

## STUDENT SERVICES / STUDENT HANDBOOK

### Academic Assistance

**Academic Advising and Orientation** is available to help students make academic decisions. This service is provided by faculty, counselors, and educational advisors. Upon declaring a major area of study, each student is assigned a faculty advisor. This person is responsible for providing academic advice about the declared major. Students are encouraged to schedule an appointment with their advisor at the earliest opportunity.

For students who have not chosen a major, experienced college counselors and educational advisors are available to help make that choice. Counselors are located in the Student Services Building, "C-1" on the Niceville Campus and Building "4" on the Fort Walton Beach Campus. Educational advisors are also located at each center. An appointment is advisable, but walk-ins will be served if possible. These services are intended to ensure that each student has the opportunity and the information to decide what is best for them. Computerized advising information and a web-based orientation session are also available to assist students, faculty, and staff in the advising process. OWCC provides an on-line summary of the college's various academic and tutorial resources and links to numerous academic resources nationwide on the college web site at [www.owcc.edu](http://www.owcc.edu). Select Learning & Tutorial Support.

**The Academic Success Center (ASC)** is located in the North Mezzanine of the Learning Resources Center, Building "E", Room 149, on the Niceville Campus. The ASC provides free learning support services for all OWCC students. The ASC offers tutoring in many subjects, writing assistance, CLAST (College Level Academic Skills Test) review, tutoring for learning disabled students and ESOL (English for Speakers of Other Languages) students, computer tutorials, a video library with tapes available in a variety of subjects, Internet access and computers for student use. Tutoring is on a one-on-one basis and is provided at no cost to any registered OWCC student. Tutoring is available on a walk-in basis; however, students are encouraged to make appointments. The ASC also offers telephone tutoring at 678-5111, ext. 6663, and tutoring through e-mail at [ascutor@owcc.net](mailto:ascutor@owcc.net). Limited ASC services are also available at the Fort Walton Beach Campus. For more information, call the Academic Success Center at 729-5389.

**Math Laboratories**, which are located in the Math-Public Safety Building, "L", Room L-131, on the Niceville Campus and in Building "4", Room 403 on the Fort Walton Beach Campus are open to all students and provide **free walk-in tutoring** for all mathematics courses from Developmental

Arithmetic to Differential Equations as well as for the mathematics subtest of CLAST. Computer tutorials and video tapes are available for most courses. The hours are posted on the lab doors.

### Career Planning Assistance

Students who are undecided about their future career plans are encouraged to make an appointment with their faculty advisor, an educational advisor, or a counselor, or to visit the Student Career Development/JOBS Center in Building "C-2" on the Niceville Campus to discuss career opportunities. Research indicates that students who have made career decisions are more likely to be academically successful than are those who have not.

**The Career Development/Student JOBS Center** offers numerous career assessment services, including career counseling, computerized career exploration programs (eCHOICES), books and pamphlets on national, state, and local job opportunities, and web-based career planning information. The Career Development/Student JOBS Center Services also maintains information on college-wide career focus workshops, job fairs, occupational information linked to OWCC degree and certificate programs and professional speakers appearing on campus. Selected career-related services are also available at the Ft. Walton Beach Campus, and the Chautauqua and Robert L.F. Sikes Education Centers.

**The Women's Educational Resource Center**, Building "C-2" on the Niceville Campus, provides additional career planning assistance for students, primarily women aged 35 and older, who are returning to school because of divorce, separation, or the death of a spouse. The program assists students with education and training that will enable them to reenter the workforce with marketable skills. The program provides skills assessment, a support system, career information, limited tuition assistance and other services. Call (850) 729-5290.

**Veterans Upward Bound** assists U.S. Armed Services veterans with a variety of free services designed to help prepare for success in college or other training beyond the high school level. Academic refresher courses, career and employment counseling, an analysis of transferable skills, free academic tutoring and other assistance are available for veterans. The program is sponsored by OWCC and the U.S. Department of Education and serves veterans throughout Okaloosa and Walton Counties. The one-stop Veterans Upward Bound office is located on the Niceville Campus, Building "K", College Mall. Call 729-4999.

## Testing Services

The Testing Center is located in Building "C-2", Room C-200, at the Niceville Campus. Various tests are administered by the center. The entry level placement FCPT test is given at all OWCC campuses and centers. Please contact each center for exact times and location or refer to the current OWCC Schedule of Classes for a listing. Other tests, such as CLEP, CLAST, CAT CLAST, SAT, ACT, FBAT, TABE and GED are administered by the Testing Center. Exact dates and times are listed in the 2003-2004 testing schedule available from the Office of Enrollment Services. Contact 729-4909 for test information or visit [www.owcc.edu/testing](http://www.owcc.edu/testing).

## Employment Placement Services

Students seeking assistance in securing employment while enrolled at OWCC or upon completion of their studies may utilize several OWCC resources, including faculty advisors, counselors, and the Financial Aid Office.

**The Student JOBS Center**, however, is the primary resource for student employment services. Located on the Niceville Campus, Building "C-2", the Student JOBS Center is open to all currently enrolled students. Services include a Job Seekers Registry, resume writing and interview skill workshops, job referrals to local employers, career fairs, online job search capabilities and information on local, state, and federal job opportunities. Students may access web-based job search resources including *America's Job Bank*, *JOBS Direct*, and *Florida's Job Bank*. Center staff are available to assist students in using the various career resources and will help students develop targeted job searches. Special career counseling is also available for eligible veterans on an appointment basis.

## Governance

Campus governmental processes are shared by elected and selected members of the faculty, student body, administration, and college staff.

**The College-Wide Council** provides input into the governance and decision-making processes of the college. It is responsible for advising and recommending programs, policies, and approaches to the college's president. Part of the membership is elected, and the rest is selected because of job responsibilities or elected position. The president of the Student Government Association is a member and represents the student body.

**The Student Government Association** represents the student body of the college. Every student of OWCC is a member of this association. The governing body of the SGA is the Student

Senate. Senators are elected to serve one year terms. They are responsible for making and implementing decisions concerning monies allotted for student activities. Projects in the past have included buying picnic tables, game room equipment, the monitor system in the College Mall, and table games for check-out use. The SGA sponsors and staffs picnics, entertainment, food drives for the needy, blood drives, and chili suppers.

All students are encouraged to support their SGA. Any student who is interested in assisting with these activities is encouraged to run for office. The SGA Senate is housed in the College Mall, Building "K", Room K-136. The SGA president may be reached at telephone extension 6786 in his/her office.

**The Inter-Club Council** promotes unity and cooperation among the recognized student organizations of the college. This council is responsible for coordinating activities and competition among the various student organizations. Members of the council are the chief officers of all student organizations. The vice-president of SGA is the presiding officer.

**The Student Traffic Court** convenes, as needed, to adjudicate written appeals of parking violations for students. After deliberation, adjudication results are forwarded to the Dean of Students with the court's recommendation that the citation be either upheld or overturned. Appeal forms are available from the Dean of Students Office in Building "C-1" or the Student Activities Office in Building "K", both on the Niceville Campus.

## Health Services

**First aid and emergency services** are available to students by qualified college personnel during the weekdays and evenings. On weekends, the security force should be contacted at 729-5335 or ext. 6335 on the Niceville Campus and at 863-6535 at the Fort Walton Beach Campus.

**AIDS information and Counseling** will be provided by a counselor in the Student Services areas on the Niceville and Fort Walton Beach Campuses. Every student is encouraged to make use of this information to protect themselves and others. Contact with the AIDS counselor is confidential. Students with AIDS and HIV-positive test results are strongly encouraged to contact a counselor during the first week of classes at 729-5372.

**Alcohol and Drug Abuse** information is available to all students from a counselor located in Student Services on the Niceville and Fort Walton Beach Campuses. Call a counselor at 729-5372. The physical and emotional risks associated with substance abuse can be very severe. This counselor maintains information on local treatment programs and their locations. The college will refer for prosecution any violation of local, state, or federal laws.

Students are warned that the use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity is prohibited by college policy, except as provided in Florida Statute 561.01(17). Violation of this policy will subject a student to disciplinary action.

### **Textbooks and**

#### **College Store Services**

OWCC operates two college stores. The store on the Niceville Campus is located in the College Mall, Building "K". The Fort Walton Beach Campus Store is located in the Student Services Building. The Niceville Campus College Store is a full-service store offering textbooks, supplies, college clothing, gift items, hardware, and software. The Fort Walton Beach Store is a scaled-down version of the Niceville store offering textbooks for classes offered at the Fort Walton Beach Campus and Hurlburt Center, supplies, and some software. The Niceville College Store can be reached at (850) 729-5384 and the Fort Walton Beach Store at (850) 863-6511. Regular store hours are 8:30 a.m. – 5:00 p.m. Monday, Wednesday, Thursday, 8:30 a.m. – 6:30 p.m., Tuesday and 8:30 a.m. – 4:30 p.m., Friday. The stores maintain special registration hours during in-person registration through the end of the schedule adjustment period. Call for special registration hours.

Students can order textbooks at the OWCC online bookstore at [www.bookstore.owcc.net](http://www.bookstore.owcc.net).

The OWCC College Stores provide a textbook buy back service to students. Buy back dates are always at the end of the term usually beginning the day before finals begin and ending the day after finals end. The College Stores are committed to purchasing as many textbooks at the best price as possible.

Students are advised that rapid changes in information and technology require frequent changes of textbooks and instructional materials.

#### **Photocopies**

Coin-operated and prepaid "swipe" card operated copy machines are available for student use at the locations listed below. All machines have the capability to enlarge or reduce copies.

- Niceville Campus: The Learning Resources Center
- Fort Walton Beach Campus: Library
- Eglin Center: Administrative Offices Area
- Chautauqua Center: Administrative Offices

#### **Food Service/The Raider Café**

The Raider Café, located in the College Mall, Building "K", on the Niceville Campus, is open Monday through Friday from 7:15 a.m. to 2:00 p.m. during the fall and spring terms and Monday through Thursday from 7:30 a.m. to 1:30 p.m. during the summer term. Vending machines and limited commercial food service are available at the Fort Walton Beach Campus in the Student Services Building. Vending machines are also available in the student lounge areas at the Chautauqua and Sikes Centers.

#### **Dress Code**

Students are expected to dress safely and comfortably in attire which is nondistractive and appropriate to the educational environment. Except where safety or other programs/course restrictions mandate special attire, students, faculty and staff are expected to dress in a manner that is suitable to and that will enhance the educational experience.

#### **Smoking/Tobacco Use**

All OWCC Buildings are designated SMOKE-TOBACCO FREE. Smoking, and the use of tobacco products, are permitted outside ONLY away from entryways.

#### **Library Services**

Information about the use of library and audiovisual services should be referred to the LRC on the Niceville Campus. During the fall and spring terms, the library is open Monday through Thursday from 7:30 a.m. to 9:30 p.m., Fridays from 7:30 a.m. to 4:30 p.m., and Saturdays from 9:00 a.m. to 1:00 p.m. Hours vary during the summer terms. For questions or additional information, call 729-5392.

#### **Child Care**

The OWCC Mary Lou O'Connor Child Development and Education Center provides comprehensive, quality care for children ages 2 to 5. The center is nationally accredited and is open to dependents of OWCC students, staff, faculty and members of the community on a space available basis. The center is located in Building "M" on the Niceville Campus and is open Monday through Friday from 7:30 a.m. to 5:30 p.m. Call 729-6081.

## **New Student Orientation**

All degree-seeking students who are new to the college are expected to participate in a New Student Orientation. During orientation, students receive valuable information about college policies, procedures, and academic programs. Students may meet this requirement through one of the following options:

- Attend an in-person New Student Orientation, which is offered during Registration. Contact Student Services 729-OWCC (6922) to make an appointment, OR
- Participate in a computerized New Student Orientation, which is available at any OWCC Center or Campus, or through the OWCC Web Site at [www.owcc.edu](http://www.owcc.edu).

## **Services to Students with Special Needs**

OWCC is committed to providing equal opportunities for education to all students. A counselor is available in the Student Services Office on the Niceville Campus to assist students with disabilities, limited English proficiency, and with impairments or special needs. In accordance with the Florida State Board of Education Rule 6A-1.041, students with disabilities may present support documentation and request reasonable substitution for admission and/or graduation requirements.

Students who identify themselves and provide documentation of their disability may be eligible for support services such as note-takers, scribes, untimed testing, course substitutions, readers, or interpreters.

Students with disabilities should contact Student Services on the Niceville Campus or other college locations prior to the beginning of each term for assistance in registering and for information concerning services that may be available, including maps indicating campus accessibility routes.

**All students are encouraged to make known any disability that may affect their presence at OWCC.** All information is kept confidential. Disabilities can be identified by completing the proper form in the Office of Student Services, Office of Enrollment Services, the Fort Walton Beach Campus, or the Eglin, Hurlburt, Crestview or DeFuniak Springs Centers.

Students with special needs should contact the designated counselor located in the Student Services Center. Information is available by calling 729-5372.

Telephone Device for the Deaf (TDD)#'s are:

Florida Telecommunication Relay Service

Voice..... 711 or 1-800-955-8770

TDD..... 711 or 1-800-955-8771

Persons who feel that the college did not accommodate or respond to their particular disability requirements are encouraged to show the college the particulars of that complaint. Students should discuss the problem with the Coordinator of Special Needs Services located in the Student Services Center, Bldg. "C-1" on the Niceville Campus or the center or campus administrator at other locations. Copies of the "Accessibility Grievance Procedure" are posted on bulletin boards at all centers and campuses.

**Okaloosa-Walton Community College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of age, color, creed, disability, marital status, national origin, race, religion or sex in its admission and treatment of students.**

## **Graduation Regalia**

Graduation regalia (caps, gowns, tassels) are available at the OWCC College Stores approximately four weeks prior to graduation. There is no charge to students for those wishing to participate in the graduation ceremony. Graduates will receive information from Student Services about graduation and picking up their regalia. For additional information concerning graduation regalia, please call the Niceville College Store at 729-5384.

## **AmeriCorps**

AmeriCorps is a component of the National Service Network. Its goal is to engage Americans of all ages and backgrounds in service to help meet communities' critical education, public safety, environmental, and other human needs and homeland security. AmeriCorps is often referred to as the "Domestic Peace Corps".

OWCC sponsors a team of AmeriCorps members trained to tutor reading for K-8 students. Full-time members serve a minimum of 1700 hours per service year. They receive a taxable living allowance and a \$4,725 education award voucher at the end of the service year. Half-time members and Federal work Study students may also serve to receiving a reduced living allowance and education award. Other benefits include health care insurance, and student loan deferment for those qualified.

For more information, contact the AmeriCorps OWCC offices at 729-6037 or 729-4902.

## Athletics

OWCC is an active member of the National Junior College Athletic Association (NJCAA) and the Florida Community College Activities Association (FCCAA) which is composed of all public community colleges in Florida.

**Intercollegiate Sports** at OWCC operate under the rules and regulations of NJCAA and FCCAA. Varsity athletes enjoy the privilege, honor, and social distinction of representing the college in the field of athletic competition.

Representation of the college is open by competitive selection to all students provided they meet the eligibility requirements of the FCCAA. Intercollegiate sports at OWCC include basketball for men and women, baseball for men, and fast-pitch softball for women.

**Intramural Activities** at OWCC include team sports such as flag football, volleyball, softball, tennis, and basketball, as well as individual and recreational sports such as tennis, racquetball, chess, backgammon, and golf. Classes, clubs, organizations and independent groups are encouraged to form teams and compete.

Awards are given to winning teams and players. The President's High Point Plaques are presented to the woman and the man with the highest number of points each year. Often, the winning teams in basketball, volleyball and flag football will meet other winning teams from colleges within Region I to determine an overall winner.

Times, schedules, and places of meeting for activities are posted on the bulletin boards located in the College Mall and throughout the Niceville Campus. Most intramural activities are held on Tuesday and Thursday at 2:00 p.m.

## Identification Cards

ID/Debit cards will be issued to students at the time of fee payment. These cards serve as identification and are necessary for checking out books, audiovisual materials, and computer software from the Library, for identification at the Business Office and the College Store, and for attending OWCC events at no charge. ID cards are updated during registration. Lost cards may be replaced for a \$10.00 fee.

## Parking and Traffic Regulations

The operation of a private vehicle on the OWCC campus is a privilege and not a right. Individuals who show poor judgment or a lack of consideration for the rights, privileges and safety of others may have this privilege revoked. Vehicle operators are responsible for complying with the college's parking and traffic regulations whenever they bring a vehicle on campus. The following regulations are

always in effect and will be enforced by designated college personnel.

**A. Parking Permits.** All college students and employees must display a parking decal on the left rear of the vehicle when parking in designated student, faculty and staff parking areas. Parking decals are available at the time of registration and throughout the year at all OWCC locations. Temporary permits are required if using a vehicle other than the one bearing the permanent decal.

**B. Designated Parking Areas.** All parking areas are color coded to designated authorized use.

1. **White Lines – Student Parking**
2. **Yellow Lines – Faculty/Staff Parking**
3. **Blue Lines – Disabled Parking**
4. **Green Lines – Visitors (“A” Building)**

### NOTE:

1. Parking on unsurfaced or grass areas is prohibited unless specifically authorized by a posted sign.
2. Parking is not allowed on campus between the hours of 11:00 p.m. and 6:00 a.m. except during scheduled college events or by special authorization from the Director of Physical Plant.
3. Vehicles inappropriately parked will be ticketed.
4. The college cannot assume responsibility for private vehicles or vehicle contents while on college premises.
5. Disabled Parking. All vehicles parked in designated disabled spaces MUST display on the rear view mirror an official, state-issued disabled tag. Vehicles that are not properly identified as authorized to park in such spaces WILL BE TICKETED AND TOWED AT THE OWNER'S EXPENSE.

**C. Parking and Safety Obstructions.** Obstructing fire lanes, fire hydrants, driveways, loading zones, walkways, or other parked vehicles is considered a parking violation. In these situations, vehicles may be towed at the owner's expense or will issued a parking ticket and rendered inoperable by the attachment of a tire device to one of the vehicle's wheels. The device will be removed once the parking ticket and device removal fee are paid at the college Business Office.

**D. Parking Violation Penalties.** Listed below are the penalties for violating the college's parking regulations.

No Decal Fee . . . . .	\$10.00
Parking Ticket. . . . .	\$10.00
Tire Boot Removal Fee . . . . .	\$10.00 plus parking ticket of \$10.00
Towing and Storage . . .	Actual charges/cost

**NOTE:** Unpaid parking tickets will result in grades, transcripts, diplomas, certificates, and other official documents from the college being withheld. In addition, students may not be permitted to register for classes unless all parking tickets have been paid.

Owners of towed vehicles will be required to deal directly with the towing company to obtain the release of their vehicle.

### **Statement of Student**

#### **Rights and Responsibilities**

Okaloosa-Walton Community College serves all persons legally out of grades K-12 without regard to age, color, creed, disability, marital status, national origin, race, religion, or sex. However, the college reserves the right to deny admission to any program. By applying for admission to Okaloosa-Walton Community College, the student agrees upon enrollment to abide by college policies and regulations published in its policy statements, current catalog, official manuals, and publications. Students are expected to be committed to the common good of the college community and to comply with local, state and federal law.

Each member of the college community is expected to participate seriously and purposefully in college life. While the freedom to express ideas and beliefs will be respected, conduct and behavior that result in the defacement of property, intimidation of others, or the disruption of any college activity will not be tolerated or permitted and will be subject to penalty. Instructors explain classroom requirements, and students are expected to assume full responsibility for their actions.

**Classroom Activity, Behavior, and Attendance.** The college recognizes that a thoughtful and reasoned search for truth can be conducted only in an atmosphere free of intimidation and coercion. Students are expected to respect the rights and welfare of all members of the college community and to exercise common sense, good taste, and applied reason when testing their knowledge.

Students are free to take reasonable exception to data and views offered in the classroom and to reserve judgment about matters of opinion, but they are responsible for satisfying the requirements of any course for which they are enrolled. So long as it is consistent with the goals and established

policies of the college, the instructor has final authority in all matters relating to course content, grading practices, and classroom procedures.

**Grades.** Because the awarding of course grades is the responsibility of the instructor, it is essential that faculty members keep students informed of their progress in each course. A student has a right to a course grade that represents the instructor's professional judgment of the student's performance in the course, without personal prejudice. An instructor has a right to expect that the work presented for evaluation or submitted as classroom projects are that of the student acting alone without benefit of any aids or practices that are generally considered academically dishonest.

**Grade Changes/Errors.** If a student believes there is an inadvertent error in the recording or the computation of his/her grade, the student should contact the instructor or the appropriate department office immediately. If an error has occurred, an adjustment to the student's permanent record (transcript) will be made within approximately ten (10) working days. The student is responsible for reporting such concerns within thirty (30) days of the close of the term in which the grade was awarded.

If a student has documentation of extraordinary or emergency circumstances which warrant recording a course withdrawal ("W") after the usual deadline, he/she must submit a written request for such change to the Office of Instructional Services. If an adjustment is warranted, the change will be made within approximately ten (10) days. The student is responsible for requesting such changes within thirty (30) days of the term in which the original grade was awarded.

**Grade Grievances.** If a student believes that he/she has not been graded fairly in a course, an appeal may be lodged. Any appeal must be initiated within thirty (30) days of the date the grade was issued by the Office of Enrollment Services. The student should first make an informal appeal to the instructor. If a complaint is not resolved to the student's satisfaction, an appeal without prejudice to the student's position may be made to the department or division chairperson. The next level of appeal is to the Vice President for Instruction who may, if it is deemed advisable, refer the matter to an ad hoc hearing committee to assist in evaluating the appeal. Any further appeal may be made to the President, whose decision shall be final. Hearing procedures and time limits parallel those of the Student Services Grievance Process.

A student has a right to protection against the improper disclosure of information concerning grades, beliefs, or character which an instructor acquires in the course of the professional association with the student. An instructor has a right to deal with what is perceived to be academic dishonesty and such behavior may result in disciplinary action.

**Attendance.** Students are expected to attend all of their scheduled classes. The effect of absences upon grades is determined by the instructor who may recommend to the Vice President for Instruction a withdrawal grade whenever absences become excessive. Three consecutive day class absences, two consecutive evening class absences, or three absences in a month will be reported to the Office of Enrollment Services as excessive. Further, each time a student has been tardy three times to a class, it will count as one absence.

**Behavior.** An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the instructor feels that the behavior of a student is disturbing or otherwise interfering with instruction, then the student may be asked to leave the class. The student may be allowed to return to the next class meeting after consultation with the instructor. The instructor may have further consultation with the department chair and the Vice President for Instruction to determine if dismissal should be recommended. The student may appeal a dismissal decision to the President, whose ruling will be final. Furthermore, disruptive behavior may result in additional disciplinary action.

**Summary of Reported Campus Crimes.** This information is provided to all students and employees each year beginning with this report, in compliance with The Federal Student Right-to-Know and Campus Security Act. Questions about this report or Campus Security in general may be directed to the Director of Physical Plant Department or the Dean of Students.

On campus crimes **reported** to Physical Plant Department by major category:

	2000		2001		2002	
	Total Stats	Hate Crime Status	Total Stats	Hate Crime Status	Total Stats	Hate Crime Status
1. Homicide Offenses	0	0	0	0	0	0
2. Sex Offenses, Nonforcible	0	0	0	0	0	0
2. Sex Offenses, Forcible	0	0	0	0	0	0
4. Robbery	0	0	0	0	0	0
5. Aggravated Assault	0	0	2	0	0	0
6. Burglary/Breaking & Entering	3	0	2	0	2	0
7. Larceny/Theft Offenses	10	0	9	0	12	0
8. Motor Vehicle Theft	0	0	2	0	0	0
9. Liquor Law Violations	0	0	0	0	0	0
10. Drug Abuse Violations	0	0	0	0	0	0
11. Weapon Possessions	0	0	0	0	0	0

12/31/02

Federal and State law requires a person designated as a “sexual predator or offender” to register with the Florida Department of Law Enforcement (FDLE). The FDLE then is required to notify the local law enforcement agency where the registrant resides or attends an institution of higher learning. Information regarding sexual predators or offenders attending an institution of higher learning may be obtained from the local law enforcement agency with jurisdiction for the particular OWCC campus or center, or by calling the FDLE hotline (1-888-FL-PREDATOR) or (1-888-357-7332), or by visiting the FDLE website at [www.fdle.state.fl.us/sexual\\_predators](http://www.fdle.state.fl.us/sexual_predators).

**Student Discipline.** Academic and personal behavior of OWCC students shall be governed by policies contained in the college catalog, and such other policies as may be approved by the Board of Trustees on recommendation of the President and by pertinent provisions of Florida Statutes and FAC Rules. Any act or behavior by a student which tends to interfere with or otherwise disrupt the orderly conduct, process, functions and/or interests of the college is prohibited. Such acts and behaviors include but are not limited to the following:

1. Cheating in any form, including plagiarism (such behavior may result in academic penalty and/or course failure at the discretion of the instructor, which may be appealed by the student);
2. Gambling;
3. Theft, vandalism or destruction of college property, or property of members of the college community;
4. Falsification of personal or college records;
5. The use, manufacture, distribution, sale, or possession of alcoholic beverages or illicit drugs on campus or at any college-sponsored event or activity;
6. Violence, including but not limited to sexual assault, robbery, murder or battery against any member or guest of the college community;
7. Hazing; and Harassment.

Instances of prohibited student behavior, which may include cheating and plagiarism, will be referred to the Dean of Students for resolution.

A member of Student Services will be appointed to make inquiries into the circumstances of the matter to determine if it has been handled through the proper channels. The inquiry will be completed within seven (7) working days of the submission date. This person may recommend that the matter be dismissed, settled informally, or be the subject of formal charges.

All reports of sexual assault and/or harassment are to be treated as confidential. The member of

the college staff receiving the complaint should treat the victim with respect and consideration. It is important that confidentiality be extended to the accused as well as the victim. All persons involved in this procedure are directed not to discuss the matter except with college personnel involved in the process, attorneys for the victim and/or the accused, law enforcement personnel and other authorized agencies.

Informal settlement will be at the discretion of the Dean of Students who may do one or more of the following: give oral or written warning and/or admonition; require restitution or counseling. The informal settlement will take place within seven (7) working days of the inquiry recommendation.

Formal charges, in writing, will be prepared by the Dean of Students within five (5) working days and presented to the accused student. The charges will include:

1. The accused student's name, address, and social security number.
2. A description of the alleged violation that includes dates, times, and places.
3. The names of any witnesses and a description of any physical or written evidence that was known at the time that formal charges were prepared.

At the time of notification of formal charges, the Dean of Students will offer the student his/her choice of hearing settings:

1. An administrative hearing which will be conducted by the Dean of Students who will decide guilt or innocence and the appropriate action or sanction: dismissal of the charges, placing the student on disciplinary probation, or recommending to the President suspension or dismissal.
2. A Student Conduct Committee hearing which will decide guilt or innocence. The committee will be comprised of the Dean of Students (Chair), two other members of Student Services, two faculty members appointed by the Vice President for Instruction, and two students appointed by the Dean of Students upon recommendation of the Student Government Association president. After the presentation of evidence (against and in defense of the student), if the committee decides that there is clear and convincing evidence that the student is guilty, it will recommend the action or sanction to be taken. If the committee decides that the student is not guilty, it will recommend that the charges be dismissed. The Dean of Students will make the final decision and recommendation, then inform the student of the decision, the procedures of review and the grounds for appeal.

In both hearing settings the following will apply:

1. The accuser and the accused are entitled to have the same opportunities to have others present.
2. Both the accuser and the accused will be informed of the outcome of any disciplinary hearing or an appeal of the findings.
3. Persons serving as legal counsel may not participate in disciplinary hearings.
4. Adult students may not seek advice from any person while a disciplinary hearing is in progress.
5. The participation of a parent or legal guardian of the accuser or of the accused student who is a minor may be limited by the Dean of Students, at his/her discretion.
6. All other rules of procedure for the hearing will be outlined at the beginning of the hearing by the Dean of Students.

Seven days after the student has been notified of the findings and recommendations, the Vice President for Instruction will review the records, evidence and findings of all hearings before the recommendation for suspension or dismissal goes forward to the President. If the Vice President decides that published disciplinary procedures were not followed, the matter will be returned to the Dean of Students for rehearing.

Students who are found guilty in either hearing setting may, within seven (7) days of notification of the findings and recommendations, appeal in writing to the Vice President for Instruction on the basis of one of the following:

1. The discovery of new evidence.
2. The recommended penalty would impose unusual and severe hardship on the student.
3. Published disciplinary procedures were not followed.

The Vice President for Instruction will hear the appeal and do one of the following:

1. Uphold the original hearing findings, and forward to the President:
  - a. the recommendation to suspend or dismiss, or
  - b. recommendation to impose a lesser sanction.
2. Based upon new evidence, dismiss the charges, or
3. Return the matter to the original hearing setting for rehearing if published disciplinary procedures were not followed.

A student may appeal the decision of the Vice President for Instruction to uphold the original findings and recommendations only on the basis of new evidence. This appeal must be submitted to the President, in writing, within seven days after notification to the student of the Vice President for Instruction's decision.

No student shall be suspended or dismissed from OWCC without approval by the President. The President shall have the authority to temporarily suspend, while awaiting the disciplinary procedures outcome, any student whose behavior is judged by him to be detrimental, or potentially detrimental, to the college community.

Upon recommendation, and after implementation of the hearing process, a student may be suspended or dismissed by the President for behavior which is prohibited or otherwise unacceptable. The Board of Trustees shall be advised of dismissal actions at its next regular meeting following such actions.

Disciplinary probation requires compliance with the following restrictions and obligations:

1. Conformance with all college policies, rules, and regulations pertaining to student behavior as specified in the current college catalog, or any other official college publication.
2. Avoidance of involvement in actions or activities which could be considered disruptive to the education process or detrimental to the health, welfare, and safety of any member of the college community.
3. No participation in any student extracurricular organized activity.
4. Reporting on a scheduled basis for appropriate counseling sessions with an assigned college counselor.
5. Remaining in full compliance with the conditions of applicable court-imposed probation/parole.
6. Reporting on a scheduled basis to the Dean of Students for review of compliance with the terms of disciplinary probation.

Disciplinary suspension terminates a student's enrollment at OWCC for a specified period.

Dismissal separates a student from the college for an indefinite period with readmission subject to the recommendation of the Admissions Committee and the approval of the President.

Students who become ineligible for enrollment because of disciplinary action may not continue their education through any programs, activities, or offerings of OWCC until such time as they may be readmitted to the college.

**Weapons and/or Firearms at College Locations and Activities.** Students are expected to be committed to the common good of the college community and to comply with local, state and federal law. Possession or use of firearms or other dangerous weapons at any college location or activity except by authorized law enforcement officers in the performance of their duties is prohibited behavior and will subject the offender to the disciplinary procedures of the college as well as appropriate action by civil authorities.

**Student Grievance Procedures.** Okaloosa-Walton Community College student grievance procedures are designed to provide effective means for resolving legitimate issues that are subject to the grievance process. State Board Rules and College Policies are not grievable; only the application or interpretation of rules or policies may be grieved. (Also see "Grade Grievances" on page 23.)

**Resolution of Grievances.** Any student who believes that he/she has been done an injustice through the action of another student, a college employee, or other person acting for the college may initiate a grievance under these procedures.

OWCC's student grievance procedures apply to all complaints on the part of students which may arise in matters of instruction and general student services when they involve rights provided for under the college's Equal Access/Equal Opportunity Plan and the Florida Educational Equity Act and when they directly affect the personal interests and well-being of individual students.

Complaints which do not directly affect the personal interests and well-being of individual students and which are not otherwise covered by these procedures shall ordinarily be referred to the Dean of Students for resolution.

The President of the college shall be the final arbiter where a dispute exists as to whether a particular matter is subject to coverage by these procedures. In making a decision, the President will interpret the coverage of these procedures liberally, denying their application only when the matter in question clearly concerns issues of rule or policy in which the complaining party has no direct interest, where there is good reason to believe that a grievance has been brought in bad faith for political or similarly in appropriate reasons, or for circumstances in which use of these procedures would clearly endanger their effectiveness as an instrument for the redress of grievances.

**Informal Grievance Procedures.** The college's informal student grievance procedures shall be implemented in the following sequence:

1. The aggrieved student shall first discuss his/her complaint with the instructor or faculty advisor concerned for resolution.

2. If the grievance remains unresolved, the student should refer it to the appropriate department or organizational unit head for resolution.
3. If the circumstances of the grievance preclude the use of steps 1 and 2, or if the department or organizational unit head does not resolve the grievance within ten (10) working days, the student should discuss the grievance with the Dean of Students, who will bring the matter to the attention of the President of the college.

If the grievance resulted from violation of college policies, the College Equity Plan, or FAC Rules, the President shall take, or cause to be taken, appropriate measures to ensure compliance with the policies, statutes or rules, and resolve the grievance.

If the grievance involves a question of judgment or opinion not covered by college policies, by the College Equity Plan, or the FAC Rules, the President or his designee shall counsel with the student, the faculty advisor, or the department or organizational unit head, and the appropriate principal administrator, in an endeavor to resolve the grievance.

**Formal Grievance Procedures.** If a grievance is not resolved by the informal procedure, the aggrieved student should submit a request, in writing, to the President of the college via the Dean of Students for a formal student grievance hearing. It shall set forth the nature of the grievance, the person(s) involved, and the resolution desired. It shall also include the nomination of one disinterested SGA Senator who is willing and available to serve as a member of the student grievance hearing committee.

If the request for a hearing is disapproved, the President shall state the reasons in writing. If approved, he shall appoint a student grievance hearing committee composed of the following members:

1. The SGA Senator named in the original request for the hearing or a substitute satisfactory to the grievant.
2. A college employee nominated by the Dean of Students.
3. An additional college employee who shall be nominated by mutual agreement of the other two members, who is a regular, full-time employee, and who, with the approval of the President, shall be designated chairperson. If the two members cannot agree on a nominee for chairperson, the chairperson will be appointed by the President.

4. The Dean of Students or his/her designee will serve as recording secretary to the committee but shall have no vote. If the grievance involves an equity issue, the College Equity Coordinator shall appoint a representative to serve as an advisor to the committee.

The committee shall, within seven (7) days of being constituted, meet to hear the grievance and interview such witnesses as it deems pertinent to the matter.

The committee shall report its findings and recommendations for resolution of the matter, in writing, to the President within four (4) working days of the close of the hearing.

The President shall advise all pertinent parties of his action on the grievance within three (3) working days after receipt of the committee's report.

The action by the President is final, except for cases of student expulsion, which may be appealed by the aggrieved student, in writing, to the Board of Trustees within three (3) working days of receipt of the decision. The decision of the Board in such matters is final.

**Grievance Time Limits.** A grievance must be filed in a timely fashion. If a student is filing a grievance, it must involve a specific event or incident occurring within thirty (30) days of filing the grievance.

Nothing in this procedure is intended to create any due process rights nor does it entitle the individual to seek redress in any court or administrative proceeding.

## **Student Organizations**

The college has chartered several student organizations. These include general and special interest groups, honor societies, service clubs and social groups. These organizations cover a wide variety of interests and activities. Membership is open to all students who qualify, without regard to age, color, creed, handicap, marital status, national origin, race, religion or sex, except for those particular groups which are selective on the basis of scholarship.

The following groups are recognized OWCC student organizations:

**African-American Student Association** strives to promote black awareness and to be of service to the college and the community. Membership is open to all students.

**Baptist Student Union** is open to all students for the purpose of guiding them in Christian witness and fellowship.

**Brain Bowl Team** is OWCC's academic team, which participates in 2-3 tournaments annually. The areas of concentration for competition are mathematics, humanities, social sciences, and

natural sciences. Students must maintain at least a 2.0 GPA and be registered for at least 6 hours. The faculty sponsor selects members, and scholarships are available.

**Career Paths** has as its purpose the goal to put business majors in contact with business leaders on local, state, and national levels. Career Paths is considered a stepping stone to future business endeavors of business majors and is an organization that wishes to aid the pursuance of business careers. Membership is open to all students.

**Delta Psi Omega** is a large, national honorary fraternity whose purpose is to stimulate interest in dramatic activities.

**Entertainment Club** members plan, fund, and aid in the organization of student entertainment and recreational activities. The Entertainment Club also offers students who are artistically and musically gifted the opportunity to share their skills and talents with the student body of OWCC.

**Environmental Club** is dedicated to creating awareness of the importance of protecting the environment.

**Forensics Team** is divided into three major areas: speech, debate, and dramatic interpretation. The area of speech includes extemporaneous, impromptu, informative, persuasive, speech to entertain, and communicative analysis. The area of debate includes CEDA (cross-examination), Lincoln-Douglas, and Parliamentary. The area of dramatic interpretation includes prose, poetry, drama, program oral interpretation, duo, and Reader's Theater (group). Students must maintain a 2.0 GPA and be registered for at least 9 semester hours to participate in the 6-10 annual tournaments. OWCC has a solid reputation in the Forensics network with several state and national championships. The faculty sponsor and coaches select members, and scholarships are available.

**Geology Club** brings together people who hold a common interest in Geology, and to further that interest by means of study groups and field trips.

**International Club** was formed at OWCC to increase student awareness of different cultures. This organization acknowledges and welcomes people of different cultures and celebrates diversity. Membership is open to all students.

**Jazz Singers**, an auditioned, four-part mixed vocal performing ensemble limited to 16-20 members with good music-reading skills. Music studied consists of moderate to very difficult jazz arrangements of styles including blues, swing, skat, classic (early) pop, ballads, mellow gospel and original contemporary tunes.

**Madrigals** is a small, by audition-only, mixed choir. The group specializes in a cappella music from the Renaissance to the modern.

**Music Theatre** produces at least one Broadway-style musical annually. Participation is open by audition to all students and members of the community.

**The Northwest Florida Symphony Chorus** is open by audition to all students, staff, and interested members of the community. The chorus performs major choral compositions during the fall and spring term of each year and maintains a membership of sixty or more auditioned singers.

**The Northwest Florida Symphony Orchestra of OWCC** is open by audition to all OWCC students, staff, and interested members of the community who have a demonstrable performance skill with an orchestral instrument. The Orchestra draws its membership of more than sixty players from throughout the Panhandle and South Alabama.

**OWCC Dance Ensemble** is open by audition to those students whose dance training has prepared them to meet the demands of stage performance. Students have the opportunity to study with guest artists in master classes, workshops and residency programs. Performance opportunities such as the Medieval Feast, Northwest Florida Symphony, 5th Grade Concerts, Dance Facets, The Soundsations and Summer Musical Theatre, enable the dancers to reflect, study and evaluate their work and the work of others.

**OWCC Jazz Combo** is a small ensemble open to any student instrumentalist who wants to develop performance and improvisational skills in the jazz idiom. All students enrolled will be auditioned for placement. This ensemble performs throughout the community during the year.

**OWCC Show Choir** is a small, by audition-only mixed choir, comprised of college students who are enrolled full-time. The group specializes in up-tempo, contemporary, entertainment oriented music ranging from jazz tunes of the 40's to the latest pop tunes, as well as show-stopping selections from Broadway and Hollywood. Choreography is incorporated into each performance.

**Phi Theta Kappa** is a national honor society whose goal is to honor students who have attained a high scholastic standing, and to provide them with the opportunity to congregate and sharpen their intellects. Service projects and social activities are available to the membership.

**PRIME TIME Computer Club** provides an opportunity for learning, sharing and enjoying computer knowledge. Membership is open to individuals who have taken at least one PRIME TIME (Positive Retirement through Imaginative Education) computer course.

**Proscenium Playhouse** is the drama group of the Fine and Performing Arts Department. Its goals are to foster an interest in and an appreciation of

the theatre arts, to produce plays, and to provide an outlet for the creative abilities of the students and community members.

**Rock and Jazz Ensemble** in big band, combo and rock groups is open by audition to any student instrumentalist who wants to develop professional performance abilities. Students must have some experience in high school bands, etc.

There are other chartered organizations which are not currently active such as **Association of Visual Artists, Circle K, College Republicans, ENUF, Jefferson Democratic Association, Phi Beta Lambda Business Education Fraternity, Phi Lambda Alpha, Pre-Law Society, and Reader's Theatre**. If you are interested in reactivation of one of these organizations, check with the Student Activities Office in the College Mall to learn how this may be accomplished.

Students are encouraged to participate in student activities and enjoy them as long as they do not interfere with their studies.

**Student Organization Rules.** Students enrolled at the college are free to organize and are encouraged to join associations which promote their common interests, so long as the following apply:

1. The purposes, principles, and policies of the organization are consistent with the general philosophies and principles of the college;
2. Membership in the organization is open to all currently-enrolled college students in good standing without regard to age, color, creed, national origin, handicap, marital status, race, religion, or sex except for those particular groups which are selective on the basis of scholarship;
3. The purpose, criteria for membership, rules or procedures, and a current list of officers are filed with the Coordinator of Student Activities;
4. The policies and actions of the organization are determined only by those individuals who hold bona fide membership in the organization;
5. A faculty sponsor has been appointed by proper authority;
6. The Student Senate has recommended, and the President of the college has approved recognition of the organization, and
7. The organization is in compliance with the general and specific policies enumerated in the Handbook for Student Organizations.

## Hazing

Florida Statute 240.326 prohibits hazing at community colleges. "Hazing" means "any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of a community college," which organization is hereafter referred to as a "community college organization." Such term includes, but is not limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health or safety of the individual, and also includes any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or other forced activity which could adversely affect the mental health or dignity of the individual. For the purposes of this section, any activity as described above upon which the initiation or admission into or affiliation with a community college organization is directly or indirectly conditioned shall be presumed to be a "forced activity," the willingness of any individual to participate in such activity notwithstanding.

No form of hazing shall be permitted in connection with any initiations and/or activities of any college organization or group.

## Harassment

Harassment of OWCC students is prohibited.

Harassment of college employees by OWCC students is prohibited.

Harassment is considered to be any repeated or unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance.

**Harassment related to an individual's race, color, sex, religion, national origin, age, marital status, or disability is a violation of this policy.**

**Unwelcome or uninvited conduct with sexual overtones, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment, including, but not limited to instances when:**

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic achievement, or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting a student or college employee, or

- Such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive academic environment.

The President of the college may act directly or through a designee to investigate and report harassment claims. Due process and/or Student Grievance procedures shall be followed in connection with such claims.

**Okaloosa-Walton Community College is dedicated to the concepts of equity and equal opportunity. It is the specific intention of the College not to discriminate on the basis of age, color, creed, disability, marital status, national origin, race, religion or sex in its admission and treatment of students.**

### **Children On Campus**

Okaloosa-Walton Community College values family life and has worked to develop policies that are supportive of families. However, it is the policy of OWCC that employees, students and visitors should not use the college in lieu of a childcare provider. Accordingly, minor children of employees, students, or visitors may be on campus only under the special circumstances outlined below.

- Minor children are permitted on campus when the purpose of their visit is to participate in activities, classes, or events specifically scheduled for their benefit (e.g. Kids on Campus, Children's Fine Arts Series, Child Development and Education Center)
- Minor children are permitted on campus when with a parent or responsible adult who is conducting routine business at the college (e.g. registration)
- In no case are minor children permitted in labs, shops, construction/repair sites, classrooms, offices, labs, or other areas where potential hazards exist, unless enrolled in classes or activities scheduled at the site.
- In an emergency or other compelling situation, students or staff may bring children to class or the workplace on an incidental, individual basis, provided advance approval is obtained from the appropriate administrator. In such cases, the children must be directly supervised by the parent/adult and must not disrupt or distract the flow of college work, services or instruction.
- Minor children on campus must be directly supervised at all times. Individuals who bring minor children to campus are responsible for their supervision; leaving children unattended in the LRC, College Mall or other public area does not meet this standard.

### **Guest Speakers**

The freedoms of speech and assembly guaranteed by the first and fourteenth amendment to the Constitution shall be enjoyed by the students of the college with regard to the opportunity to hear "off-campus" speakers on the college campus. Students at the college are expected to accept fully the responsibilities that accompany the freedoms of speech and assembly which they enjoy. When inviting a guest speaker, a student organization is charged with the responsibility of making a choice that reflects the students' genuine concern for the best interests and welfare – not only of the student organization – but of the college and the community as well.

The extension of invitations to guest speakers who are not of the college community shall be governed as follows:

- Guest speakers may be invited and sponsored only by recognized student organizations.
- No invitation shall be extended to a guest speaker without the prior written approval of the President or his designee, the Dean of Students. Approval or disapproval will be based on consideration of the appropriateness and availability of times, dates, and facilities.
- Permission to invite a guest speaker shall be requested in writing at least two weeks prior to the proposed speaking engagement by the president of the student organization sponsoring the program. This request shall contain the name of the sponsoring organization, the proposed time, date and location of the program, the expected size and nature of the anticipated audience, and the topic of the speech.

### **Posting, Circulating, and Exhibiting Printed Matter and Filmed Material**

Students are expected to use mature judgment and a sense of discretion in their selection, publication, display, presentation and circulation of any printed or filmed materials at any college location, and to realize that they must accept responsibility individually and collectively in the consequences of their choices on these matters. **The appearance of the college name, seal or insignia on printed matter which is not published by the college is not authorized and does not imply college approval, support, or endorsement of the contents.**

## **Notices**

Notices may be posted by students and recognized student organizations on appropriate bulletin boards. Notices and posters are not to be taped, glued, or pasted on painted or finished wood surfaces. All such posting must be cleared in advance by the Coordinator of Student Activities at the Niceville Campus and the Provost at the Fort Walton Beach Campus. This will provide the best use of available facilities.

The general distribution of notices is prohibited by anyone other than instructional and staff personnel in the performance of their duties or by recognized student organizations to advertise an approved event.

## **Motion Pictures**

Recreational motion pictures that are approved as part of a proposed student organization sponsored-event may be shown at any college location. The Dean of Students will consider for approval, only those films rated "G" and "PG" by the Motion Picture Association of America. Any college employee may restrain the display of any unauthorized film or motion picture.

## **Student Publications**

Student publications (which may include videotaped newscasts) are intended to foster an atmosphere of free and responsible discussion and intellectual exploration. They are a means of bringing student concerns to the attention of faculty and staff members, and of formulating student opinion on various issues at the college and in the surrounding community.

The editorial freedom of student editors entails the corollary responsibility to be governed by the canons of responsible journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

Student publications shall contain a statement to the effect that the opinions expressed therein are not necessarily those of the faculty, staff or student body of the college.

## **Student Fundraising**

The college does not approve fundraising activities by students and/or student organizations unless the specific purpose of the activity is to support institutional scholarships. Students/Student Organizations must have the approval of the Dean of Students for scholarship fundraising at least one month prior to the activity's scheduled date. The Dean of Students may also approve special fundraising projects, such as those supporting humanitarian/charitable efforts, on an individual project basis; approval must be obtained at least one month in advance of the activity.

## **Policy Formulation**

A student who wishes to suggest a change in any policy of the college should submit a written recommendation to the Student Senate for evaluation. If favorably received by the Senate, the proposal shall be submitted by the Student Senate to the College-Wide Council or the appropriate standing committee/subcommittee of the college for consideration.

## **Solicitation/Promotions**

Agencies or organizations that request permission to display, distribute, or present programs must be sponsored by an OWCC recognized student organization or the college. Permission to sponsor an agency must be requested in writing at least two weeks prior to the proposed activity by the president of the sponsoring student organization. This request shall contain the name of the sponsoring organization, the proposed time, date, and location, and the topic of the items to be displayed or distributed. Submittal shall be to the Coordinator of Student Activities for approval by the college president or his designee. The college reserves the right to determine the time, place, and manner of the presentation.