu, 918-781- 7215.

The rights of students living on campus:

- The right to a clean and healthy environment.
- The right to read, study and sleep in an environment free from undue interference and noise.
- The right to privacy and freedom with personal activities.
- The right to expect that a roommate will respect your personal belongings.
- The right to free access to your room without pressure or intimidation from your roommate.
- The right to expect reasonable and cooperative use of room shared equipment and materials (internet, electricity, etc.).
- The right to host guests with the expectation that the guest will abide by the hall policies and respect the rights of the roommate and other residents.
- The right to have conflicts resolved quickly.

Housing Staff

The Dean of Students oversees the placement of students, supervision of the Housing Managers, and all Student Life staff. The Housing office can be reached after hours and for room lock outs at 918-360-4384. Problems or questions can also be directed to the Housing Office at housing@bacone.edu to resolve any concern that may arise.

Housing Managers

The Housing Manager is responsible for the overall administration and operation of the residence hall. The Housing Manager works closely with Bacone College's facility management company (DTZ) to ensure that the building is clean and in good working order.

Campus Opening/Closing of Residence Halls

Residence halls are open during the regular academic year from mid-August through mid-May. Official closings may include: Christmas Break, Fall Break, Thanksgiving Break and Spring Break. An official closing means the Residence halls are closed. It is the student's responsibility to notify the Housing Office if you need to extend accommodations.

Students who must remain on campus during periods of residence hall closure are subject to relocation and weekly charges. Charges could range from \$25-\$200 per week.

A list of the holidays is outlined in the Academic Calendar located on the website, <http://www.bacone.edu>.

Halls are closed at 3:00 P.M. on the last day of classes and re-open at 1:00 P.M. on the day before classes resume. Exceptions will be made only to those approved through the Dean of Students. Meals are not available on-campus during periods of school closing.

Check-In Procedures

1. Report to the Housing Office to be cleared to move into the Residence Hall.
2. After clearance, you will be directed to the appropriate Residence Hall, where you will meet your Residential Adviser and Housing Manager.
3. Once you reach your room, you will be required to sign the check-in form indicating your acceptance of the room, its contents and condition.

Checkout Procedures

All rooms must be left clean and in good order. If the College must do extensive cleaning beyond normal maintenance, there will be a cleaning charge. The rooms must be swept, vacuumed and/or mopped. All trash must be taken to the appropriate dumpster. Do not leave trash in the room, common area, lounge, hallway or stairwell. The room must be in the same order as it was during check-in.

- Close and lock all windows.
- Turn off all heaters/air conditioners.
- Check out with your Residential Adviser and Housing Manager.
- After the room has been inspected, the Housing Manager and/or Residential Adviser will either sign off on the room or assess fines on the checkout form. If damage has occurred, the resident's account will be charged for the amount of the damage.
- If you do not check out properly, or fail to check out, you will be charged for key replacement as well as for any damages or cleaning costs.

Any personal items left in the room are considered abandoned property and may be disposed of by the college. No abandoned property will be held for student reclamation.

This information has been developed in order to implement your success and development in residential hall living. The following is a partial list of items and their typical cost for any missing furniture or damages to the room. (Actual cost may vary).

Repair Charges

The following are typical replacement/repair costs for common items. (Actual charges may vary and may include labor/installation charges)

Item Replacement

Bed Frame (bunk or single) \$200

Mattress \$125

End Frame \$125

Dresser \$275

Desk \$240

Chair \$85
Closet Door \$125
Mirror \$50
Door (paint/replace) \$60 - \$320
Smoke Detector \$125
Blinds (replace/repair) \$25
Floor (replace tile) \$9 sq. Ft.
Remove/Replace Carpet \$12.50 sq. Ft.
Window Screen \$25
Ceiling Tile \$9 each
Light Fixtures/Cover \$50
37
Air Conditioner/Vents \$40 - \$300
Outlet Cover \$5
Replace Window \$350
Door Jam Repair \$120
Door Stop \$225
Excess Cleaning \$100
Door Lock Replacement \$150
Fire Extinguisher — Replacement or Recharge \$100
Fire Alarm Pull Station \$75

Fines

Bacone College reserves the right to fine students for violations of hall policies. Fines/discipline may be assessed in the following amount, but is evaluated on a case by case basis.

Removal or Relocation of items from room or lounge areas \$50

Using Emergency Exit \$150

Excessive Noise \$10

Unauthorized Pets \$250

Violation of Residence Hall Agreement \$50

Damage of Furniture or Property \$100 & Cost of Replacement

Unauthorized use of Games, Equipment or Electrical Appliances \$10

Smoking Violation \$50

If violation causes fire alarm to activate and fire department to respond. Student will be fined for the cost of the Fire Department to send emergency personnel. Cost varies from \$100-\$500

Alcohol Violation \$50

Violations of Hall Safety/Tampering with equipment \$250+

Unauthorized Access (Giving students who are not assigned to your room access) \$100.00

Use of Candles, Incense or Oil Lamps \$10

Failure to Evacuate Residence Hall for Fire Drills or Emergencies \$50. Could result in arrest if deemed necessary by the Bacone Campus Police, Muskogee Fire Department, or any law enforcement agency on scene.

Unsanitary Room \$20

Unauthorized Room Change \$100

Students who incur excessive fines per semester or who exhibit chronic non-compliance with school policy may be referred to the Dean of Students for possible additional disciplinary action up to and including suspension/expulsion.

Residence Hall Agreement

Available for review in the housing office and at www.bacone.edu.

Removal from the Residence Halls

As stated in the housing contract, Bacone College reserves the right to terminate a contract or to impose disciplinary reassignment upon reasonable notice and with good cause. Good cause refers to any conduct, which disrupts the order of administration and/or function of the College and its activities. Suspension or withdrawal from the College automatically results in termination of the housing contract. If you are suspended or Administratively Withdrawn from Housing your housing charge will be forfeited and will remain on your student bill. All Housing Managers and Residential Advisers are college representatives and have the authority to enforce Residence Hall Procedures.

Room Change Procedure

Discuss the request and reason for the requested room change with the Housing Office

- A room change may be considered if the Dean of Students approves the request.
- Before any changes occur, the Dean of Students must approve a Room Change Authorization form.
- Students are subject to a \$100 charge for student initiated room changes.
- Unauthorized room changes may result in a fine and other disciplinary sanctions.

Roommates

If you experience initial difficulties in adjusting to a new roommate(s) or residence hall life, remember that you are not alone. Honesty, consideration, mutual respect, discussion, compromise, and understanding are important in learning to live in a community setting.

Laundry Facilities

A laundry facility is available to residential students. Hours of operation are posted on the laundry room door.

Off-campus Laundromats are also available in the Muskogee community. Refer to the yellow pages of your telephone directory for further assistance. Bacone College is not responsible for clothes left unattended in the campus laundry rooms.

Need to talk to someone about a problem?

It is not uncommon to experience loneliness and anxiety while at college. The best thing to do is to talk to someone. At Bacone College we want to listen. The first step in the process of getting help is to contact the Office of Student Life. Our staff will help you determine the program that best fits you and your situation. Give us a call at 918-781-7344.

Residence Hall Visitation

Visitors are welcome to visit students living in the residence halls at Bacone College. A visitor is defined as anyone who is not a resident of the dorm they are visiting. Visitors must obey campus rules and respect campus personnel. Hours listed apply to all areas of all Residence Halls.

Sunday - Thursday 8:00 A.M. - 12:00 A.M.

Friday – Saturday 8:00A.M. - 2:00A.M.

Visitation Boundaries are:

1. Pod style Apartments and Conference Center — North, East, and South parking lot; and East and West Roadways.
2. Posey, Poloke Walter Starr, and McCoy Halls — Visitation rules apply once the person has entered the patio area, parking area or building.

The following rules apply to visitation:

1. Your guest must have a photo ID
2. You are responsible for the conduct of your guests and must accompany them at all times.
3. Visitors under the age of 18 will not be allowed in the halls, unless accompanied by parent or guardian or unless written permission is on file with the Housing Office.

4. Any visiting non-student who exhibits undesirable behavior may be asked to leave campus.
5. Failure to escort your guest at all times or late guest departure may be considered a visitation violation.

Quiet Hours

Quiet hours are from 10:00 P.M. until 7:00 A.M. and apply to all hall public areas and rooms. Quiet hours are extended to 24 hours a day during finals week. Quiet times are designed to assist you in completing your studies and homework, or just a time for relaxation. During these hours, noise levels should be low enough that they cannot be heard outside your room.

Excessive noise will not be tolerated at any time. Frequent violations may result in relocation, removal of sound producing items (stereo, TV, musical instruments, etc.), a fine and/or your removal from the halls may occur. To report noise violations please contact your Residential Adviser first. If your Residential Adviser cannot be reached please call the housing on call phone 918-360-4384.

Room Inspections

Bacone College retains the right to enter and inspect rooms at any time with reasonable cause for purposes related to maintenance, Campus Police and/or investigation of Bacone College violations. Without prior notice, Student Life/Housing staff may conduct room checks for health and sanitary conditions. If your room fails inspection a fine may be recommended. Maintenance workers will always try to let the staff know when they need to enter the rooms. In any event, they will always knock before they enter the room. Our Housing Managers and Residential Advisers will conduct routine rooms checks to ascertain needs of students as they relate to their campus living environment.

Furniture and Equipment

No couches or large furniture are allowed in any of the housing units. Student rooms in McCoy Hall, Posey Hall and the Conference Center can accommodate a comfortable size chair.

Common areas of the Pod style Apartments can accommodate one (1) futon. No excessive amount of furniture is allowed in common areas of these units due to the need to keep the entry/exit clear in case of emergency. Darts and dartboards are not allowed in the Residence Halls due to potential wall damage. Weightlifting equipment is available to all students. The fitness center is located in the Student Life Center. The fitness may be closed due to scheduled athletic training. . Please leave any weight lifting equipment larger than hand held weights at home. Student Life provides a variety of board games, pool tables, ping-pong tables, and other sports equipment for your use.

We want our residence halls to have a standard appearance from the exterior. For that reason, hanging of blankets, flags, tin foil, etc., between the blinds and the windows is prohibited. Extension cords are not allowed. Strip outlets can be used provided they have a fuse or circuit breaker within the unit. A strip outlet must be plugged directly into the wall and not into another strip outlet. Small appliances such as dorm refrigerators should be plugged directly into the wall.

Cooking and Dishwashing

Small microwave ovens may be used for warming snacks or microwave meals in your room. Residents are required to use disposable dishes, as the washing of dishes is not permitted. Do not dump food in the water fountain or the bathroom sinks. Left over food should be disposed of

properly by placing it in the dumpster. Food should be stored in airtight containers and should not be left open. Inappropriately stored food or food not disposed of properly may result in a fine.

Candles, Lamps and Incense

Burning of candles, oil lamps, halogen lamps, incense, plug in air deodorizers or other burnable substances is not permitted in the residence halls due to potential fire hazard. Unauthorized use of such items will result in a fine.

Cable Television

Basic cable is provided in each student room for your entertainment. If the cable is not working properly, notify your Residential Advisor and the Housing Office. Any resident who tampers with or splices into Cable TV, telephone, or computer lines will be referred to the Dean of Students for discipline. Installation of satellite dishes is not allowed and will result in a fine.

Internet

All residential units have a cable modem for each resident in the room. Residents are responsible for appropriate use of the modems.

41

Lounges/Common Areas

The lounges and common areas are provided for your comfort and relaxation, as well as for all hall residents. Furnishings in the lounge may not be moved and must remain in the lounge.

Please be considerate of your fellow residents when quiet hours begin.

Pets

No pets are permitted in the Residential Halls or on Bacone Campus in general. Pets are defined as but not limited to the following animals. Dogs, cats, birds, fish, snakes, rodents, etc.... Fines will be assessed and Animal Control officers will be instructed to pick up any unauthorized animal. Continued violations of unauthorized pets may result in suspension and/or expulsion from the Residential Halls. In order to have an authorized service animal students must do the following. Obtain a written prescription to be renewed every semester by a licensed medical professional.

Your animal must be a registered therapy animal.

A non refundable deposit of \$500.

Updated vaccination records of the animal.

It is the responsibility of the student to pick up waste from their service animal inside and outside of the Residential Halls.

Damages from your animal will be assessed to your student account.

Continued damages caused by the service animal will result in suspension and/or expulsion from the Residential Halls.

Housekeeping

Public Areas:

All public areas in the residence halls will be kept in a clean and sanitary condition. All residents should assist in keeping the public areas clean and clear of debris by disposing of soda cans, pizza boxes, trash, etc. The College provides routine cleaning of the restrooms and common areas of McCoy, Poloke, Walter Starr, and Posey Halls.

Your Room:

Each resident is expected to keep his/her individual room in a clean and sanitary condition. Trash must be placed in the dumpster provided outside each building. Trash is not to be placed in

hallways or stairwells.

Pod Style Apartments:

Residents of the Pod Style Apartments are responsible for keeping their common areas, restrooms and rooms clean.

Conference Center:

Residents of the Bacone Inn are responsible for keeping their rooms and restrooms clean.

Trashing

It is our intent to provide a clean, safe, secure and sanitary residence for each of our students.

Trashing includes the following offenses that will not be tolerated and will result in disciplinary action:

1. Throwing trash or garbage of any kind out of a window.
2. Leaving trash anywhere in or outside the residence halls (except in trash receptacle).
3. Sweeping out a room and leaving the debris in the hallway.
4. Water and shaving cream fights/throwing of water balloons (except in planned student activities).
5. Excessive trash in restrooms and lounges.

If damages occur or extra cleaning is required from these actions, charges for repairs and cleaning may be assessed to that pod, wing or building.

Vandalism

If your room or a common area has been vandalized, notify Campus Police immediately (918-781-7200.)

Students are responsible for securing their assigned room and immediate living areas. In instances of vandalism to a shared living area that cannot be attributed to an individual, the entire floor will be charged. The minimum sanction for vandalism is the cost of material and labor to repair or replace vandalized items. Cost will be assessed to individuals identified or divided evenly among area residents.

SAFETY

Fire and Security Alarms

Fire and security alarms and cameras have been installed in many areas. Take a moment to locate the nearest fire alarm pull station and fire extinguisher in the event of an emergency. All occupants must leave the building when an alarm occurs.

Tampering with cameras, fire alarms and/or fire extinguishers or any type of safety equipment is a violation of State Law and will result in criminal charges, as well as fines assessed to those responsible. In the case where the individual responsible cannot be identified, all residents will be held responsible, and share in paying the fine.

Fireworks

Possession of fireworks or any explosive device on the campus is not permitted and will result in disciplinary action.

Pool Safety

The Bacone Conference Center pool is authorized for use by students during Student Life sanctioned events only. No lifeguard is on duty and all students swim at their own risk. The pool is closed for student use at other times.

Pod Door Security

The Pod Doors at the A, B and C dorms are the central entry for those residence halls. It is imperative to the safety and security of the pod residents that doors remain firmly closed to

assure the safety of building occupants. Doors left propped open will result in discipline. Please be considerate of your pod mates and make sure doors remain closed.

EMERGENCY PROCEDURES

FIRE EVACUATION PROCEDURES

Fire Safety Awareness

An evacuation plan is posted at fire extinguisher boxes and on each floor. Know where your exits are located. The following are some helpful tips to keep your room safe from risk of fire:

- Do not overload your electrical outlet.
- Turn off heat bearing appliances (e.g. irons, curling irons, etc.). Keep room exits and windows clear.
- Microwaves and refrigerators must be plugged directly into the outlet. Other electrical items should be plugged into a power strip with a surge protector
- The use of candles, incense, oil or halogen lamps, etc., is strictly prohibited.
- Toaster/broiler ovens, grills, bottled gas appliances or flammable liquids are strictly prohibited in the residence halls.
- If you see defective equipment or someone tampering with equipment, call 918-781-7200.

Bacone College takes every precaution to prevent fires in the Residence Halls. Take the following steps to ensure your safety if you hear the alarm or see a fire. a) remain calm b) act fast, but do not panic! c) In case of fire, place your hand on your room door to determine the following:

1. If the door is hot or if smoke is seeping in:

- Immediately call 911. Do not open the door. Stay in your room. Let someone know you are there by opening

your window just enough to hang a sheet out. This is a signal to those outside that someone is in the room and needs help.

- Wedge a cloth or towel under the door. If water is available, soak the towels before placing them under the door.
- Make a tent for yourself with the sheet in the window or cover your face with a wet cloth to avoid inhalation of smoke. Wait until you are rescued, especially if you are on the second or third floor.

2. If the door is cool:

- Open the door slightly, but be ready to close it if you find smoke or flames in the corridor. Leave only if the corridor is free from smoke or flames.
- If there is no smoke, take your room key and walk to the nearest fire exit.
- If smoke is detected or if the corridor is dark, crawl to the exit, counting doors so you don't get lost.
- Close all doors behind you.
- Turn back if you encounter heavy smoke.
- Leave the building as quickly as possible, using the proper exits and meet at your designated meeting area.

Conference Center

Walk quickly in a single file line down the covered hallway to the nearest fire exit. DO NOT RUN! Proceed immediately to the parking area behind the Inn (facing Save-a-lot). Wait there until your Housing Manager determines the presence of all residents or gives an all-clear signal.

Posey Hall

Walk quickly in a single file line down each side of the hallway to the nearest fire exit (one fire exit is

located on each floor.) Proceed quickly across the lawn north toward the Warrior Gym. DO NOT go across the access road to the campus. If the fire exit is not passable, proceed to the stairway in the center of the building and out the front doors. Proceed to the front of Warrior Gym football practice field.

Walter Starr Hall

Walk quickly in a single file line down each side of the hallway to the nearest fire exit. Proceed quickly across the lawn north toward the Warrior Gym. DO NOT go across the access road to the campus. If the fire exit is not passable, proceed to the stairway in the center of the building and out the front doors. Proceed to the front of Warrior Gym football practice field.

McCoy Hall

Walk quickly in a single file line down each side of the hallway to the nearest fire exit. Proceed quickly out the front and the two side front doors and two side front doorways and go to the flagpole. DO NOT go across the access road in back of McCoy Hall. If you are in the basement, go out the back door and proceed around the building toward the flagpole. If the fire exit is not passable use another exit.

Pod style Apartments

Walk quickly out of your apartment. Proceed quickly to the football practice field. If you are unable to exit using the front door, crawl out of the window. If you are on the second floor, do not jump out of the window. Instead, climb out of the window and hold onto the windowsill. Allow your body to hang as low as it can and then drop to the ground. Proceed to the football practice field.

Your Housing Manager, Campus Police, and other emergency personell will be helping to evacuate the buildings. Help them by reporting to your designated evacuation area quickly, so they can begin a head count. Report any missing persons.

TORNADO SAFETY PROCEDURES

The State of Oklahoma is well known for severe weather conditions and tornadoes. The months of April through October are known as “Tornado Season”. The City of Muskogee has implemented a Tornado Warning System by placing sirens around the city. In case of such an emergency you will hear these sirens signaling loudly and continuously. DO NOT wait, go directly to your nearest area designated for protection.

In case of a tornado or high wind warning, leave your room at once:

Conference Center

Take a pillow with you. Proceed immediately to the campus Dining Hall located within the interior of the building on the first floor. Sit on the floor, knees to chest, head down with pillow over your head.

45

Posey Hall

Take a pillow with you. Proceed to the first floor; sit along the first floor hallway walls, knees to your chest, head down, pillow over your head.

McCoy Hall

Take a pillow with you. Proceed to the basement and sit along the hallway walls, knees to your chest, head down, and pillow over your head.

Walter Starr Hall

Take a pillow with you. Proceed to the ground floor and sit along the hallway walls, knees to your chest, head down, and pillow over your head.

Pod Style Apartments

Take a pillow with you. Go immediately to the Warrior Gym. A Bacone College representative

will direct you to either the locker room or restrooms. If there is not sufficient time to make it to the gym, go to a first floor apartment bathroom and shut the door to prevent injury from flying glass or debris.

Poloke Hall

Take a pillow with you. Proceed to the ground floor and sit along the hallway walls, knees to your chest, head down, and pillow over your head.

FIRE AND TORNADO DRILLS

You will be given instructions on fire safety before drills are performed. In compliance with Oklahoma State fire laws and for your own safety, fire drills will be conducted each semester, unannounced. It is mandatory that all residents participate in a fire drill so you will be prepared in the event of a real fire. Fines will be assessed for refusing to evacuate during a drill. You will find fire and tornado drill procedures posted in each wing and floor. The Residence Halls will also go over these procedures with you in a small group.

It is a proven fact that those who participate in such drills will not react in a panic at the real threat of a fire or tornado. You will be helping save your own life and that of others by participating and learning what to do in case of a fire or tornado.

OTHER PERTINENT INFORMATION

Mailboxes

All students have access to an assigned mailbox located in the Student Life Center. No mail will be delivered to students other than through an assigned mailbox. Mail is delivered to the College Monday through Friday only. All mail must include the student's name and mailbox number.

Lost mailbox keys, or keys not returned at semester end will result in a key charge to the student. Students housed at the Conference Center must also receive their mail as outlined above. Student mail will not be accepted at the front desk of the conference center.

Maintenance Request Procedure

- Utilize the Help Desk button located on the home page of the college website to report routine repair requests: www.bacone.edu or send an email request to (non-emergency) housing@bacone.edu
- Contact the Housing Customer Service Office. You can call or come to the service window from 7 a.m. to 11:00 p.m.

Please notify the Director of Housing immediately if the request has not been addressed promptly so follow-up can be made.

47

CAMPUS SAFETY

MEDICAL TREATMENT

If you experience illness or injury of an emergency nature call 9-1-1. If you are dialing from a campus phone you will need to dial 9-9-1-1 then call the Campus Police number 918-781-7200, as soon as possible. Transportation to the nearest hospital may be provided by ambulance upon dispatch from 9-1-1.

It is the student's responsibility in every case to see that all his/her medical bills are paid, whether reimbursed by insurance coverage or not. Bills from doctors and hospitals are to be mailed directly to the student, who must arrange payment through his/her primary coverage. The College will have no responsibility for the consequences of a student's failure to pay his/her financial obligations, including medical obligations, in a timely manner.

Student illness insurance coverage information is available on the College's web site. It is the

student's responsibility to access the web site and print student insurance certificates and other insurance information. Claim reporting forms may be found online at www.eiiastudent.org/bacone.

In case of illness, the following facilities are available:

Muskogee Regional Medical Center

300 Rockefeller Dr., Muskogee, OK 74401

918-684-2151

W.W. Hastings Indian Hospital

Tahlequah, OK 74464

918-458-3210

A HEALTHY AND SAFE CAMPUS

Bacone College is committed to providing a healthy and safe campus for students and staff.

Routine opportunities for participation in health education seminars and informational programs are available each semester.

HOTLINE NUMBERS

Alcohol Abuse - AA 24 hour Hotline 1-800-229-7708

National Substance Abuse Hotline 1-880-662-4357

CDC National STD/AIDS Hotline (24 hours) 1-800-458-5231

RAINN (Rape Abuse Incest National Network) 1-800-656-4673

Suicide Hotline – 1-800-Suicide

PARKING

All vehicles on campus must be insured, properly registered with your state's motor vehicle department, and driven by a licensed driver. Be sure to have your insurance paperwork and license with you at all times while driving, and make sure your registrations are up to date.

Parking is free for currently enrolled students, but requires registration with the Bacone College Housing Office. You may register for a parking decal or temporary pass at the Housing Office.

Remember that without a decal and a decal that matches your vehicle fines, booting, or towing may occur.

Parking decals must be placed in a visible of the front windshield. Parking permits are required yearly, even if you are a returning student. You must register your vehicle yearly and provide updated insurance, registration, and driver's license information to be issued a parking decal. The college is not responsible for any damage incurred to a vehicle when parked on campus.

The following rules and regulations pertain to all vehicles on campus:

1. All vehicles must be properly registered and insured.
2. Failure to comply with state law, register or insure your vehicle will result in disciplinary action from the college or a municipal court citation by Campus Police. Other citations will be minor discipline in the College.
3. The speed limit on campus is 20 MPH and is strictly enforced.
4. Yellow painted curbs mean no parking is allowed at any time.
5. Any vehicle that blocks handicap parking, emergency access, sidewalks, and driveways, will be fined and may be towed at the owners' expense.
6. No parking on the grass at anytime except areas designated for overflow parking.
7. No student parking in designated faculty parking lots.
8. There is no parking or standing along Old Bacone Road at any time.
9. Vehicles not parked in a designated parking area may be towed at owners' expense.

Parking regulation is enforced by citation, towing, and booting.

STUDENT IDENTIFICATION

All Bacone College students will be provided with a photo I.D. card upon completion of their enrollment. Your student I.D. card must be presented for the following:

1. Library use
2. Meals in the Dining Hall and with specific off-campus vendors
3. Bookstore purchases
4. When asked by staff or Campus Police

Your card must be renewed yearly. If you misplace, damage, or lose your I.D. card, a \$25 fee will be charged for a replacement card. This may be charged to your account when the replacement card is issued. The Housing office is responsible for the issuance of cards.

PERSONAL SAFETY

Take a moment to program the non-emergency number for Campus Police into your phone; the number is (918) 781-7200. Report all lost or stolen items, suspicious behavior or criminal activity immediately to Campus Police.

Keep your room or apartment locked at all times, including use of the deadbolt where available. Make sure that others don't "piggyback" on your entry into buildings, and do not allow unsupervised guests in dorms. Call campus police or your Residential Advisor when you do not recognize them in your dorm.

Personal possessions are the student's responsibility and appropriate steps should be taken to protect them. Look into insurance policies for valuables, and mark items in several conspicuous areas with an electric engraver. We also highly recommend to register your electronics online with the vendor from whom you purchased it from. You can also register your belongings with the Campus Police Department. Try a unique identifier like your driver's license number (never your Social Security number!). Cable locks are an inexpensive way to prevent theft of laptops, desktop computers, video game systems, and televisions.

Fire Code stipulates that floor doors must remain closed at all times. It is a violation of state law to prop open exterior doors and fire escapes. Use of fire escapes, except under emergency conditions, is prohibited. Entry through windows is prohibited.

Some personal safety tips to consider are:

1. Never leave your car unattended/unlocked if you have your belongings in it.
2. Avoid walking alone. Travel in pairs or groups, especially at night.
3. Walk on well-lit paths. If the lights are out on one path, use another. Avoid taking shortcuts through dark or deserted places.
4. Never allow an unknown person to enter the residence hall behind you when unlocking the door.
5. Before leaving or entering your car, check the area and the interior for potential danger.
6. Park in well-lit areas and never leave your keys in your car, even for a few minutes.
7. Report unlit areas or broken security lights and all incidents that you consider to be safety related to Campus Police.
8. If you think you are being followed, go to a populated place and notify the Campus Police.
9. Keep your room door locked at all times.
10. Carry your room key and student ID. Show your ID as requested by College officials.
11. Report lost keys to Campus Police and Housing immediately.
12. Register a contact person with the Housing Office.
13. Keep your money in a bank account; carry as little cash as possible with you.
14. If you are going to be away, even for one day, check out with your Housing Manager and

let Campus Police know.

CAMPUS CLOSING HOURS

Bacone College Campus is closed to all visitors at midnight every night except the weekends. Visitors on campus after closing will be asked to leave. If a visitor refuses to leave he/she may be subject to arrest or banned from campus.

Because we are an educational institution, and care about your well being, we prefer you to be inside the residence hall after campus is closed. Resident students may come on and off campus as they wish. However, students roaming around campus after curfew will be subject to discipline from the College.

The following rules are also in force:

1. Visitors are not allowed after midnight, even if accompanied by a student. Visitors will be instructed to leave immediately or face arrest for trespassing.
2. All persons must show identification (students must provide student ID) when asked by law enforcement or a staff official.

Note: Campus Police Officers, Deputies and Staff have the right to instruct resident students to go inside the residence hall to maintain the peace or if they determine potential danger or problems may exist.

DRUG FREE POLICY

The College has established a drug-free policy that includes drug and alcohol testing. The purpose of testing is to determine whether the body system contains a detectable amount of illegal drugs or alcohol.

Students who are convicted of a violation of criminal law involving drugs, including a plea of no contest, are not eligible to receive Federal Financial Aid (Title IV funding). Students who are in violation of the drug-free policy may be subject to discipline up to and including expulsion. The presence of such drugs or alcohol, if detected and verified at or in excess of the prohibited levels, will be grounds for discipline. A student's failure to properly execute and fully comply with the terms, conditions, and obligations of our policy will automatically result in disciplinary sanctions.

1. All students are subject to random testing at any time.
2. All athletes are subject to testing as required by league and NAIA rules.

All students are required as a condition of status as a student, to comply with the following requirements:

1. Voluntary, written, continuing consent (as required by the College) authorizing the collection of blood and/or urine specimen(s) from the student for the purpose of performing urinalysis and/or blood testing to detect specified levels of drugs and alcohol;
2. Voluntary, written consent to authorize the release of the testing conclusions to the College;
3. Providing samples as and when required in conformance with this Policy; and
4. Performing the other duties stated in this Policy.

The College prohibits the following conduct at all times on or off College premises by students:

1. Distributing, dispensing, manufacturing, possessing, selling, transferring, obtaining or using illegal drugs or controlled substances or drug paraphernalia are prohibited at all times.
2. Abuse of legal ("Prescribed") drugs including but not limited to distributing, dispensing, obtaining or selling prescription drugs or abusing legal drugs in any manner contrary to the specified restrictions imposed by valid prescription.
3. Drunkenness, public intoxication, and underage consumption of alcohol.

Any person who has any knowledge of any violation of any part of this Policy is required to immediately and fully report the matter to the Campus Police 918-781-7200.

Failure to report a known or suspected violation constitutes a violation of this Policy and will subject the student to disciplinary action.

A student whose alcohol or drug test is confirmed positive, or who otherwise violates this Policy, is subject to discipline as follows:

1. Confirmed positive test results for illegal drugs or substances in excess of established limits: Referral for discipline up to and including expulsion and/or arrest.
2. Referral for discipline.

Other violations of law may result in referral for discipline up to and including expulsion and/or arrest.

HARASSMENT POLICY

Bacone College does not condone and will not tolerate any behavior, verbal or physical, by members of the faculty, administration, staff or student body, that is:

1. unwelcome, unsolicited, or uninvited;
2. is regarded by the recipient as undesirable or offensive;
3. is directed or related to an individual's race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status, or any classification protected by law and;
4. implicitly or explicitly suggests that submission to or rejection of the conduct will be a factor in academic or employment decisions, evaluations, or permission to participate in a school activity or;
5. is offensive to a reasonable person under the circumstances in question and if not corrected, would interfere with an individual's academic or work performance or create or substantially contribute to an intimidating or hostile work, academic, or student living environment.

In determining whether the alleged conduct constitutes discrimination or harassment under this policy, consideration of the incident will include but not be limited to the totality of the circumstances, the context in which the alleged incident(s) occurred, the relationship of the parties, whether the alleged offending party was asked to cease the offending conduct and principles of academic freedom.

Examples of types of harassment prohibited by this policy include:

- a) Verbal harassment, such as harassing phone calls, jokes, slurs, epithets, anecdotes, or other derogatory statements directed to an individual or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such activity; or
- b) Visual, through the use of writings, graffiti, e-mail, texting, social network media, posters, objects, or symbols that ridicule or demean an individual or group of individuals' race, color, religion, ancestry, national origin, gender, marital status, sexual orientation, age, disability, veteran status or any other classification protected by law other than in an appropriate academic study of such material; or
- c) Unwanted touching, stalking, or impeding an individual's free movement on the basis of a protected characteristic.

This policy applies to all members of the Bacone College campus community, including students.

The policy applies during:

- a) On-campus activities. This policy applies to all on campus activities, Academic Centers,

or any other College facility.

b) Off-campus activities. This policy also applies to "off campus" activities that are College related. Examples of activities that normally would fall into this category are:

- For all persons (College administrators, faculty, staff, and students):
- Off-campus activities that are sponsored by or associated with the College; or
- Off-campus activities that derive from class assignments or for which credit may be received.
- Off-campus activities that involve students.

To the extent possible, the College will make a reasonable effort to conduct all proceedings related to harassment allegations in a manner that will protect the confidentiality and privacy interests of all parties. Examples of situations where confidentiality cannot be maintained include circumstances when the College is required by law to disclose information and when disclosure is warranted by the College in order to protect the rights of others. In addition to these efforts, all parties to the alleged complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved. Confidential reporting shall be made through the Campus Police at 918-781-7200

To Initiate a grievance of harassment students can inform in person to the campus police (campuspolice@bacone.edu) or to the Vice President of Student Affairs Kindle Holderby (holderbyk@bacone.edu) Campus Police are headquartered out of the Conference Center room 101. The Vice President of Student Affairs Office is located inside the Student Center in the Student Life Suite. The Campus Police will investigate all grievances that are filed and ensure that both parties involved have the opportunity to present witnesses and evidence as necessary.

Harassment Complaints must be filed no later than six weeks after the most recent incident occurred. Investigations into Harassment cases will begin as soon as the allegations are filed. Please allow up to fifteen business days for the case to be resolved.

Written notice from the Office of Student Affairs will be sent to all parties involved once the case has been closed.

The College will take all necessary steps to ensure that there is not a repeat offense of the harassment. Including but not limited to, Campus restraining orders, campus ban orders, suspensions/expulsions, etc...

RESTATEMENT OF CLERY ACT POLICIES AND PROCEDURES

The following information is available in the Annual Clery Act Disclosures and is reproduced below.

Please visit <http://www.bacone.edu> and download the most recent copy of the Disclosures.

*If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety and **call 911**.*

You should then obtain necessary medical treatment and report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a law enforcement officer, and college officials will facilitate this process. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim to the extent provided for by Oklahoma state law, and provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later.

A victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to reporting the sexual assault and undertaking an examination. Law enforcement officers will facilitate access to confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

When a sexual assault victim contacts a law enforcement officer, investigators from the agency having jurisdiction will be notified. A representative for the college will also be notified and guide the victim through the available options and support the victim in his or her decision.

Bacone College does not offer counseling options, but law enforcement officials and college representatives are available to facilitate access to support services, which may be obtained through the Oklahoma Coalition Against Domestic Violence & Sexual Assault. Several service organizations in Oklahoma have provided telephone numbers and made available other services for students, faculty, staff and campus community members.

The Bacone College Campus Police Department will assist any interested person in contacting these agencies.

IF YOU ARE A VICTIM OR WITNESS CALL 911 IMMEDIATELY AFTER A SEX OFFENSE OCCURS

Campus Police → 1-918-781-7200

Oklahoma Safeline → 1-800-522-7233 (SAFE)

Oklahoma Safeline - Oklahoma City Metro Area → 405-522-7233 (SAFE)

National Domestic Violence Hotline → 1-800-799-7233 (SAFE)

Rape, Abuse & Incest National Network Hotline → 1-800-656-4673 (HOPE)

Communication Services for the Deaf (TTY) → 1-800-252-1017 (TTY)

Communication Services for the Deaf (Voice) → 1-866-845-7445 (Voice)

Oklahoma Coalition Against Domestic Violence & Sexual Assault → 405-524-0700 (M-F/9-5)

The institution will change a victim's academic and living situations after an alleged sex offense, if those changes are requested by the victim and are reasonably available. The accuser and the accused are entitled to the same benefits under the law.

Compliance with this policy does not constitute a violation of the Family Educational Rights and Privacy Act (FERPA). For the purpose of this policy, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. A student in violation of the sexual misconduct policy will be subject to criminal proceedings in the courts and will be subject to expulsion proceedings.

CRIMINAL VIOLATIONS

Criminal violations may be reported by calling 911, by calling Campus Police at (918) 781-7200, or in person to an officer.

Bacone College has its own campus police department, which has the same authority and arrest powers as a municipal police department. Each officer is duly sworn and commissioned in accordance with Oklahoma state law and peace officer training standards and may enforce both criminal laws and the rules and regulations of Bacone College. Additionally, all campus police officers hold a commission with the Muskogee County Sheriff's Office and have powers of arrest throughout all of Muskogee County.

Major criminal violations are reported and referred to either the Municipal Court of the City of Muskogee (many misdemeanor charges) or to the District Court for the County of Muskogee (some misdemeanor charges, all felony crimes).

More information about jurisdiction and authority may be found in the Clery Act Annual Disclosures, published on the College's website <<http://www.bacone.edu>>. **Criminal violations are separate and distinct from College discipline.**

CODE OF CONDUCT

Responsibility for the keeping of good discipline is vested in the Office of Dean of Students, and discipline may be applied in some order, any order, or no order provided that minimum due process is afforded to the student. The following policies and procedures are subject to change or modification at any time and serve only as a guideline to how disciplinary affairs are conducted to ensure due process is met:

It is expected that all Bacone College students conduct themselves in accordance with Bacone College expectations and standards as well as demonstrate a pattern of self-discipline. When a student violates standards of acceptable behavior at the College, the student breaks the agreement they made with the College to comply with its expectations and the expectations of society. Students who violate the college behavioral expectations and standards are held accountable for

their behavior. The principle of accountability promotes a climate of responsibility for one's own actions, which may include being counseled, advised, and when warranted, disciplined. Violations of local, state and federal law are also violations of the student Code of Conduct whether they occur on or off campus.

EXAMPLES OF CODE VIOLATIONS

The disciplinary authority of the College is vested in the President and the Dean of Students.

Discipline may be applied in some order, any order, or no order.

While not an exhaustive list, the following is a guide as to some of the most serious violations of the Code of Conduct which may result in discipline up to and including suspension or expulsion:

1. Physical or Sexual Assault
2. Distributing and/or Possession or use of any controlled dangerous substance (including but not limited to marijuana).
3. Theft of any nature. Including Possessing Stolen Property
4. Tampering with life safety equipment (including but not limited to doors, cameras, fire extinguishers, alarms)
- 5.. Threats of violence or intimidation.
- 6.. Obscene, indecent, lewd, or salacious conduct.
7. Racial/ethnic slurs. (including but not limited to clothing, bumper stickers, verbal abuse, etc.).
8. Possession of replica firearms (including but not limited to pellet guns, paintball markers, BB guns, airsoft guns), blowguns, crossbows, or any weapon.
9. Possession of firearms.
10. Falsification of official college documents; including admission.
11. Verbal and/or written abuse (including telephone calls, e-mails or letters).
12. False statement about a student, college official, or law enforcement officer.
13. Violation of local, state or federal law.

REPORTING CODE VIOLATIONS

Any member of the Bacone College campus community may report information regarding an alleged incident of non-academic misconduct to the Dean of Students and Campus Police, by the President's Hotline at <http://president.bacone.edu/?page_id=6> , Or by contacting Campus Police directly at 918-781-7200.

The Dean of Students shall assume responsibility for the resolution of the alleged incident and accept referrals for discipline from housing and Campus Police. All investigations are conducted by Campus Police.

SEARCH AND SEIZURE GUIDELINES

Because the College is private property, persons and vehicles are subject to search at all times. Students are entitled to some expectation of privacy in their dormitory rooms, and the College will generally not make entry into student rooms except:

1. By law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
2. By authorized College personnel or agents to make improvements and repairs and to provide routine maintenance services.
3. By authorized College personnel to ensure that health, fire, and safety regulations are maintained.
4. By authorized College personnel in emergency situations to protect the health and welfare of the student or to make emergency repairs to prevent damage to the property of

the student and the College.

5. By authorized College officials when there is reasonable suspicion to believe violation of College rules or regulations has been, will be, or is being committed.

When it is necessary for authorized College personnel or their agents to enter a student's room when the occupant(s) is not in, there will be two staff members present, if it is possible. The student(s) will be notified of the entry and reason for the entry by use of a printed notice.

Pass keys will only be used if the occupant of the room cannot be located, is not responding to college personnel, or if there is a reason to believe the delay would be potentially harmful to other residents or facilities, or would allow for disposing of evidence.

If contraband or items to be confiscated are found by Housing and are to be held as evidence in a student disciplinary hearing, Campus Police shall collect the items and Housing staff will notify the Dean of Students, either before the items are confiscated or as soon as practical afterward.

SANCTIONS

The following sanctions may be imposed:

A. Community Service - The student will be required to perform a service for the college or the community. Total hours and assignment to be based on the nature and severity of the offense.

B. Fines – A monetary fine may be assessed following the exhaustion of appeals. The fine will be posted to the student account and may be paid at the Business Office during normal business hours.

C. Damages – (*for damage to college property only*) The student will be required to pay for any property damage or cost(s) of repair(s), separate from any fines.

D. Suspension – The student may be suspended from all classes, residential areas, activities and may not be present on campus.

E. Expulsion – The student is removed and permanently barred from attending any campus function.

DISCIPLINARY MEMBERS

All appeals shall be submitted to the Office of the Dean of Students and forwarded to the appropriate body under the Disciplinary Policies.

An Appeals Committee shall be convened as needed to evaluate appropriate actions related to student status based on complaints and/or incident reports:

- Athletic Director
- Housing Personnel
- Assistant Vice President of Christian Ministries
- A faculty representative and a student Representative appointed by the Student Government Association.

The appeals committee will make a recommendation to the Dean of Students. The Dean of Students can accept or reject their recommendation. If the outcome is not favorable to the student the student may appeal to the Office of the President. The President's decision is final and no other appeals may be made.

DIRECT THREAT AND DISABILITIES

The College has developed its discipline policies and procedures to ensure they do not discriminate against individuals with disabilities who may pose a direct threat to the health or safety of others.

The direct threat policy and procedure is applicable in situations where the College proposes to take adverse action against a student whose conduct resulting from a disability poses a *significant risk* to the health or safety of others.

A *significant risk* constitutes a high probability of substantial harm and not just a slightly increased, speculative, or remote risk.

As it is inconsistent with the College's mission and purpose to subject students to adverse action on the basis of unfounded fear, prejudice and stereotypes, the The College Administration will make an *individualized assessment* as to whether a student with a disability poses a direct threat to the health or safety of others.

An *individualized assessment* is based on objective evidence and/or reasonable medical judgment(s) and requires consideration of the nature, duration, and severity of the risk and the likelihood, imminence and nature of the potential harm, as well as consideration of whether any reasonable modification of any relevant College policies, practices, or procedures will sufficiently mitigate the risk posed by the student without fundamentally altering the nature of the service, program or activity.

If an *individualized assessment* indicates that a exceptional circumstance exists, such as situations where safety is of immediate concern, the College may take interim steps including suspension.

The right to appeal will follow that of the Major Discipline policy, and the student will be notified by letter of any adverse action taken against them, applicable appeal procedures and deadlines.

MINOR DISCIPLINE

Minor Discipline includes all parking actions and disciplinary actions involving damages and fines of one hundred dollars (<\$100.00) or less and community service of twenty (20) hours or less.

Minor Discipline may be imposed at the discretion of the Dean of Students following a written notification to the student. Students can appeal their minor discipline tickets each Friday from 11:00A.M. - 12:00P.M. in the Student Life Center Conference Room. Appeal of a minor discipline sanction must be made by the student at the above outlined Hearing Room between 11:00A.M. - 12:00P.M. of the Friday immediately following the ticket/fine.

After that time, all tickets will stand as written and proposed fine placed on the student's account. Students are encouraged to bring a written explanation/appeal to the Hearing Room for the official record.

MAJOR DISCIPLINE

Major Discipline includes all disciplinary actions involving fines of more than one hundred dollars (>\$100.00) or more, community service of more than twenty (20) hours, suspension of more than seven (7) days, and expulsion.

This process is meant to provide the broadest due process for the student and balance the actions of the administration. Students may elect to waive this process in writing, except in the case of expulsion.

Following initial referral for discipline, the Dean of Students will conduct a summary hearing in which the referral will be read to the Student, the Student will have the opportunity to present a written statement regarding the referral, and a prepared statement may be submitted by the Student for consideration. The Dean of Students will then make a written finding and impose discipline if warranted.

(In cases of urgency, such as those involving violence or behaviors that put the campus at risk, interim discipline may be imposed immediately with an automatic right to rehearing at the first practical opportunity.)

Students subject to Major Discipline have the right to request a rehearing from the Appeals Committee, provided that (i) the request is made in writing within ten (10) days of the imposition of discipline, (ii) the written request includes a basis for rehearing, (iii) and any statement, exhibit, or other evidence to be considered is included with the written request. (*Appeal from expulsion is automatic.*)

The rehearing shall be *de novo* with no formal rules of procedure or evidence or any requirement to hear witnesses. The Appeals Committee will MAKE RECOMMENDATIONS to the Dean Of Students for imposition of discipline.

Once the student has exhausted their appeal, a final appeal may be made to the President.

THE PRESIDENT MAY OR MAY NOT Hear an Appeal and may refer the Appeal to MANAGEMENT TEAM AND CONSIDER THEIR RECOMMENDATIONS.

If an appeal is heard, the President may affirm or remand to the Appeals Committee for reconsideration consistent with policy.

The decision of the PRESIDENT to hear an appeal, refer an appeal, or make a finding is final.

CHANGES TO THIS HANDBOOK

The President, or someone or some committee appointed by the President, may decide to change this HANDBOOK AND THE POLICIES CONTAINED IN THE HANDBOOK. The College may change this HANDBOOK by POSTING THE REVISED COPY ON THE BACONE COLLEGE WEBSITE, at least thirty (30) days before the changes go into effect.

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