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PROGRAM OVERVIEW

Thank you for your interest in the nursing program of Oakland Community College (OCC). The nursing program at OCC is rigorous and incorporates a variety of experiences. A typical week for a student might include 3-4 hours of theory lecture, two 8-hour clinical shifts in an agency setting (day or evening; some weekend rotations may be required), and three hours of lab on another day of the week. For detailed information regarding the nursing program (including policies, clinical sites, and immunization requirements) please refer to the Nursing Student Handbook, which is available on the nursing academic program page.

The Oakland Community College (OCC) Department of Nursing offers the Associate Degree Nursing curriculum. The program leads to an Associate Degree in Applied Science and prepares the graduates to provide direct nursing care at a beginning staff level in a variety of health care settings. Successful completion of the program requirements qualifies the students to apply for the National Council Licensure Examination-Registered Nurse (NCLEX-RN). Satisfactory achievement on this exam qualifies the graduates for state licensure as Registered Nurses (RN).

OCC offers an associate degree nursing program, which contains three tracks: The Traditional track (ADN), the Second Year Completion – Modified Career Ladder Graduates track (RNE), and the Transitional LPN to ADN track (TPN).

ASSOCIATE DEGREE NURSING PROGRAM TRACKS

ADN TRADITIONAL

The ADN Traditional track of the Highland Lakes Campus leads to the Associate in Applied Science, Nursing degree and is intended for students who have no background in nursing.

SECOND YEAR COMPLETION – MODIFIED CAREER LADDER GRADUATES (RNE)

The RNE track of the Southfield Campus leads to the Associate in Applied Science, Second Year Nursing Completion Modified Career Ladder degree. This track is offered in even years only and is intended for graduates of the OCC Modified Career Ladder-Practical Nurse Education program (PNE) who graduated in 1994 or later and hold current Michigan LPN licensure.
TRANSITIONAL LPN TO ADN TRACK (TPN)

The TPN track of the Southfield Campus leads to an Associate in Applied Science, Transitional LPN to ADN Track degree. This track is intended for graduates of a practical nurse program other than OCC’s, or graduates of the OCC PNE program prior to 1994. Applicants must hold current Michigan LPN licensure.

Students interested in nursing should meet with a counselor for an unofficial checklist (at the Highland Lakes or Southfield Campus) and attend an information session as early as possible.

Each program or track includes minimum admission requirements that must be completed in order to be eligible to apply to the program. Because there may be more applicants than seats available, applicants who meet the requirements are not guaranteed admission. Applicants are considered for admission based on the selection process outlined in this guide. The nursing department does not maintain a waiting list. Therefore, students who are not accepted must reapply.

PROGRAM COSTS

With one of the lowest cost per credit hour in the state, the nursing program at OCC is a superior value. Once admitted to the program, the average OCC in-district nursing students will pay approximately $4,500 for tuition and fees (out-of-state tuition and fees for nursing courses are approximately $10,500). Pre-program costs (books, background check, immunizations, uniform, etc.) are estimated at $1,500 - $1,900. Your actual costs for tuition, fees, and other expenses may be higher or lower depending on your individual circumstances.

Upon graduation from the program, you will incur additional costs for licensure and graduation of approximately $300 - $400.
APPLYING TO THE PROGRAM

ASSOCIATE DEGREE NURSING TRADITIONAL TRACK - IMPORTANT DATES

- **DEADLINE TO APPLY** and complete any course substitutions:
  - **Dec 15, 2016**

- Final semester to take prerequisite courses and complete any “I” marks:
  - **Fall 2016**

- BIO’s completed within five year expiration:
  - **Fall 2012 through Fall 2017**

- Deadline for official transcript *evaluation* for non-OCC courses (allow 4-6 weeks):
  - **Dec 15, 2016**

- Deadline for official transcript *received* for non-OCC courses *taken in final semester*:
  - **Jan 15, 2017**

- Nursing Department mails notification of selection decision no later than:
  - **Mar 15, 2017**

- Program starts:
  - **Fall 2017* or Winter 2018**

  *If you are admitted to the ADN track, you will be randomly chosen for one of the two start dates and will receive your start date in your acceptance letter.

- Expected completion date:
  - **Winter 2019 (for fall start) or Fall 2019 (for winter start)**

For future years, adjust accordingly. No exceptions to deadlines for submission of paperwork. Items must be complete by deadline to apply, unless otherwise indicated.
TRANSITIONAL LPN TO RN TRACK – IMPORTANT DATES

- **DEADLINE TO APPLY** and complete any course substitutions:
  
  Mar 1, 2016

- Final semester to take prerequisite courses and complete any “I” marks:
  
  Fall 2015

- BIO’s completed within five year expiration:
  
  Summer 2011 through Summer 2016

- Deadline for official transcript *evaluation* for non-OCC courses (allow 4-6 weeks):
  
  Mar 1, 2016

- Deadline for official transcript *received* for non-OCC courses **taken in final semester**:
  
  Mar 1, 2016

- Nursing Department mails notification of selection decision no later than:
  
  April 15, 2016

- Program starts:
  
  Summer 2016 (July)

- Expected completion date:
  
  Fall 2017

For future years, adjust accordingly. No exceptions to deadlines for submission of paperwork. Items must be complete by deadline to apply, unless otherwise indicated. Program tracks must have sufficient number of eligible applications to run.
RNE TRACK/SECOND YEAR COMPLETION MODIFIED CAREER LADDER – IMPORTANT DATES

- **DEADLINE TO APPLY** and complete any course substitutions:
  
  Oct 15, 2017

- Final semester to take prerequisite courses and complete any “I” marks:
  
  Summer 2017

- BIO’s completed within five year expiration:
  
  Winter 2013 through Winter 2018

- Deadline for official transcript evaluation for non-OCC courses (allow 4-6 weeks):
  
  Oct 15, 2017

- Deadline for official transcript received for non-OCC courses taken in final semester:
  
  Oct 15, 2017

- Nursing Department mails notification of selection decision no later than:
  
  Dec 1, 2017

- Program starts:
  
  Winter 2018 (offered in even years only)

- Expected completion date:
  
  Fall 2018

For future years, adjust accordingly. No exceptions to deadlines for submission of paperwork. Items must be complete by deadline to apply, unless otherwise indicated. Program tracks must have sufficient number of eligible applications to run.
BASIC ELIGIBILITY REQUIREMENTS TO APPLY

- Attend Nursing Information Session
- Successfully complete HESI-A2 exam (HESI-NUR taken at OCC, Auburn Hills Campus)
- Complete required supportive courses and general education requirements, with a grade of “C” or better in each (BIO’s completed within five-year expiration period)
- Complete application /checklist at Highland Lakes (HL) or Southfield (SF) Counseling Department by the deadline. (Completion of requirements and application to the program does not guarantee admission.)
- Complete any OCC Incomplete grades by deadline
- Designate nursing program curriculum (ADN, RNE or TPN)
- Designate home campus - Highland Lakes
- Update file with accurate address and phone number

(Submit any changes to the above three items on a Change of Data form at any campus Enrollment Services office.)

- Submit evidence of high school graduation (high school transcript or diploma) or GED to Counseling, excluding RNE applicants (International high school transcripts must be evaluated by an approved service, which can take several weeks: Access International, 609 E. Liberty Street, Ann Arbor MI 48104, (734) 994-1456, www.accessESL.org.)
- OCC transcript evaluation of any transfer college-level courses. Send official transcripts, CLEP, AP Scores, or DD214 to: Registrar’s Office, Oakland Community College, 2480 Opdyke Road, Bloomfield Hills, MI 48304-2266. Please allow up to six weeks for evaluation. [International college transcripts must be evaluated by an approved international evaluation service, which can take several weeks: World Education Services www.wes.org or Educational Credential Evaluators www.ece.org.]
- Obtain written approval of any course substitution. Requests are initiated through Highland Lakes or Southfield Counseling Department, with final approval from the Dean of Nursing.
- Provide evidence of valid Michigan license as a Practical Nurse (TPN and RNE applicants ONLY)
- Submit completed Verification of LPN Employment form validating 1500 hours minimum work experience as a licensed practical nurse (TPN and RNE applicants ONLY)
INFORMATION SESSIONS

OVERVIEW

- No appointment is necessary
- All sessions are approximately two hours long
- Your attendance will be recorded only if you arrive on time and stay for the entire session—Attendance is mandatory in order to apply; We recommend that you attend as soon as possible
- Bring a pencil and your OCC ID number to ensure attendance is recorded promptly
- For changes or cancellations to nursing information sessions, check the nursing academic program page

DATES

- HIGHLAND LAKES CAMPUS
  Arena (Student Center)
  - October 14, 2015 (Wednesday), 10:00 am
  - November 19, 2015 (Thursday), 6:30 pm
  - February 25, 2016 (Thursday), 6:30 pm
  - April 20, 2016 (Wednesday), 6:30 pm
  - June 16, 2016 (Thursday), 6:30 pm

- ROYAL OAK CAMPUS
  Theatre (D-Building)
  - September 17, 2015 (Thursday), 6:30 pm
  - November 4, 2015 (Wednesday), 6:30 pm
  - January 27, 2016 (Wednesday), 6:30 pm
  - March 17, 2016 (Thursday), 6:30 pm
  - May 18, 2016 (Wednesday), 6:30 pm

HESI TEST

The Health Education Systems, Inc. (HESI) Admission Assessment Exam (A2) is a computer-based, timed test that consists of a math exam and a reading comprehension exam. The approximate length of the test is up to 2 ½ hours. You must achieve a minimum composite score at 75 percent or higher on each section, achieved within the same testing session. One retake is permitted. If your first attempt is unsuccessful, allow plenty of time to study and utilize preparation materials prior to retaking the exam. If your second attempt is unsuccessful, you will NOT be eligible to apply to the nursing program at Oakland Community College. No exceptions.
Testing for the HESI A2 is available at the Auburn Hills Campus in the **MTEC Testing Center**, 2900 Featherstone Road, Auburn Hills, MI 48326. You must pre-register online. There is a **non-refundable fee of $65.00 to register** (price subject to change without notice). HESI scores from other colleges will not be accepted.

**DAY OF EXAM**

Must bring all of the following with you:

- Registration receipt
- Evolve/HESI User ID and password
- Valid government-issued picture ID or OCC Student ID (Raider’s One Card)

**CANCELLATION**

If you need to cancel, you must notify us by 12:00 pm of the day before your scheduled test. No-shows and late cancellations will count as a one of the two allowed attempts and your test fee will not be refunded.

**OCC REGISTRATION**

1. Go to [www.oaklandcc.edu](http://www.oaklandcc.edu) and click on MyOCC
2. Log into your student account
3. Click on “Continuing Education” (Non-credit)
4. Click on “Register for Special Programs and Offerings”
5. Type in the access code “NUR” and Submit
6. VIEW TEST DATES AND TIMES and make your selection
7. Pay for Classes screen:
   a. Select “Register Now and Check Out”
   b. Select *credit card* as the payment type. (To pay using cash/check, please visit the MTEC building and fill the out the registration form. Next, go to the business office and make payment.)

Please note that you cannot take the exam on the same day that you register.

**EVOLVE/HESI USER ID AND PASSWORD**

1. Go to [evolve.elsevier.com](http://evolve.elsevier.com) (student site)
2. Under HESI Secured Exams, click on “Register for Results and Remediation”
3. Click on “Register”
4. Click on “Redeem/Checkout”
5. Fill out the new user information and continue (two screens)
6. Read User Agreement, Select “Yes, I accept this agreement,” and Submit
7. Keep your login information in order to access remediation and results in the future
HESI PREPARATION (OPTIONAL)

- HESI Admission Assessment Exam Review, 3rd edition: On reserve in the Highland Lakes Campus and Southfield Campus libraries and Academic Support Center (ASC) or available for purchase in the bookstores.
- HESI Seminars: Visit the ASC web page for dates and times.

TESTING ACCOMMODATIONS

To arrange for testing accommodations, visit the ACCESS office at your home campus. Once you obtain appropriate documentation through ACCESS, you must submit it to MTEC a minimum of two weeks prior to the scheduled exam date. No accommodations will be made on the exam day if prior arrangements have not been made.

SELECTION PROCESS

OVERVIEW

Each year, there are a limited number of seats available for new students. The number of seats available is approved by the Michigan Board of Nursing and limited by school resources and clinical availability. The current numbers of seats available at OCC are: 216 ADN traditional, 27 RNE (in even years only), and 54 TPN. Space is also dependent on college resources. Qualified applications will be rank-ordered and selected according to the following steps.

STEP 1: PRIORITY I AND II

Applications that meet the minimum admission requirements are ranked according to priority. Priority I (P1) applications are considered first, followed by Priority II (P2).

Your application will be considered Priority I if you have completed all of the eleven required supportive and general education courses with a grade of “C” or better:

- BIO 1570/2710\(^1\)
- BIO 2630
- BIO 2640
- ENG 1510
- ENG 1520\(^1\)/2200
- Fine Arts/HUM\(^2\) (3 credits)

- HEA 1510
- PER\(^2\) (1 credit)
- POL 1510
- PSY 2510
- SOC 2510
Your application will be considered Priority II if you have completed the BIO, ENG, HEA, POL, PSY, and SOC courses as listed above (9 courses) with a grade of “C” or better, but you have not yet completed one or both of the PER or Fine Arts/HUM courses.

Notes:

1. BIO 2710 and ENG 1520 are highly recommended for students intending to transfer to BSN programs.
2. Fine Arts/HUM and PER must be selected from the General Education requirements. (Refer to college catalog.) PHI 1610 or PHI 1710 is highly recommended for transfer to BSN programs.

**STEP 2: CALCULATED SCORE**

After applications are ranked by Priority I and II, they are then ranked by the calculated score (Refer to the Calculation Worksheet), with the highest score ranked first and the lowest score ranked last.

**STEP 3: TIEBREAKERS**

There may be some applications with equal scores that fall above and below the cutoff score (the score of the application that falls on the last available seat). In this case, tiebreakers will be used.

a. First Tiebreaker: Earliest completion date of the required supportive and general education (GE) courses or, for RNE candidates, earliest completion of the PNE program
b. Second Tiebreaker: Number of required supportive and GE courses completed at OCC
CALCULATION WORKSHEET

This calculation sheet is included for your information only. It is not necessary to complete or submit this form. If there are more applications than seats available in step 1 of the selection process, the selection committee will move to step 2 and will calculate the scores of each applicant.

TABLE I: BIO AND ENG COURSES

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Column 1. List Highest Grade Achieved[^1][^2] for each</th>
<th>Column 2. List Equivalent OCC GPA (refer to Table II)</th>
<th>Column 3. List Number of Additional Attempts[^1]</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1570 or BIO 2710[^2]</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 2630</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 2640</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1510</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1520 or ENG 2200[^2]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table I Notes:

1. BIO’s used in calculations must be completed within the expiration period. Expired BIO’s are not counted as additional attempts.

2. If both ENG 1520 and ENG 2200 are completed, then the course with the earliest date of completion will be the course used in the calculation. If both BIO 1570 and BIO 2710 are completed, then the course with the earliest date of completion will be the course used in the calculation (expired BIO’s will not be counted).

TABLE II: OCC GRADING SYSTEM

<table>
<thead>
<tr>
<th>Grade and Equivalent GPA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A = 4.0</td>
<td>B- = 2.7</td>
</tr>
<tr>
<td>A- = 3.7</td>
<td>C+ = 2.3</td>
</tr>
<tr>
<td>B+ = 3.3</td>
<td>C = 2.0</td>
</tr>
<tr>
<td>B = 3.0</td>
<td></td>
</tr>
</tbody>
</table>

Only grades of “C” or higher are eligible to apply for the nursing program.
TABLE III. POINT CALCULATION BASED ON NUMBER OF REPEATED COURSES

Number of Repeated Courses in any of the BIO or ENG courses listed in Table I (Column 3):

- 0 repeated = 3 points
- 1 repeated = 2 points
- 2 repeated = 1 point
- 3 or more repeated = 0 points

TABLE IV. TRANSFER COURSES

List all required BIO and ENG courses transferred to OCC, if any:

<table>
<thead>
<tr>
<th>OCC Course Used in Calculation</th>
<th>Column 1. List course title transferred (if taken at OCC, leave row blank)</th>
<th>Column 2. School where course was taken</th>
<th>Column 3. Number of credits transferred each course</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1570 or BIO 2710</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 2630</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIO 2640</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1510</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENG 1520 or ENG 2200</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TABLE V. POINT CALCULATION FOR TRANSFERRED CREDITS

Total number of credits transferred from required BIO and ENG (refer to table IV):

- 0 – 8 credits transferred = 2 points
- 9 – 16 credits transferred = 1 point
- 17 or more credits transferred = 0 points
TABLE VI. CALCULATE TOTAL SCORE

<table>
<thead>
<tr>
<th>Item</th>
<th>How to Calculate</th>
<th>Result</th>
</tr>
</thead>
</table>
| Weighted Score of GPA (maximum 12 points) | a) Total Column 2 from Table I  
                                    b) Divide by “5”  
                                    c) Multiply by “3”  |        |
| Repeated Courses (maximum 3 points) | a) Total Column 3 from Table I  
                                    b) Refer to Table III for points |        |
| Transfer Courses (maximum 2 points) | a) Total Column 3 from Table IV  
                                    b) Refer to Table V for points |        |
| TOTAL (maximum 17 points)            | Add rows 1-3 above                                   |        |

BACKGROUND CHECK AND CRIMINAL HISTORY POLICY

CONDITIONAL ADMITTANCE

After selection is completed, those students who have been invited to the nursing program will be granted *conditional* admittance upon a satisfactory criminal background check, including FBI fingerprint result and drug screen, at the student’s expense. American Databank is the current company used by the nursing department for background checks.

In addition to the above requirements, all admitted nursing students are required to provide proof of immunizations and other requirements for clinical as outlined in the Nursing Student Handbook. Students not in compliance with the clinical requirements will forfeit their seat in the nursing program.

CRIMINAL HISTORY POLICY

Conviction of a felony, or any attempt to commit a *felony, within fifteen years* OR conviction of a *misdemeanor within ten years* immediately preceding the date of the criminal history check will preclude eligibility for admission. *No exceptions will be made to the criminal history policy.*
**LICENSING**

Upon successful completion of the nursing program, the Michigan Board of Nursing will obtain a new, separate criminal background check, including FBI fingerprinting and drug screen. For more information, visit the [Michigan Board of Nursing website](#).

**RESOURCES**

**OCC STUDENT SERVICES AND CONTACT INFORMATION**

For links to Counseling and other OCC student services, please visit the [OCC website](#) and click on Student Services.

Maps to campuses can be found under Resources or Student Life.

**NURSING PROGRAM CAMPUSES**

Highland Lakes (HL)  
7350 Cooley Lake Road  
Waterford, MI 48327-4187

Southfield Campus (SF)  
22322 Rutland Drive  
Southfield, MI 48075

**ACADEMIC SUPPORT CENTER (ASC)**

Highland Lakes Campus: Woodland Hall, Room 20, (248) 942-3035  
Southfield Campus: Room A212, (248) 233-2735 or (248) 233-2736

**ACCESS (ACCESSIBILITY COMPLIANCE CENTER & EDUCATION SUPPORT SERVICES)**

Highland Lakes Campus: Woodland Hall, Room 220, (248) 942-3080  
Southfield Campus: Room A211, (248) 233-2780

**COUNSELING**

Highland Lakes Campus: Woodland Hall, Room 230, (248) 942-3050
Southfield Campus: Room A206, (248) 233-2750

**MTEC TESTING CENTER**

Auburn Hills Campus  
2900 Featherstone Road  
Auburn Hills, MI 48326

(248) 232-4168

The Testing Center web page can be found under Economic and Workforce Development on the OCC website.

**NURSING**

The nursing web page can be found under the Health Academic Programs on the OCC website.

Highland Lakes Campus: Woodland Hall, Room 320, (248) 942-3333  
fax (248) 942-3338

Southfield Campus: Room A208B, (248) 233-2914  
fax (248) 233-2913

**STUDENT FINANCIAL RESOURCES AND SCHOLARSHIPS**

Highland Lakes Campus: Woodland Hall, Room 260, (248) 942-3040

Southfield Campus: Room A203, (248) 233-2940

**NURSING CURRICULUM**

For the nursing curriculum and course descriptions, please refer to the college catalog and nursing student handbook.

**ACCREDITATION AND APPROVAL**

The Associate Degree Nursing Program is accredited by:

Accreditation Commission for Education in Nursing (ACEN)  
3343 Peachtree Road NE, Suite 850, Atlanta GA, 30326  
(404) 975-5000  
fax (404) 975-5020  
www.acenursing.org

The nursing program has full approval from:
FERPA

Per the Family Educational Rights and Privacy Act (FERPA), college personnel are not allowed to release a student’s personal information to anyone, including other students. Please refer to the college catalog for details.

ADA NOTIFICATION

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the ACCESS office, which will inform the appropriate parties of any special conditions pertaining to their learning.

EQUAL OPPORTUNITY/SEXUAL HARASSMENT COMPLAINT PROCEDURE

Oakland Community College, pursuant to the requirements of applicable law and these policies, does not discriminate against applicants, employees or students on the basis of race, religion, color, national origin, citizenship, veteran status, sex, age, height, weight, marital status, sexual orientation, gender identity and expression, disability or handicap, nor will sexual harassment or harassment based on other classifications mentioned herein, be tolerated, in its employment practices and/or educational programs or activities.

Concerns about the above should be communicated to:

Equal Opportunity Compliance Officer
Oakland Community College
2480 Opdyke Road
Bloomfield Hills, MI 48304-2266
(248) 341-2027