

Oakland Community College

Student Handbook

2009 - 2010





Welcome

It is my pleasure to greet you on behalf of the faculty and staff of Oakland Community College.

We at OCC are deeply committed to helping you reach your goals and highest potential. In addition to an outstanding faculty and support staff, we have a vast array of services to help you achieve your ambitions – ranging from Student Life activities to scholarships and financial aid.

Whether your goal is to transfer to a four-year university or to enter the job market upon graduation, as an OCC student you will have access to an unmatched range of 160-plus certificate and associate degree programs. No matter what path you choose, you will find that all of us at OCC are dedicated to helping you achieve success.

OCC is Michigan's largest community college and the 27th largest of the nation's 1,200 two-year schools. With five attractive, state-of-the-art campuses we have done our best to create a physical environment conducive to learning.

I wish you best of luck in your endeavors at OCC, and in the path you choose to follow once you have completed your studies here.

Cordially,

A handwritten signature in black ink, appearing to read "Timothy R. Meyer". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Timothy R. Meyer, Ph.D.
Chancellor

EVENT CONTACT INFORMATION

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Highland Lakes Campus - Student LIFE

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Dusty Rhodes call: **248.522.3723/3595**

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Stacey Jackson call: **248.246.2586**

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Auburn Hills Campus - Athletics

Laurie Huber call: **248.232.4513**

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Auburn Hills Campus - Cooperative and Intership Program

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Orchard Ridge Campus - Physical Education

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Orchard Ridge Campus - Womencenter

Arlene Frank call: **248.522.3642**

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STUDENT INFORMATION

This student information is intended to supplement information in the college catalog - the official publication of the college's academic policies and regulations. The college expects each student to be knowledgeable of the information presented herein.

BEHAVIORAL ASSESSMENT REVIEW PROCEDURE

For the safety of the college community and maintaining academic integrity, the college has developed a Behavioral Assessment Review procedure. This is to identify inappropriate, threatening, or illegal communication or behavior. Should you become aware of any form of communication that could pose a risk or threat to the college, its students, or employees you should immediately bring it to the attention to any college dean or public safety officer as soon as possible. A multi-disciplined team will review the action and seek help for the person involved.

RULES AND REGULATIONS

Violation of these rules may subject the student to disciplinary action and/or referral to appropriate law enforcement agencies.

Alcoholic Beverages - No student shall consume or possess any alcoholic beverages, beer and/or wine, on any college-owned or operated facility or at any college-sponsored event either on- or off-campus unless previously approved, in writing, through the appropriate campus administrator in accordance with Board Policy.

Animals - Under certain restrictions, animals may be allowed on property but they are not allowed in any building at Oakland Community College. For exceptions go to the Public Safety website, at <http://www.oaklandcc.edu/PublicSafety>. No dangerous animals are allowed whatsoever.

Assault and Battery - No student shall threaten or commit a physical or verbal attack on faculty, staff or another student.

Assembly - No person or persons shall assemble in a manner which obstructs the free movement of persons about the campus or the free and normal use of college buildings and facilities, or prevents or obstructs the normal operation of the college. Students who desire to assemble shall apply for permission to the appropriate campus dean.

Disciplinary action may consist of verbal reprimand, restitution for damages, restriction of privileges, suspension, dismissal, or other action appropriate to the case.

Cheating - Academic Dishonesty - It is college policy that no student shall engage in behavior which, in the judgment of the instructor of the class, may be construed as academic dishonesty. This may include, but is not limited to, plagiarism, presenting another individual's ideas, data, words, images, or other products without giving credit to the originator, or other forms of academic dishonesty, such as the acquisition (without permission) of tests or other academic materials and/or distribution of the same. This includes students who aid and abet, as well as those who attempt such behavior.

Counterfeiting and Altering - No student shall reproduce, copy, tamper with or alter in any way, manner, shape or form, any writing, record, or document, or any form or dataset used or maintained by the college with a real or apparent intent to represent such writing, record or document as an official college writing, record, document, form or dataset.

Contracts - No student shall enter into a contract using the name of the college with an outside agency without specific written authorization from appropriate college officials. Contracts entered into in violation of this rule shall be the personal responsibility of the student.

Disruptive Behavior - No student shall behave in a manner which is unacceptable in a learning environment or which endangers the rights and/or safety of him/herself or other students or staff.

Drugs - The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on all college-owned or operated property and at any college-sponsored events either on- or off-campus.

Dumping and Littering - No student shall deposit, dump, litter or otherwise dispose of any refuse on college property, except in duly designated refuse depositories.

Gambling - No student shall engage in any form of gambling on college-owned or operated property or at college-sponsored events either on- or off-campus.

Harassment - No student shall engage in harassment of another student or staff member of the college. This shall include, but not limited to, sexual and racial harassment, and may include verbal and/or physical actions.

Parking and Motor Vehicles - No student shall park a vehicle except in appropriately designated areas. No student shall operate a vehicle in an unsafe manner. Violators of parking regulations may be subject to impounding of vehicles or traffic tickets under the provisions of the individual campus traffic regulations. The college assumes no responsibility for loss, theft, or damage to cars parked in the college parking areas.

Safety - No student shall engage in behavior which violates any safety rules of any classroom, laboratory or other college premises. This shall include, but not limited to, the wearing of any required personal protective equipment, and the following of prescribed methods and procedures for handling and disposing of certain materials which may be hazardous, unstable, contagious, etc.

Signs - No student shall erect or display signs or posters on college property unless authorized through the campus Office of Campus Facilities. No student shall deface, alter, tamper with, destroy or remove any sign or inscription on college-owned or operated property.

Soliciting - No student or student organization may use campus facilities, solicit funds or schedule activities unless such action has been approved through the campus Office of Campus Facilities.

Smoking - OCC joins the growing number of colleges, universities and companies operating in a smoke-free environment. Smoking is not permitted in any college building by employees, students, visitors or vendors.

Theft/Vandalism - No person or persons shall engage in the theft of or damage to property belonging to another person, organization or institution. This includes tampering with coin operated machines.

Use of College Facilities - No student shall be on campus except during times established in the Academic Calendar as instructional periods and/or during normal college hours of operation. Students wishing to utilize college facilities other than at those times, must acquire permission from the campus administration through the Office of Campus Facilities.

Weapons - No student shall possess, use or threaten to use weapons or explosives on any college-owned or operated property or at any college-sponsored events either on-or off-campus, except as specifically authorized in writing by the campus administration.

RIGHTS OF STUDENT INVOLVEMENT

1. **Academic Senate:** The Academic Senate is vitally concerned with the effective participation of students, faculty and administration in policy formation. Its interest is in making Oakland Community College a more responsive and responsible educational institution. Students, faculty and administrators participate through committee study and action by the Senate as a whole. A truly effective Senate needs students' participation.

Students interested in serving as members of the Academic Senate should contact the campus Academic Senate Chair.

2. **Right to Petition:** Any student or student group wishing to express a concern or lodge a grievance regarding campus or college policy or practice is requested to follow the appropriate steps:

- A. Academic Senate (if appropriate)
- B. Dean
- C. President
- D. Appropriate Vice Chancellor
- E. Chancellor
- F. Board of Trustees

It is the policy of the board of trustees to consider matters of individuals or groups in regular public meetings upon submission of a written petition which will enable the board to plan and conduct business in an orderly manner.

Petitions should not be used in individual appeals involving specific academic issues or student discipline determinations (see Student Discipline-Due Process and Academic Appeals).

ACADEMIC APPEALS

The Oakland Community College Academic Appeals Process is established to provide the student with a means of questioning employee academic behavior. Examples of expected appropriate academic behavior are set forth in the American Association of University Professors' Code of Ethics:

"As teachers, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every possible effort to foster honest academic conduct and to assure that their evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment and/or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom."

The Academic Appeals Process is available to a student who has an academic concern and wishes to seek resolution formally. All of the following proceedings will occur in a professional manner, and all efforts will be made to protect the rights of all parties involved:

1. The student will discuss the academic concern with the faculty member. An appeal of an academic concern or grade must be made within six months from the date of the incident or issuance of grade.
2. If the concern is not resolved in step 1, the student will contact the department chairperson. If there is no resolution, then the process becomes formalized.
3. The student will present a written statement specifying the alleged problem and the proposed resolution to the dean/director responsible for the academic discipline. The faculty member shall receive a copy of the written statement from the dean/director. The dean/director shall request, in writing, an explanation from the faculty member involved. If there is no resolution at this level, the student may request the formation of an Academic Appeals Board. The dean/director will explain the next steps in the process, including the availability of an academic appeals volunteer. This volunteer will be a faculty or staff member whose function is to assist the student through the academic appeal process.
4. The dean/director will then notify the chair of the Campus Academic Senate to prepare a list of twelve randomly selected faculty members and twelve randomly selected student representatives. The Appeals Board will be composed of three faculty members and three student representatives randomly selected from these lists and will be chaired by the appropriate administrator or manager. These individuals may remain on the list of prospective Appeals Board members for a duration specified by each Campus Academic Senate. Each member of the board is expected to use good judgment to avoid any conflict of interest with regard to their eligibility to serve on the Appeals Board.

5. The student will submit to the chair of the Appeals Board, at least seven working days prior to the convening of the board, the following materials:
 - A. A written statement setting forth the formal complaint, the evidence and proposed resolution, as well as justification for the hearing of the appeal.
 - B. Names of material witnesses, if appropriate, and brief summaries of their testimonies.

The faculty member involved shall also submit pertinent written materials and the names of material witnesses, if appropriate, within two working days of the chair's receipt of the formal complaint. These written materials will be made available to the involved faculty members and student at least 72 hours prior to the hearing date. Members of the Appeals Board will receive all materials at least 24 hours prior to the hearing. During the hearing, the student and the faculty member will each have thirty minutes to provide relevant information, to present witnesses and to entertain questions from the board. Each may be present to hear all testimony.

6. The members of the board shall vote by secret ballot. In the event of a tie vote, the Appeals Board chairperson will cast the deciding vote. Upon reaching a decision, the board will consult with the faculty member. After this consultation and within 48 hours of the board's decision, the student and the faculty member will be notified in writing of the board's decision and the faculty member's response. If the matter is not resolved by this action, the petitioning student may contact the campus president, whose decision in writing regarding this matter shall be final. All of the above proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved. These proceedings do not preclude student or faculty rights to seek other redress to the matter.

NONACADEMIC APPEALS

Students, faculty or employees who feel they have been subjected to discrimination or harassment based upon race, religion, color, national origin or ancestry, age, sex (including sexual harassment), marital status, sexual orientation, Vietnam era veteran status, height, weight, disability or handicap unrelated to the person's ability to do his or her job should contact the Equal Opportunity Compliance Officer, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266, Phone: 248.341.2035 within ten (10) working days of the act(s) of which the person complains.

ACADEMIC SANCTIONS

A student is in Good Standing when that student has:

- A most recent semester grade point average (SGPA) of 2.0 or higher and
- A cumulative grade point average (CGPA) of 2.0 or higher

Maintaining these standards makes a student eligible for an academic degree or certificate.

In an effort to promote student success, the college has developed a program of academic sanctions which shall be triggered when the semester GPA of a student falls below 2.0.

- Upon the first such semester following a semester clear of any academic sanction, the college will issue an Academic Warning to the student advising that greater care should be exercised to prevent a recurrence.

- In the event that this condition continues for a second consecutive semester, the student will be issued another Academic Warning if the cumulative GPA is at or above 2.0. However, if the cumulative GPA is at or below 2.0, regardless of the semester GPA, the student will be placed on Academic Intervention. The counselor may also ask that the student observe other restrictions appropriate to his or her academic profile.

- If the student's semester GPA is found to be below 2.0 for a third consecutive semester, the college will review that student's academic record. If this review reveals that the cumulative GPA is above 2.0, the student will be continued on Academic Intervention status with any restrictions deemed appropriate by a college counselor.

If the examination reveals that both the semester and cumulative GPAs are below 2.0, the student will be suspended for one calendar year. During this time away from the college, the student is asked to reflect on this condition and determine if the pursuit of an academic credential is proper at this time. Before returning from this suspension, the student will be required to see a college counselor.

If the student returns to the college after the period of Academic Suspension, he or she will be attending under the continued standing of Academic Intervention with any restrictions which may have been prescribed. If, at the end of this first semester in which the student returned, the CGPA is still less than 2.0 but the SGPA is above 2.0, the student will be continued on Academic Intervention semester by semester until the CGPA is 2.0 or higher. However, at the first semester that both the CGPA and the SGPA are again below 2.0, the student will be returned to Academic Suspension status.

ACADEMIC DISMISSAL APPEAL

A student may appeal an Academic Dismissal. A dean of the home campus of the academic program housing the student's major or a dean of the campus where the majority of the student's credits were earned may hear the appeal. The dean may consider the appeal alone or convene a committee for that purpose. An appeal should show cause, in the view of the student, why the Academic Dismissal should not be imposed. The decision provided by the dean will be final.

ATTENDANCE POLICY

Students are expected to attend all class meetings unless other arrangements are made with the instructor. The syllabus for each course sets forth the instructor's attendance policy.

AUDITING A COURSE

A student may register for a course without credit. This election must be made at the time of registration or schedule adjustment. Grades of "AU" do not satisfy prerequisites and are not transferable. This grade is not used in the calculation of GPA.

CHANGE OF CLASS SCHEDULE

Students are expected to complete a class schedule during registration and maintain that schedule for the entire semester. If, for any reason, students wish to change their program or any of their courses, they must go through the drop/add procedure at the campus. Until the requested change is officially authorized, the students should attend all classes in which they originally enrolled.

CHANGE OF GRADE POLICY

A change of grade may not be submitted after one calendar year from the date the original grade is formally issued.

COURSE REPETITION

A student who wishes to enroll in a course that has been attempted three or more times must request approval of an academic counselor.

A course may be repeated. However, the listing of the original grade remains part of the permanent record. The best grade and credits are used to compute the grade point average.

A student need not repeat a course in which an "F" was earned unless it is a prerequisite to another course or it is a course required for graduation.

Certain courses have been designated as "equiate" courses. Taking both a course and its equivalent has the same effect as repeating that course.

COURSE SUBSTITUTION

In certain circumstances, students may substitute a comparable course for a required course provided that the minimum number of credit hours for the degree or certificate is met. Students may inquire about the substitution procedure at any campus counseling office.

TRANSFER COURSES

Oakland Community College offers college courses that fulfill requirements in the first two years of a bachelor degree. The courses are articulated with degree programs at other colleges and universities throughout the state. Transfer guides are available at campus counseling centers and on the web at www.macrao.org

DECLARATION OF A CURRICULUM OF STUDY

The college serves many needs of the enrolled student. By declaring a curriculum of study a degree-oriented student keeps the college informed of this goal. Students are expected to declare a curriculum of study as soon as possible. Students wishing to identify or change their curriculum designation must choose a curriculum from the list of active programs. Students who know that degree attainment is not their goal, should make the curriculum designation of NDS (non-degree student). The designation UND (undecided) is reserved for the degree-oriented student who is unsure of the specific degree or program desired.

DROPPING A COURSE

Students may drop a class or cancel enrollment by web or Touch*Tone during registration periods. Student-initiated drops may be transacted on the web or in person at any campus once classes begin. Student drops transacted after the refund period will appear as a "W" mark on the transcript. Student-initiated drops will not be permitted beyond the instructional week indicated in the following table:

LENGTH OF COURSE INSTRUCTION	LAST WEEK OF
30.....	24
15.....	12
14.....	11
13.....	10
12.....	9
11.....	8
10.....	7
9.....	6
8.....	5
7.....	4
6.....	3
5.....	2
4.....	1

Sections less than four weeks in length may be dropped no later than the end of the business day following the first class meeting.

GRADE APPEAL POLICY

A grade appeal must be made within six months from the date the original grade is formally issued. The steps to appeal are found in the college catalog under Academic Appeals Policy on p. 54.

GRADE REPORTS

All grade reports will be available from the OCC website on the third business day following the end of the semester. (see OCC Online Services at webreg.oaklandcc.edu)

Grades not available at that time will be posted as soon as received by the Office of the Registrar from the faculty. Students needing paper copies of the academic record for the recent semester may request the document from Online Services or Enrollment Services. As part of the security and data integrity program, these documents can only be mailed to the address on record with the college.

HONORS

At the end of each fall and winter semester a Dean's List will be produced naming those students who, during the respective semester, earned a 3.5 GPA or higher for a load of at least 6 credit hours when fall or winter GPAs are calculated. Students eligible for inclusion on the dean's list will be notified by mail approximately one month from the end of the semester.

TRANSCRIPTS

Transcript requests must include the student's name, student identification number or last four digits of the social security number and date of birth, home address, semester last attended and the complete address of the recipient. A \$2 fee for each transcript requested must accompany the request.

Grades for the current session will be available on transcripts approximately one week after the end of the session. Request forms are available online or on campus.

Request letters or completed forms, accompanied by the appropriate transcript fee amount in a check or money order made out to OCC, should be sent to:

Transcript Request
Office of Enrollment Services
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266

Transcripts may also be ordered online through the **National Student Clearinghouse**, twenty four hours a day, seven days a week. Please see their website for all pertinent information to ensure convenient, secure transactions. www.nslc.org/students/transcript.htm

Transcript requests will not be processed for students with financial obligations to the college.

STUDENT CONDUCT

Students attending Oakland Community College are expected to respect and abide by the laws governing the community in which the college is located as well as the rules, regulations and policies of the college. Students are expected to be familiar with all of the rules and regulations.

STUDENTS' RELIGIOUS OBSERVANCE

The Oakland Community College Chancellor's Cabinet respects students' observance of their major religious holidays. When academic scheduling conflicts prove unavoidable, no student will be penalized for absence due to religious reasons, and alternative means will be sought for satisfying the academic requirements involved. If a suitable arrangement cannot be worked out between the student and the instructor, students and instructors should consult the appropriate department chair. If an additional appeal is needed, it may be taken to the appropriate dean. It is important to note that students should notify their instructors prior to their absence from the class. Being granted permission to miss the class does not constitute permission to not do the work assigned by the instructor to all students for that class period. The student shall be permitted a reasonable amount of time to make up the material or activities covered in their absence.

ACADEMIC PLACEMENT PHILOSOPHY

Community colleges enroll a highly diverse population of students who bring a broad range of skill levels to their studies. This variety in student skill levels dictates a need for appropriate entry-level evaluation, educational counseling and course placement in order to increase the probability of student success. A comprehensive entry-level evaluation and placement program is one component in a total strategy to provide educational opportunities for the ultimate achievement of both student and institutional goals.

Entry-level evaluation and placement is a systematic process intended to identify student skills and needs. Data garnered through evaluation enables college staff to assist students in appropriate choices, determine which educational interventions are most likely to ensure student success and assist policy makers in decision-making.

GENERAL PLACEMENT INFORMATION

OCC placement tests are administered to all new students who plan to enroll in credit classes, except those exempted (see below). These tests measure students' skills in English or ESL (English as a Second Language) and mathematics. Counselors will use these results along with other information to help students make their educational plans. Those students for whom English is the native language take COMPASS (COMputer-adaptive Placement Assessment and Support System). Those students for whom English is **not** the native language take MTELP (Michigan Test of English Language Proficiency). Placement tests in English or ESL and math are given regularly during the months before registration. The placement results will help students and their OCC counselor select appropriate English or ESL and math courses.

Students **may be** exempt from these placement tests under certain conditions. Please refer to the following information for applicability. Those who qualify for exemption under any of these conditions, must submit copies of the appropriate documentation with their application to the campus Enrollment Services Department.

Disabled or disadvantaged students should consult the campus Accessibility Compliance Center and Educational Support Services (ACCESS) office for assistance with the scheduling and administration of placement tests.

PLACEMENT IN ENGLISH (COMPASS)

All new students whose native language is English must take COMPASS. Students may be exempted from taking the COMPASS English test if they meet any of the following conditions:

- Have documentation of an Advanced English placement score of 3 or higher
- Have documentation of a CLEP score in Composition that is the equivalent of ENG 1510
- Have documentation of a CLEP score in Composition that is the equivalent of ENG 1510
- Have scored one of the following on the ACT exam with combined English and Reading sub-scores of:
 - 38 or higher with a minimum of 18 on each test
 - 29-37 with a minimum of 11 on each test
 - 22-28 with a minimum of 11 on each test
- Have documentation of an SAT verbal score of 450 or higher
- Have a transcript showing achievement of a grade of “C” or higher in an equivalent college-level composition course
- Have evidence of an English COMPASS score (combined writing skills and reading) within the previous two years
- Have been admitted to OCC as a college guest student with a college Guest Application (Note: guest applications must be renewed each semester of enrollment; also note High School Guests are **not** exempt).
- Have earned an associate degree or higher from an accredited U.S. college or university
- Have earned a bachelor degree with the equivalent to freshman Composition ENG-1510 from a non-U.S. academic institution
- Have earned a bachelor degree from a non-U.S. academic institution with the equivalent to freshman Composition ENG 1510

Students may retake the COMPASS placement test one time by scheduling a “retake” at the appropriate campus ASC. One additional retake may be authorized by a counselor or the English COMPASS Coordinator. Placement will be determined by the student’s best score. Students may appeal their final best English placement.

PLACEMENT IN ESL (MTELP)

All new students for whom English is a second language must take MTELP or submit ACT scores.

They **may be** exempted from this testing if they meet any one of the following conditions:

- Have documentation of ACT scores showing 22 or higher on the English subtest with a minimum of 11 on both English and reading subscores.
- Have documentation of an SAT critical reading/verbal score of 450 or higher
- Have evidence of completing a course equivalent to ENG 1510
- Have evidence of completing an associate degree or higher from an accredited U.S. college or university
- Have been admitted to OCC under a college Guest Application from another college where they are enrolled in college-level courses (Note: guest applications must be renewed each semester of enrollment). Any student who wishes to enroll in any ESL course **must** take the MTELP Placement test.
- Have an exemption from taking MTELP and the ability to enroll in English 1510 because they have an official TOEFL score of: Internet-based – total score of 79 or higher with a writing score of 24 or higher; Computer-based – total score of 213 or higher with a writing score of 5.0 or higher; Paper-based – 550 or higher with a writing (TWE) score of 5.0 or higher. Both official scores must be presented to the appropriate college personnel for the students to be exempt.

A student can re-test on the MTELP if it has been one calendar year since the last MTELP and no OCC ESL courses have been taken, or if one calendar year has passed since the end of the semester in which the student was enrolled in an OCC ESL course. No currently enrolled students in OCC ESL courses can re-test. There is an assessment test in each ESL class the first day of instruction which serves as the appeal process. If a student scores between 15 and 24 on the MTELP, a counselor can authorize this student to take a writing sample for possible placement into the first level ESL credit classes.

PLACEMENT IN MATH (COMPASS)

In order to register for a math course, students must be placed into the appropriate level. The COMPASS math placement will identify for students the appropriate entry-level math course. Students may take math classes at or below the course level indicated by their score. They may take this initial placement test when they apply for admission or at a later date by contacting any OCC campus Academic Support Center (ASC). Unless specifically exempted, all students including those who plan to take MAT 2530 (Mathematics for Elementary Teachers I), must complete math placement testing before registering in a math class.

Students who disagree with their initial math placement may repeat the COMPASS math placement test a total of two times within two years. Those students who still disagree with their results after taking a COMPASS math placement test a second time should contact an OCC counselor. Students who are still not satisfied may appeal their math placement. The appeal process can be accessed through the OCC website at www.oaklandcc.edu/mathematics.

Students are exempt from the COMPASS math placement if they meet any one of the following conditions:

- Have documentation of ACT math scores showing 12 or higher
- Have earned a bachelor degree or higher from an accredited U.S. college or university
- Have been admitted to OCC under a College Guest Application from another college or university
- Have evidence of passing with a "C" or better the prerequisite math course at OCC or the equivalent college transfer course at another accredited college within the past three years
- Have earned credit for a math course at OCC or at another accredited college and wish to enroll in the same course
- Have earned a score of 3 or higher on the advanced placement exam in calculus AB or BC
- Have documentation of COMPASS math placement score taken elsewhere within the last two years

Practice math placement problems with answers are available online at www.oaklandcc.edu/mathematics or at each campus in the ASC. Students are recommended to "brush-up" on their math before taking the COMPASS math placement test.

For additional math placement information, see the current schedule of classes or speak with a counselor.

SCHEDULING PLACEMENT TESTS

Applicants should call any home campus Academic Support Center (ASC) to schedule an appointment and for further information. Information is also available on the campus ASC website through the college's home page at www.oaklandcc.edu. An Application for Admission must be submitted prior to scheduling any placement test. Applicants should plan to arrive 10 minutes prior to the start of the session and be prepared to present a valid picture ID.

<u>CAMPUS</u>	<u>ROOM</u>	<u>PHONE NUMBER</u>
Auburn Hills	B-110	248.232.4436
Highland Lakes	WH-20	248.942.3035
Orchard Ridge	K-100	248.522.3435
Royal Oak	C-104	248.246.2435
Southfield	230	248.233.2735

AP (Advanced Placement) and **CLEP** (College-Level Examination Program) / Oakland Community College participates in the Advanced Placement Program of the college board and grants credit with scores of three or higher. Credit will also be granted for the CLEP general examinations and subject exams when scores are at or above the fiftieth percentile.

Transfer Equivalency / When the knowledge and content between an OCC course and another institution's course are shown to be equal, and the two courses are within one credit hour of each other, OCC may declare the courses as equivalent. That means, if students have taken the course at the other institution, they are deemed to have equivalent knowledge as that gained from taking the OCC course although the credit value may differ slightly due to a difference in calendar systems. As a result, the course from the other institution will satisfy any prerequisite, corequisite, program, admission, graduation or certification requirement in the same manner as would the OCC course. Therefore, requiring the retaking of a course simply because there is a difference in credit is inconsistent with college policy on duplicate course credit. When the course experience is part of the general education requirements, the college registrar shall make the final decision. In fact, the college registrar shall serve as the arbiter in any equivalency dispute.

Tech Prep / Tech Prep Advance Placement Agreements exist between Oakland Community College and a number of area high school districts. High school students seeking further information should contact their high school counselor or call the counseling department at any OCC campus and make an appointment with the Tech Prep counselor at that campus.

CREDIT BY EXAMINATION

Oakland Community College recognizes that some students enter college with proficiencies that warrant college credit.

Students may request credit by examination to demonstrate skills and knowledge in many courses offered by the college. Students interested in credit by examination should obtain the forms from the Campus Office of the Dean, then consult with the appropriate academic department to discuss the feasibility of completing the examination. Tuition payment must precede sitting for the examination. If the request is approved with advance notice at the Campus Academic Dean's office and payment of the appropriate tuition has been made, such examination will be given.

The instructor must enter the final grade on the form and forward the form to the dean for approval. The credit and grade earned will be entered on the student academic record as of the semester that the student sat for the examination. Credit by examination is intended for students who have attained high levels of proficiency prior to entering OCC. It is not intended for students desiring independent study or for students enrolled in the course.

Credit by examination will not be permitted for a lower-level course if credit has been earned in an advanced course within the same sequence. Students seeking credit by examination must have been admitted to OCC. Credit by examination may not be used to repeat a previously completed OCC course or a previous credit by examination.

COURSE LOAD AND SCHEDULE

Student Load - A student's load status for a semester will not be computed until the first business day after the 100% refund period has ended to ensure enrollment. To avoid overburdening themselves, students planning their class schedules should keep in mind the number of hours per week that they will be attending classes, the number of hours per week that will be spent doing homework, and the number of hours per week that students plan to work.

Full-Time Status - Students enrolled for 12 or more credit hours in a given semester will be verified as full-time students in that semester.

Part-Time Status - Students enrolled for less than 12 credit hours will be verified as part-time students in that semester.

Overload Status - Students wishing to enroll for more than 17 credit hours must receive special permission from an OCC counselor.

ACCEPTANCE OF TRANSFER CREDIT

Undergraduate course credit completed with a 2.00 or higher grade at an institution of higher education accredited by one of the eight regional institutional accrediting bodies recognized by the Council for Higher Education Accreditation (CHEA) will be accepted as transfer credit at Oakland Community College. The college at which the credit was earned must have been accredited at the time the courses were completed for credit.

Re-admitted students will be subject to current catalog requirements with regard to active programs. Additionally, readmitted students may find that certain previously approved credit from non-accredited institutions may not be continued.

Oakland Community College will also consider the acceptance of course credit from an accredited national, or professional body recognized by the Council for Higher Education Accreditation (CHEA) as listed in the Directory of the American Council on Education (ACE). This consideration will extend to Armed Services programs and certain business and industry programs and certificates listed in the ACE directory. Other credit may be considered. The College Registrar makes the final determination of acceptance.

Only official transcripts can be accepted for the evaluation of transfer credit. OCC considers a transcript official only if it bears the seal and signature of the prime recordkeeper and is sent directly from the previous institution to the OCC Office of Enrollment Services. The mailing address is:

Transcript Evaluation
Office of Enrollment Services
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266

Transcripts should be received at OCC at least one month prior to Final Registration to ensure transfer credit availability for use in registration advising. Students with any questions about the transferability of prior course work should consult with a counselor before registering. The OCC transcript does not list individual courses accepted from other institutions but rather summarizes the amount of credit earned from that institution. Transfer credit does not influence the OCC grade point average. Courses that are not directly equivalent to Oakland Community College courses may be accepted as elective credits to apply against requirements of a particular program.

OCC does not accept transfer credits to replace required technical courses for the Associate of Applied Science Degree. Exceptions are granted only by consent of the appropriate technical program faculty.

GRADING SYSTEM

GRADES

Students will be awarded letter grades for all coursework as follows:

GRADE	DESCRIPTION	POINTS
A	Excellent	4.0
A-	3.7
B+	3.3
B	Good	3.0
B-	2.7
C+	2.3
C	Average	2.0
C-	1.7
D+	1.3
D	1.0
F	Failure.....	0.0

MARKS

AU – Audit - A student may register for a course without credit. This election must be made at the time of registration or schedule adjustment.

CP – Continuing Progress - A mark designated for selective use for students enrolled in designated courses who have attended class regularly and made reasonable effort toward progress but have not demonstrated a passing level of proficiency. This mark cannot be awarded more than once for the same course. The “CP” may remain on the transcript indefinitely. Upon re-enrollment and completion, the letter grade issued will be used for purposes of figuring the grade point average. The instructor of record will submit a written summation of the student’s progress to the student, the next instructor and the department chair. This is to ensure that the student understands and accepts the responsibilities outlined by the instructor.

I – Incomplete - This mark will be used sparingly and only when an emergency prevents a student from completing course work during the regular college session. The student is responsible for completing a written agreement with the instructor detailing the requirements to be met for the completion of the “I” before it is assigned. The student is not to register for a course in which he or she has a current mark of “I”. Without prior faculty-initiated action to change the “I”, this mark will become a “WVP” one year subsequent to its original issue.

N – Non-Attendant - The non-punitive mark is awarded to students who, though registered, never attended class, did not officially drop, and no gradable work exists.

NR – Not-Reported - Grade was not reported or submitted.

W – Student-Initiated Withdrawal - This mark is awarded to students who initiate the process to officially drop the course during the time specified for the academic period.

WF – Faculty-Initiated Withdrawal/Failing - This non-punitive mark is awarded to indicate insufficient class participation to merit a passing grade.

WP – Faculty-Initiated Withdrawal/Passing - This non-punitive mark is awarded to indicate insufficient class participation to merit a permanent grade.

STUDENT OUTCOMES ASSESSMENT

Oakland Community College is committed to student learning. The college’s **Vision and Mission Statements** makes that clear.

The college is committed to encouraging student learning and also to finding out the extent to which it occurs. Learning is about more than grades. Assessment is the method of finding out how, and how much, students learn in order to enhance the learning environment at Oakland Community College.

OCC’S ASSESSMENT STATEMENT

Assessment is an on-going process aimed at understanding and improving student learning. It involves making our expectations clear to students and setting appropriate outcomes for learning. It helps determine how well student performance matches those outcomes. It uses the resulting information to improve student learning. The assessment process helps to support OCC’s shared academic culture dedicated to assuring and improving student learning. Assessment of student learning occurs at various academic levels. The goals at each level are different.

CLASSROOM ASSESSMENT

The goal of classroom assessment is to enhance student learning. Instructors use a variety of methods in the classroom to get feedback about student learning in terms of course objectives.

PROGRAM ASSESSMENT

Every degree, diploma and certificate program has a Statement of Purpose and learning outcomes. Each learning outcome is measured by the faculty in the program through a variety of assignments, tests, practicums, projects and licensing examinations. Also, program graduates are surveyed to get feedback about how well the program prepared them for their jobs. The goal of program assessment is to revise and improve the curriculum of the program and to insure student success.

GENERAL EDUCATION ASSESSMENT

Students come to college for a variety of reasons. Regardless of the reason, it is the goal of the college to give its students an education including general skills and knowledge critical for success in life. Therefore, the OCC faculty has identified nine general education outcomes and has incorporated them into the general education requirements of the college. These outcomes include:

- **Critical Thinking:** Graduates can demonstrate and apply the skills to conceptualize, think creatively and innovatively, analyze, synthesize, and apply information.
- **Effective Communication:** Graduates can demonstrate and apply skills for effective written and oral (including non-verbal) communication.
- **Global Understanding and Responsibility:** Graduates understand global issues and the potential impact of their decisions on other individuals, groups and the environment, and can identify opportunities and articulate personal intentions to improve global conditions.
- **Information Literacy:** Graduates will be able to use information ethically and legally, and identify, explore, analyze and apply appropriate information resources to a specific task.
- **Personal Development:** Graduates understand personal development as a life-long process. Graduates can demonstrate strategies for physical and psychosocial well-being, as well as personal responsibility for decisions and behaviors.
- **Social Responsibility:** Graduates understand the rights, responsibilities and privileges necessary to become informed participating community members.
- **Quantitative Literacy:** Graduates can perform mathematical computations, identify and draw inferences from relevant information, and represent mathematical information graphically, symbolically, numerically and verbally.
- **Scientific Literacy:** Graduates can apply fundamental scientific principles and methods of inquiry to understand the impacts of scientific research and technology.
- **Aesthetic Awareness:** Graduates will have an appreciation of the humanities/arts, and the role of aesthetic experiences in daily life.

These outcomes are assessed in the same way as course learning objectives in the classroom. Additionally, Student Assessment of General Education (SAGE) occurs college wide each year where students are invited to participate in a formal process for assessing their knowledge and skill within each of the general education outcomes.

WHERE CAN I FIND OUT MORE ABOUT ASSESSMENT?

Students desiring additional information may contact the Director of Assessment and Effectiveness at **248.522.3882**

CODE OF AN ATHLETE



Goal: Oakland Community College Raider Athletic Program strives to instill in all of its student athletes the drive towards commitment, excellence, dedication and perseverance both on and off the playing field.

Vision Statement: Building future champions

The Code of an Athlete is designed to guide the behavior of all athletes representing the college. As an athlete representing Oakland Community College, I subscribe to the following ideals:

1. I regard the achievement of excellence in my sport, my role as a team member, and the development of my character as ends in themselves.
2. I will fulfill the responsibilities required of me by my teammates, coach and college.
3. I will treat all of my fellow athletes with the courtesy and respect that I would have them confer on me.
4. I will uphold my academic responsibility as an athlete at Oakland Community College.
5. I understand the privilege of wearing an Oakland Community College uniform carries with it the responsibility of being a student athlete on the playing field, on my college campus and in my community.
6. I understand that I will not participate in the use of alcohol, drugs and all other forms of inappropriate behavior as stipulated in the college Guide to Campus Safety and Success.

For recruitment, sport scores, updates and to reach the OCC Athletic Director

RAIDER HOTLINE: 248.341.2275

STUDENT CONDUCT

Students attending Oakland Community College are expected to respect and abide by the laws governing the community in which the college is located as well as the rules, regulations and policies of the college. Students are expected to be familiar with all of the rules and regulations.

Student Discipline Guidelines

1. Procedural Due Process

Procedural due process appropriate to the specific case must be followed prior to the imposition of discipline for violation of rules and regulations. Some elements of due process, such as timely and specific notice of charges, are almost always appropriate regardless of the gravity of the violation alleged. Other elements of due process may be appropriate to the hearing of an appeal. Prior to the hearing, the student shall be informed of the elements of due process to be followed in the case. Upon appeal to the Campus Board of Conduct, among the elements that may be provided are:

- A. Timely and specific notice of the charges;
- B. Right to rebut adverse testimony;
- C. Right to a written transcript of the hearing;
- D. Right to representation by a lawyer.

Other procedural safeguards may be followed as required by the circumstances.

2. Burden and Standard of Proof

The burden shall be on the college to show by a preponderance of the evidence that the student violated the rules and regulations.

3. Status of Student Pending Hearing and Appeal

A student's status shall not be changed prior to hearing an appeal unless there is reasonable cause to believe that the student's status (for example, his or her continued presence in the classroom) poses a danger to others or will disrupt the educational process. The decision to alter a student's status pending hearing and appeal will be made by the responsible dean.

4. Forms of Discipline

Disciplinary action must be proportionate to the violation and, depending on the nature of the violation, may take the form of a reprimand; restrictions on activities or privileges; restitution; denial of honors, certificate or degree; probation; temporary or permanent suspension from a class or program; dismissal from the college; or other measures appropriate under the circumstances of the case.

5. Procedures for Classroom Misconduct

The following procedures shall govern cases where a violation of any rule or regulation regarding classroom conduct is alleged. If misconduct warrants an immediate suspension from the class for the remainder of the class period, the instructor may do so without a prior hearing. Under certain circumstances, public safety officers may be called upon to help stabilize a scene. The instructor shall provide written notice to the dean responsible for Student Services as soon as practicable.

If misconduct warrants additional or different discipline, the instructor shall consult with the appropriate dean who may elect to:

- A. Meet with the student, the instructor (if consenting) and other appropriate persons to explore and adopt non-disciplinary solutions, including the establishment of guidelines for retaining the student in the class; or
- B. Conduct a meeting with the student and other persons appropriate to the case, make a written determination of the facts and take disciplinary action if such action is warranted; or
- C. Take no action.

The student may appeal the dean's decision to the Campus Board of Conduct (see Appeal Process, subparagraph 7, below).

6. Procedures for Other Violations

Violations of any rule or regulation except those regarding classroom conduct shall be reported to the responsible dean who may elect to:

- A. Meet with the student and other appropriate persons to explore and adopt non-disciplinary solutions; or
- B. Conduct a meeting with the student and other persons appropriate to the case, make a written determination of the facts, and take disciplinary action if such action is warranted; or
- C. Take no action.

The student may appeal the decision of the responsible dean to the Campus Board of Conduct (see Appeal Process, subparagraph 7).

7. Appeal Process

Appeals must be filed in writing with the responsible dean within 20 calendar days of the date the notice of action was issued. The appeal shall state the reason(s) the dean's decision should not stand. As soon as reasonably possible, the Campus Board of Conduct shall notify the student in writing of the hearing date and appropriate elements of due process. The board shall then conduct a hearing (unless waived by the student) and shall affirm, modify or reverse the dean's decision. The board's decision may be appealed to the campus president in writing within seven calendar days of the date of notice of board actions. The president shall affirm, modify or reverse the decision of the board. The president's decision shall be final.

8. Campus Board of Conduct

Each campus shall provide a Campus Board of Conduct. The board shall be composed of five voting members as follows:

- A. One campus dean selected by the administration (not involved with the disciplinary action) who shall act as chair and shall conduct the hearing;
- B. Two students selected by approved student organizations; and
- C. Two faculty selected by the Campus Academic Senate.

ADMINISTRATIVE WITHDRAWAL

When a student's behavior is unacceptable in a learning environment and the rights and/or safety of other students or staff are violated, the student may be administratively withdrawn.

The dean will review all witnessed claims of inappropriate behavior with the student prior to administrative withdrawal. Students subject to this withdrawal may initiate an appeal in accordance with the appeals process.

EQUAL OPPORTUNITY

Oakland Community College does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, gender (including sexual harassment), age, height, weight, marital status, familial status, sexual orientation, Vietnam era veteran status, or disability in its employment practices and/or educational programs or activities.

Concerns about the above should be communicated to:

Human Resources
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266
Phone: 248.341.2200

EQUAL OPPORTUNITY REGULATIONS

The following regulations are adopted by Chancellor's Council in order to implement the board of trustee's policy regarding Equal Opportunity for students, employees, and applicants for admission and employment at Oakland Community College.

1. All college publications used to recruit students or employees and all admission and employment application forms shall include a statement of the board's Non-Discrimination Policy.
2. All administrators and supervisors of the college shall be responsible for reporting any possible violation of this board policy to the college's Equal Opportunity Compliance Officer. This shall include possible violations of which the administrator or supervisor has personal knowledge as well as those which may be reported to him/her.
3. All administrators, faculty, staff, and students are expected to conform to board policy and any regulations, statements, and procedures issued in order to implement board policy. Any member of the administration, faculty, staff or student who violates board policy shall be subject to disciplinary action as appropriate, up to and including discharge from employment or dismissal from the college. Formal action against any employee covered by a collective bargaining agreement shall be taken in accord with the provisions of the applicable collective bargaining agreement. Formal action against any employee not covered by a collective

bargaining agreement shall be taken in accordance with board policy.

4. A member of the Human Resources Department shall be officially designated as the college's Equal Opportunity Compliance Officer and shall function as the Title IX Coordinator and Section 504 (Handicap) Compliance Coordinator. Other departmental staff or outside legal counsel may be utilized to assist in the processing or investigation of complaints as necessary.
5. The college's Human Resources Department shall be responsible for processing all complaints made against administrators, faculty and staff. If a complaint is made against any member of the Human Resources Department, the chancellor shall be informed immediately, in writing, and the complaint may be referred to outside counsel for processing.
6. Complaints against students shall be processed according to the Equal Opportunity/Sexual Harassment complaint procedure found in the student handbook.

CAMPUS SEXUAL ASSAULT GUIDELINES

1. **Prohibited Acts** - Sexual assault will be defined by State of Michigan law. Oakland Community College will treat any and all sexual assaults as matters of the highest concern and seriousness.
2. **Procedures For Reporting Sexual Assault ***
 - A. If a sex offense occurs on college property, notify the Public Safety Department immediately. If the offense occurs when the campus is closed, notify the local Police Department who will notify college officials. Any college employee can assist you in making such notification.
 - B. If you feel you are the victim of a sexual assault, the Oakland Community College Department of Public Safety will:
 1. Not release your name to the public or to the press.
 2. Not pre-judge you and will not blame you for what occurred, nor will it be suggested that you were contributively negligent or assumed the risk of being sexually assaulted.
 3. Treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
 4. Make appropriate accommodations, if possible, if you feel more comfortable talking with a female or male officer.
 5. Assist you in arranging for any hospital treatment or other medical needs.
 6. Assist you in privately contacting counseling, safety, advising and other available resources, including any options provided to you under state and federal law regarding mandatory testing of sexual assault suspects for communicable diseases and notification to the victim of the results of the testing.

7. Fully investigate your case, and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
8. Continue to be available for you to answer your questions, to explain the systems and processes involved (prosecutor, courts, etc.), and to be a listening ear if you wish.
9. Consider your case seriously regardless of your gender or the gender of the suspect.
10. If a sexual assault occurs on college property, notify the Public Safety Department immediately. Any college employee can assist you in making such notification.

EQUAL OPPORTUNITY/SEXUAL HARASSMENT COMPLAINT PROCEDURE

Students, faculty or employees who feel they have been subjected to discrimination or harassment based upon race, religion, color, national origin, age, sex (including sexual harassment), marital status, sexual orientation, Vietnam era veteran status, height, weight, or disability in its employment practices and/or educational programs or activities should contact the Equal Opportunity Compliance Officer, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266, Phone: 248.341.2200 within ten (10) working days of the act(s) of which the person complains.

1. **STEP 1 – INFORMAL COMPLAINT.** The EOC Officer will discuss the nature of the complaint with the individual complaining (complainant) and the options available to the complainant within this procedure. All information at this stage will be kept confidential to the extent possible.
2. **STEP 2 – FORMAL COMPLAINT.** If the problem cannot be resolved within ten (10) working days from the date of the first contact with the EOC Officer, the complainant may submit a written complaint. The EOC Officer will conduct an investigation to determine whether there is a reasonable basis to believe that a violation of board policy has occurred. In conducting the investigation, the EOC Officer will notify the accused (respondent) of the complaint, and he/she shall have the opportunity to respond to the charge. Steps will be taken to insure confidentiality. If the EOC Officer deems it beneficial, he/she may hold a meeting with the complainant and the respondent to try and work out a mutually acceptable resolution to the problem. The complainant and respondent may each have one other person attend the meeting. Within ten (10) working days of the completion of the investigation, the EOC Officer shall issue a Report of Investigation detailing the results of the investigation to the appropriate administrators who shall decide what, if any, formal action is to be taken against the respondent.

The complainant and respondent shall be notified of the outcome of any investigation. In the event disciplinary action is taken, a record of such action shall be placed in the respondent's personnel file. Formal action against any employee covered by a collective bargaining agreement shall be taken in accord with the provisions of the applicable collective bargaining agreement. Formal action against any employee not covered by a collective bargaining agreement shall be taken in accordance with board policy.

3. **STEP 3 – APPEAL PROCESS.** Appeals of any formal action taken against the respondent shall be made through the procedure provided in the applicable collective bargaining agreement, if any. A respondent not covered by any collective bargaining agreement, or a complainant who is dissatisfied by the decision issued at Step 2 may appeal within ten (10) working days of notice of the outcome of the investigation to the Chief Human Resources Officer. Upon review and any further investigation deemed appropriate and within twenty (20) working days of receipt of the appeal, the Chief Human Resources Officer shall issue a final decision.

NON-RETALIATION. The college not only prohibits discrimination and harassment, but also strictly prohibits any retaliation against an employee or student who, in good faith, has registered a complaint under this procedure. Any administrator, faculty member, or employee of the college who, after investigation, has been determined to have retaliated against any employee or student for utilizing the complaint procedure in this policy will be subject to appropriate discipline up to and including discharge. If an employee or student believes he/she has been retaliated against for exercising his/her rights under this policy, the individual should use the Complaint Procedure set forth above.

Notice of the Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) of 1974 was established to protect the privacy of student educational records.

Only certain employees of Oakland Community College, acting individually or collectively in the educational interest of the student, are allowed access to educational records.

When the collection of personally identifiable information is specifically authorized by federal law, any data collected by such officials shall be protected in a manner which will not permit the personal identification of students and their parents by other than those officials, and such personally identifiable data shall be destroyed when no longer needed.

Except as allowed and required by law, no personally identifiable information from a student's educational record will be disclosed to any third party (including parent, spouse or other students) by an official or employee of the college without prior written consent of the student.

RELEASE OF DIRECTORY INFORMATION

The college has designated certain student information to be "public" or "directory" information and, at its discretion, may release directory information without prior written consent of the student. Directory information is defined as: name, home address, telephone number, place of birth, curriculum, dates of attendance, degrees, certificates and awards received, last educational institution attended, high school attended, participation in recognized activities and sports, and weight and height of members of athletic teams.

The Office of the College Registrar is the only authorized agent for releasing student information. Occasionally Enrollment Services staff members at various college sites may be authorized to respond to queries about students.

Students may request that all items identified as directory information, except their names, be withheld and considered restricted information. To withhold public or directory information, written notification must be received in any campus Records Office or the Office of the Registrar prior to the end of the normal office hours of the final day of schedule adjustment for the semester or session in which the withholding is to begin. Once students have requested the withholding of directory information, the request will be honored until they file a request to reinstate the permission to release directory information.

RIGHT OF REVIEW

Under FERPA, students have the right to review and inspect the education records maintained by Oakland Community College. The college follows a procedure which provides the student the opportunity to challenge information deemed inaccurate, misleading or otherwise in violation of that student's privacy or other rights and request an amendment to the offending record.

Students may file a complaint with the U.S. Department of Education concerning an alleged failure of OCC to comply with the requirements of FERPA. A copy of the college's policy is available at the Records

Office of the Auburn Hills, Highland Lakes, Orchard Ridge and Royal Oak campuses. The college policy may also be obtained at:

Office of the Registrar
Bee Administration Center
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266
Phone: 248.341.2186

Students wishing to review records under the auspices of FERPA must initiate the process at this same address.

COLLEGE SERVICES

COUNSELING / Oakland Community College provides students with comprehensive counseling services at each campus location. Licensed professional counselors are available to assist students in the development of decision-making skills which will enable them to establish and attain appropriate educational, vocational and personal/social goals.

The following counseling courses are available:

- Orientation to College (CNS 1100)
- Enhancing Self-Esteem (CNS 1120)
- Career Planning (CNS 1150)
- Personal Assertiveness (CNS 1160)
- Career Portfolio Development (CNS 1900)

In addition, individual and group counseling, academic skills assessment, vocational interest assessment, computer-assisted career information programs and academic advisement are offered and designed to meet the needs of a diverse student population and to assist students in attaining their optimal, individualized development. The counseling faculty coordinates a guidance program enabling each OCC student to help achieve academic, vocational and social success.

Drop in Transfer / Career Centers available, check with each site for services that are provided.

The OCC counseling website is:

<http://www.oaklandcc.edu/counseling/>

Counseling Office:

Auburn Hills Campus..... 248.232.4350
Highland Lakes Campus 248.942.3050
Orchard Ridge Campus..... 248.522.3450
Royal Oak Campus..... 248.246.2450
Southfield Campus 248.233.2750

ACADEMIC SUPPORT CENTER (ASC) / The Academic Support Center (ASC) offers instructional support for all registered OCC students. Students wishing to expand learning opportunities in regular classes as well as those experiencing difficulty in their course work may receive assistance in the ASC. Instructional support is provided for a diversity of learners in reading, writing, math, study skills, and critical thinking.

To encourage students to be successful in achieving their academic goals, the ASC develops and implements services and programs including:

- the accredited Supplemental Instruction (SI) study group program
- the accredited College Reading and Learning (CRLA) tutoring program
- skill-building workshops and success seminars
- educational software for course assignments and independent study
- ASC 1070 College Success Skills course.

Services of the ASC are available without charge to all OCC students and, for a minimal charge, to members of the community sixteen or older.

DEVELOPMENTAL EDUCATION / Because OCC is an open-door institution, it sees the value and importance of developmental education. The goal of developmental education at OCC is to enable students to perform at the college level, develop holistically and realize their potential.

ACCESSIBILITY COMPLIANCE CENTER AND EDUCATIONAL SUPPORT SERVICES (ACCESS) / The ACCESS program provides a network of support services for special population students. These students include: students with disabilities, students whose English is their second language, academically disadvantaged students (below a 2.0 GPA), students who are single parents, teen parents, displaced homemakers and students who are enrolled in non-traditional training programs of study for their gender.

Students with disabilities are supported through ACCESS accommodations including but not limited to: sign language interpreters, note takers, alternative testing arrangements, specialized equipment, tutoring and counseling.

STUDENT DISABILITY SERVICES - Through the Accessibility Compliance Center and Educational Support Services (ACCESS) Office, Oakland Community College provides reasonable academic accommodations to any enrolled OCC student who chooses to submit qualified documentation of a disability, in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

It is the student's responsibility to contact the ACCESS Office and meet with the ACCESS Coordinator each semester he or she wishes to be reviewed for official classroom accommodation.

The ACCESS Office handles disability and personal student information with discretion and confidentiality.

If you have questions or would like to initiate this process, please contact your local ACCESS Office.

ACCESS Office

Auburn Hills.....	248.232.4080
Highland Lakes	248.942.3080
Orchard Ridge	248.522.3480
Royal Oak.....	248.246.2480
Southfield	248.233.2780

BOOKSTORE / The college bookstore is organized as an auxiliary service of Oakland Community College. The mission of the college bookstore is to support and enhance the educational processes of OCC. To fulfill this mission, the bookstore works as a partner in the college community, including students, faculty, staff, administrators, alumni and members of the local community. The store strives to provide exemplary customer service, appropriate goods/services in a timely manner at reasonable and competitive prices. There is a bookstore located on each campus. Each store stocks required textbooks, supplies, paperback books, college insignia items and software. The bookstores are happy to place special orders upon request. Used textbooks are purchased from students during final exam week. Exact dates and hours for the buy-back will be posted. Refunds on textbooks are authorized during a period of 10 working days after the first day that classes meet at the beginning of each semester. Contact any campus bookstore for further details of the return policy.

REFUND POLICY

Textbooks – During the refund period a refund may be given for the textbooks purchased for the current semester with your original register receipt and current schedule. After this date, textbooks can only be returned at the end of the semester as used textbooks.

ORIGINAL SALES RECEIPT MUST BE PRESENTED FOR A REFUND

- New textbooks must be clean and free from markings
- Polywrapped packages must be unopened or a \$5 fee will be charged.
- 75% may be given for textbooks that are damaged, marked in, or have open CD's passcodes, or disk

All Other Merchandise - Refunds will be given within 5 days of purchase.

- General merchandise items must be returned in original packaging
- Original receipt required
- Software and electronics must be unopened

Purchases made with a check will be refunded after a 5 business day waiting period.

WE RESERVE THE RIGHT TO REFUSE ANY REFUND.

POLICY ABOUT CHILDREN ON CAMPUS - In order not to disrupt the teaching/learning activities, students, staff and visitors are not permitted to have children accompany them into college classrooms, laboratories, studios or libraries whether the children be supervised or not. The only exceptions are prearranged tours, field trips or college-coordinated programs for children.

Students, staff and visitors are not permitted to leave minor children unattended on college property or in campus buildings. Children are welcome to visit a campus, but they must be supervised by adults at all times. The college does not assume responsibility for the safety of children left unattended.

Oakland Community College has fully licensed, fully staffed Children's Centers to meet the needs of student-parents and guardians; they are encouraged to register their children or minor dependents at a Center. Please call any Children's Center for more information.

CHILDREN'S CENTERS - The OCC campuses all have licensed, on-site child care facilities. This service is available to all OCC students who attend classes on campus. These centers are staffed with professional teachers and care givers who offer a wide range of experiences to the children. Contact an individual campus for questions concerning hours, age requirements and fees. A brochure is available upon request at the individual centers or from the Counseling Departments.

Auburn Hills.....	248.232.4230
Highland Lakes.....	248.942.3030
Orchard Ridge.....	248.522.3830
Royal Oak.....	248.246.2530
Southfield.....	248.233.2730

FINANCIAL ASSISTANCE - Oakland Community College offers a wide range of financial assistance programs consisting of grants, loans, part-time employment, and scholarships. Information and application materials may be obtained by calling the Office of Financial Assistance and Scholarships at any campus.

LIBRARY - The five OCC campus libraries offer a wide variety of information resources and services to support and enhance learning across the college curriculum and beyond. To learn about the libraries visit the website at: <http://oaklandcc.edu/library>

STUDY ABROAD - Enrollment in a program of study abroad that is approved for credit by OCC may be considered enrollment for purposes of applying for federal financial assistance.

EMPLOYMENT PLACEMENT SERVICES - Placement Services is an academic support unit designed to assist students in their search for part- and full-time employment. Services and assistance are available in these major areas:

• **Internship and Cooperative Education Program**

This program allows a student to earn academic credit by combining classroom study with a paid or unpaid career-related work experience that bridges academic learning and the world of work. Application for the program should take place one semester prior to placement with the cooperative education coordinator.

• **Job Listing Service**

Full- and part-time positions are listed by occupational areas and through a computerized network made available online at www.oaklandcc.edu/placement.

• **On-campus Recruitment**

On-campus recruiting provides current and graduating students the opportunity to interview with various employing organizations that visit OCC campuses during the year.

• **Student Employment Program**

Students seeking part-time, on-campus employment while attending school have access to college-wide job listings through their home campus Placement Office 248.232.4140 or visit our website at www.oaklandcc.edu/placement.

STUDENT LIFE - Oakland Community College meets a wide range of student development needs and encourages students to meet their goals both inside and out of the classroom by offering a variety of "student life" programs, activities and services. The college places special emphasis on the following aspects of human developments:

- Intellectual
- Moral/Ethical/Global/Diversity
- Interpersonal
- Career

For more information on Student Life, visit the website at: www.oaklandcc.edu/studentlife.

Student Organizations / OCC recognizes the importance of student life and co-curricular activities to a total educational program. Student organizations and activities include special interest groups, athletics, clubs, Phi Theta Kappa Honors Society, social organizations and special service groups. Information concerning participating in organizations and activities may be obtained from any campus or on the OCC website.

Phi Theta Kappa (PTK)

Phi Theta Kappa is a national honor society that recognizes and encourages scholastic achievement among students at two-year colleges. The organization promotes student leadership and service to the college and community. Members participate in a variety of activities and have the opportunity to represent their chapter and the college at events locally, nationally and internationally. Each OCC campus has its own chapter:

- Auburn Hills.....Alpha Omicron Ro
- Highland Lakes.....Alpha Omicron Kappa
- Orchard Ridge.....Alpha Omicron Xi
- Royal Oak/Southfield..... Alpha Omicron Psi

Students interested in becoming members should contact the chapter at their home campus to learn about eligibility requirements or consult the chapter's OCC website at:

www.oaklandcc.edu/ptk.

WOMENCENTER - The Womencenter, located at the Orchard Ridge campus in J-building, serves women from all OCC campuses as well as from the surrounding communities. The Womencenter's purpose is to help empower women through the development of educational and supportive programs for campus and community women. Conferences, workshops, seminars, supportive groups, peer counseling and scholarship funds as well as resource and referral services assist women in developing the necessary skills to meet their needs and offer women an opportunity to achieve their personal, educational and career goals. Regularly scheduled programs emphasize education, self-knowledge, participation and support. For information on the dates, times and specifics of our available programs, please contact the Womencenter at **248.522.3642** or www.oaklandcc.edu/womencenter.

Womencenter Satellite Hours

1st Monday of every month RO Career Center	2:00 p.m. – 6:00 p.m.
2nd Monday of every month HL ACCESS Office	2:00 p.m. – 6:00 p.m.
3rd Monday of every month AH G-108	9:00 a.m. – 1:00 p.m.
4th Monday of every month SF Career Center	1:00 p.m. – 5:00 p.m.

SEXUAL ASSAULT AWARENESS PROGRAM - Free and open to all OCC students. This sexual assault awareness seminar creates basic awareness and deeper understanding of the facts of sexual assault, provides comprehensive and appropriate general and specific information on sexual assault, provides prevention habits and techniques, verbal skills, escape skills, and last resort skills, and creates the potential for increased personal safety and mental health for OCC students. Be pro-active, become aware, and learn to be safe! For information on seminar dates call **249.522.3642**.

CAMPUS SAFETY

DEPARTMENT OF PUBLIC SAFETY (DPS) - The Oakland Community College (OCC) Department of Public Safety (DPS) is committed to providing the students, faculty, staff, and visitors with a safe and secure environment. This goal is accomplished by highly trained, state-certified police officers providing a variety of services in a professional and competent manner, while building relationships with the community. We embrace a community policing style of law enforcement that focuses on crime prevention and problem solving through an establishment of partnerships among the officers, students, staff, faculty, and campus visitors.

PUBLIC SAFETY OFFICES – You can reach public safety on any campus by dialing one of the following phone numbers, depending on the need:

Emergencies: 911

Non-Emergencies, campus phone:5555

Non-Emergencies, any phone:.....248.858.4951

Office Locations

Auburn Hills Campus
G Building, Room G101

Highland Lakes Campus
Student Center, Room 201

Orchard Ridge Campus
M Building, Room M161

Royal Oak Campus
B Building, Room B107

Southfield Campus
1st Floor, Room 125C

Bee Administration Center (District Office)
See Auburn Hills Campus

PERSONAL PROTECTION

- Abusive language, hostile behavior, carrying weapons or other acts of violence will not be tolerated. Report such incidents to the DPS.
- If you have a Personal Protection Order (PPO), contact the DPS as soon as possible to validate enforcement.
- Remember where you parked. Walk confidently to and from your vehicle. Have your keys ready. Use the "buddy system" of walking to your vehicle with someone. Public safety can be contacted for an escort.
- Report any suspicious or criminal activity immediately.
- Always be aware of your surroundings.
- Using your cell phone, PDA, iPod, etc., leaves the impression that you're not paying attention and can make you more vulnerable.
- Know where you're going and how to get there.

Timely Warning - In the event that a situation arises, either on or off campus that constitutes an ongoing or continuing threat, a "timely warning" notification will be issued.

ENVIRONMENTAL HEALTH AND SAFETY DEPARTMENT (EHS)

The Oakland Community College Environmental Health and Safety (EHS) Department is committed to assisting the college community; including students, faculty, staff, contractors, and visitors, in maintaining safe and healthy campuses and administrative facilities, and to minimize the impact operations at the college have on the environment.

The EHS Department is involved in helping the college community reduce the risk of illness or injury through numerous programs and activities designed to:

- Provide uniform guidance on safe work practices
- Identify unsafe work practices or conditions and coordinate correcting the situation
- Evaluate indoor and outdoor environmental conditions and facilitate corrective action
- Ensure proper disposal of regulated waste materials
- Work closely with local health and regulatory agencies

Additional information can be obtained on the EHS Department website at www.oaklandcc.edu/EHS. If you have any questions you can contact the Manager of Environmental Health and Safety at 248.232.4633, or maschmid@oaklandcc.edu.

STUDENT SAFETY AND EMERGENCY GUIDE

INTRODUCTION - It's important to know what to do if an emergency occurs while on campus. Your actions can affect your safety, as well as those around you. Read and understand each section and you'll know what to do and who to call when there is an emergency or you feel that a situation may be unsafe.

EMERGENCY NUMBERS - From any campus telephone:

call 911 for Public Safety Emergencies

- Accidents
- Fires
- Crimes
- Medical Emergencies

call 5555 for Public Safety Services from a campus phone

- Dead Batteries
- Lost and Found
- Lockouts
- Safety Escorts

To contact Public Safety from off campus or a cell phone

call: 248.858.4951

If you are not sure if an emergency exists, call 911. These calls are answered by the Oakland County Sheriffs Department, who provides dispatching services for OCC's Department of Public Safety.

Use these phone numbers for any of the sections in this booklet. If you don't have access to a phone, find a hall phone, or locate an OCC employee and they can assist in contacting public safety.

PUBLIC SAFETY SERVICES - The OCC Public Safety Department offers the following services to help keep you and the community safe.

- All Criminal Matters
- Chemical Spills
- Community Policing
- Crime Prevention
- Disorderly Complaints
- Emergency Response
- Environmental Issues
- Escorts/Lockouts
- Jump Starts
- Medical Issues
- Parking Enforcement
- Patrol Services
- Provide Directions
- Publish Crime Statistics
- Safety Issues
- Stalking/Assault
- Suspicious Situations
- Traffic Accidents

If you would like to request assistance or have any questions, you can contact public safety using the non-emergency phone numbers.

JEANNE CLERY ACT - The Jeanne Clery Act sets forth guidelines for colleges to provide you with timely warning of potential or on-going threats, and to provide statistical summaries of crimes on campus. OCC complies with the Jeanne Clery Act by:

- Gathering and disseminating information
- Development of programs and procedures
- Proactive and reactive responses
- Placing student, employee, and visitor safety above all else

To find out more about this law and how OCC goes beyond meeting its basic obligations, visit the OCC DPS website at www.oaklandcc.edu/PublicSafety/.

ALARMS - Any time you hear an alarm, immediately move to the appropriate location, depending upon the instructions given over the public address system. The appropriate location may differ for each type or nature of the emergency, so pay attention to the announcements.



BIOHAZARDS - Biohazardous materials, or biohazards, refers primarily to bodily fluids, but may include microbiological cultures and samples from a lab. Bodily fluids include virtually any material from the human body, such as blood, urine, and saliva, among other things. The concern about bodily fluids is that they may contain pathogenic organisms (microorganisms that can cause illness).



If you encounter anything that looks like a bodily fluid in a building, contact public safety and let your instructor know immediately.

BOMB THREAT/EXPLOSIVES - If you find a package that you suspect is an explosive device, leave the area and contact public safety immediately (911). Do not handle the package, and avoid using your cell phone until you are away from the area.



CRIMINAL ACTIVITY - If you observe any criminal activity or suspicious behavior on campus, immediately notify public safety (911) from a safe location.



Report as much information as possible, including:

- what the person(s) is/are doing,
- where it is happening,
- whether weapons are involved, and if so what type,
- a physical description of the person(s) involved, their clothing, and
- a vehicle description and license number and the direction of travel when last seen.

Stay on the phone with the police dispatcher and provide additional information as the situation changes until the police arrive at your location. If you believe your life is in danger, attempt to leave the area and find a safe place until help arrives. Do not approach or attempt to apprehend the person(s) involved.

Active Shooters / Physical Threats - If you observe or have reason to believe that an active shooter is present on campus, follow the above procedures. In addition, all building occupants should immediately seek Secure Shelter (see below) unless otherwise instructed by public safety.

Secure Shelter for potential or active shooters means:

- close and lock your door(s);
- shut off lights;
- close blinds or other window treatments;
- take cover under or behind desks, tables, or other heavy protective objects;
- avoid open spaces and glassed areas; and
- seek shelter in lockable/closable rooms and minimize visibility.

Remain in the Secure Shelter until otherwise instructed by public safety.

ELEVATOR EMERGENCIES - If passengers are trapped in an



elevator, do not attempt to open the doors and release the passengers. Contact public safety and they will notify the appropriate personnel.

All college elevators have emergency phones. If you are trapped in an elevator, use the emergency phone to directly contact the elevator repair company, who in turn will notify campus personnel.

EMERGENCY CLOSINGS - If a campus is closed during class hours,



public safety will notify you to leave. If a campus is closed prior to class hours, you can find out by calling the OCC general information number at Phone: 248.341.2298, or by watching/listening to:

- | | | |
|------------|--------|--------------------|
| Radio | • WWJ | • WJR |
| Television | • FOX2 | • WXYZ (Channel 7) |
| | | • WJBK (Channel 4) |

Check these same sources the next day to determine the status for that day.

EVACUATION PROCEDURES - If it becomes necessary to evacuate



a building, you will be notified by public safety, a Building Marshal, or an audible alarm. The evacuation process should be quick and orderly. Upon evacuation, move at least 300 feet away from the building unless instructed otherwise by public safety, the Building Marshal, or other official. Keep doorways and paths clear and accessible. Do not re-enter a building until directed to do so by a Public Safety Officer or Building Marshal.

All campus buildings have posted maps showing shelter areas and evacuation routes. You should review the recommended evacuation route for each building you are in before there is an emergency.

FIRE - If you discover fire or smoke, get to a safe location and contact



public safety (911). Report your name and the location of the fire. Do not hang up until the call is complete. Once you've called for help, activate the fire alarm at the nearest pull station. Alert and evacuate people in the room. Close the door after exiting. Evacuate the building (see Evacuation Procedures)

If you become trapped in a room, place cloth material around or under the door to prevent smoke from entering. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from window, but do not break the glass unless absolutely necessary (outside smoke may be drawn in).

If you are caught in smoke, drop to your hands and knees and crawl. Hold your breath as much as possible. Breathe shallowly through your nose and use a blouse, shirt or jacket as a filter.

If you are forced to advance through flames, hold your breath. Move quickly. Cover your head and hair. Keep your head down and eyes closed as much as possible.

If your clothing catches fire: **STOP...DROP...ROLL.**

When a fire alarm is activated, follow emergency personnel directions. Close the office or classroom door if you are the last person to leave. Walk – do not run to the nearest safe exit (remove high heels to avoid tripping). If the alarm stops (alarms may not sound continuously), continue to evacuate. Warn others who may attempt to enter the building when the alarm is not sounding. Use stairways for exit, do not use elevators. Do not push or crowd, use handrails in stairwells – stay to the right. Give assistance to disabled persons. Feel doors (top and bottom) for heat – use the back of your hand. If hot, do not open. If not hot, open the door slowly. Stand behind door and to one side; be prepared to close it quickly if fire is present. Notify emergency personnel if you suspect someone may be trapped inside the building. Proceed to the evacuation area (at least 300 feet from building). Keep roadways, fire lanes, hydrants and walkways clear for emergency vehicles and crews. Do not interfere in any way with actions of emergency personnel. Do not re-enter any building until you receive an “ALL CLEAR” from public safety or a building marshal.

Laboratory Fire/Explosion - Alert people in the laboratory or immediate area about the fire. Evacuate the laboratory. Pull the nearest fire alarm. If your clothing catches on fire, immediately head to the safety shower and pull the lever. Do not use elevators to leave the building.

Site Evacuation - Always evacuate the site when the sprinkler system is activated, the fire alarm is activated, or you receive verbal notification to do so. Once evacuated, stay at least 300 feet away from the building. Keep all doorways and entrances clear. Do not reenter any building until you receive an “ALL CLEAR” from public safety or a building marshal.

Use of Fire Extinguishers - Fire extinguishers can be used on small (waste-basket-size) fires only if safe to do so. Be sure you are using the proper extinguisher for the type of fire you are fighting. Read instructions on the extinguisher.

When using a fire extinguisher, remember the acronym “PASS” below, which describes proper use of a typical extinguisher

Fire Extinguisher Instructions for Waste-Basket-Size Fires:

- P** - Pull safety pin from handle
- A** - Aim (nozzle, cone, horn) at base of fire
- S** - Squeeze the trigger handle
- S** - Sweep from side to side (watch for re-flash)

Remember to aim discharging extinguisher toward the base of the fire, not the top or middle of the flames!

HAZARDOUS CHEMICAL OR RADIOACTIVE MATERIAL SPILLS



In the event you discover a hazardous materials release, notify public safety immediately (911) from a location away from the release.

Public safety will let you know if you will need to evacuate, or if you will be sheltered in place. If evacuation is necessary, follow the procedures found in the Evacuation Procedures section. Once outside, stay upwind to avoid inhaling airborne chemicals. Do not re-enter the building until you receive an "ALL CLEAR" from public safety or a building marshal.

If a significant chemical spill or leak occurs outdoors (including gas leaks), it may be necessary to shelter in place (see below).

Shelter in place for chemical spills or leaks:

- turn off electrical devices if you are told a flammable gas or vapor is involved;
- close windows and doors; and
- place towels, paper, or other material in gaps under doors.

Chemical Spills - Your first lab class should include becoming familiar with the location of emergency eyewash and shower stations, and the location of the Materials Safety Data Sheets (MSDS) for the chemicals used in the lab. If you accidentally spill a hazardous chemical, or find a pre-existing spill, immediately notify public safety and your instructor. They will instruct you on what to do next.

For spills covering small amounts of skin, immediately flush with flowing water for no less than 15 minutes, removing jewelry and contaminated clothing while under flowing water. Seek medical attention if irritation develops or if other adverse reactions are noticed.

For spills on clothing, don't attempt to wipe the clothing. Quickly remove all contaminated clothing, shoes, and jewelry while using the safety shower. Use caution when removing pullover shirts or sweaters to prevent contamination of the eyes. Immediately flood the affected body area with water for at least 15 minutes. Resume if irritation develops or returns. DO NOT use creams, lotions, or salves. Get medical attention as soon as possible.

For chemical splashes in your eyes, immediately flush the eye with water at an eyewash location for at least 15 minutes. Quick response is essential to minimizing eye damage. Hold the eyelids away from the eyeball, move the eye up, down, and sideways to wash thoroughly behind the eyelids. First-aid must be followed by prompt treatment by a medical doctor, preferably an ophthalmologist.

In general, for all chemical exposures, check the Material Safety Data Sheets (MSDS) for information on the potential adverse health effects and treatment options. It is always advisable to be familiar with the MSDS information for a chemical prior to using the product. It is advisable to seek medical attention for even minor chemical burns, especially if irritation develops or persists, or if other adverse reactions are noted (effects from some chemicals may be delayed for hours).

Radioactive Material Releases - Radioactive material releases are handled much the same way as hazardous chemical releases. If your instructor informs you that you will be using radioactive materials in class, you should make sure that you are aware of the route to the nearest emergency eyewash and safety shower. If you spill a radioactive material, or if you discover a spill that you think might be radioactive, notify public safety and your instructor immediately.

Should significant amounts of radiological materials be released to the environment, it may be necessary to Shelter in Place. You will be notified by Public Safety or the Fire Department if you will need to evacuate or be sheltered in place.

Shelter in place for radioactive material releases means:

- close windows and doors; and
- place towels, paper, or other material in gaps under doors.

If the chemical or radioactive material release is thought to be malicious in nature, public safety will notify the appropriate authorities. In addition, individuals involved, whether perpetrators or victims, may be detained by Public Safety to protect the public health.

MEDICAL EMERGENCIES - If you observe someone experiencing what appears to be a medical emergency, immediately contact public safety (911) for assistance and let your instructor know.



For non-emergency medical situations in the classroom, such as minor illnesses or injuries, let your instructor know immediately. If not in a classroom, you can get assistance from public safety. Ask for assistance before using any college first-aid kit.

POWER FAILURES - If the power fails on campus, remain calm and secure any cash or valuables you may have. Keep emergency exits clear and wait for instructions from public safety or a building marshal.



ELECTRICAL EMERGENCIES / DOWNED POWER LINES - If you observe a downed power line, avoid the area. Just because there are no sparks evident does not mean that there is not high voltage present. Notify public safety (911) immediately.



GAS LEAKS - If you suspect a gas leak in a classroom, let public safety (911) and your instructor know immediately from a safe location, away from the apparent odor of gas. Keep emergency exits clear and wait for instructions from public safety or a building marshal.



SUSPICIOUS PACKAGES - If you run across a package that seems out of place or otherwise suspicious, you should immediately contact public safety. Suspicious packages may appear to be normal items, but are often out of place, such as a backpack in a garbage bin. Do not touch or otherwise handle the package.



WEATHER EMERGENCIES / TORNADOES - Tornadoes and



associated severe weather can occur in any month, but are most common from April through July. If you are outdoors and you hear the tornado warning siren (a single, steady, three-minute tone), seek shelter immediately. If you are outdoors and a tornado is approaching, find the lowest ground available, such as a ditch or culvert, and lay as low as possible. If you are indoors when the alarm sounds and you are informed it is a weather emergency, proceed immediately to the nearest tornado shelter area. These areas are clearly marked with the words "Tornado Shelter". Remain in the shelter area until notified by public safety or a building marshal that it is safe to leave.

EARTHQUAKES - If an earthquake occurs while you are in a building, seek shelter under sturdy furniture, against outside walls, or in doorways until the tremors pass. Stay away from windows.



FLOODS - If sudden, unexpected flooding occurs while at an OCC facility, proceed to higher ground if outdoors, or move to upper floors if indoors. Avoid walking through flood waters whenever possible as there may be hidden hazards present.



STUDENTS WITH DISABILITIES - Prior to an emergency, you should contact the ACCESS office at each campus you are attending for assistance. If you require assistance to evacuate a building, let your instructors know at the beginning of the semester. Many OCC instructors, building marshals, and administrators have received special emergency training. In an emergency, you can seek assistance from these people. In addition, you should let your classmates know if you might require assistance in an emergency.



Take note of where the emergency exits and emergency shelters are located. In addition, if you are sight-impaired, you should walk evacuation routes at least once so that you are more familiar with the exit plans. Signs indicating the evacuation routes and designated shelter locations are posted in each hallway. If you are hearing-impaired, then you should be aware of the visual emergency warning system in each classroom. Students with disabilities may want to be seated as near to the door as possible for easy access.

If you depend upon equipment for mobility, you should not use elevators for evacuation during a fire evacuation unless directed to do so by the fire department. Stairways may be difficult or impossible to use in an emergency, but they can be the safest location to await rescue. Because of this, in an emergency you will be assisted to the nearest safe stairway in the building with a prearranged escort. Fire and/or police personnel will come to stairway locations and assist with your evacuation or provide further direction. If the stairway becomes smoke filled before the arrival of police or fire personnel, you should immediately seek another usable stairway or safer room with windows facing outdoors. If a phone is available, call 911 to give your location, or attempt to signal through a window to gain attention.

COMMUNICATION - In the event of an emergency, the following methods of communication will be used to inform the college community:



- Public Address System (PA) (available at all campuses)
- Audible (alarm) Visual (strobe) Alarm System (available at all campuses for notification of the need to evacuate)
- Emergency Response Teams
- Failsafe Phone System (land-line phones at each site)
- Building Marshals
- Night Administrators
- Media notifications
- College website and phone system
- Public safety personnel
- Local police and fire departments
- The college uses additional procedures should an emergency exist
 - College Closing Procedure
 - E-mail Procedure

Additionally, pre-emergency communication is provided to the college:

- Safety and emergency response flyers posted in every classroom
- Emergency flip charts
- Weather updates provided through our dispatching service
- Posted evacuation routes in every building/floor
- Assigned shelter areas in every building
- Public Safety and Environmental Health and Safety websites
- Student handbook

www.oaklandcc.edu



OAKLAND COMMUNITY COLLEGE®