



STUDENT HANDBOOK
2010-2011

www.eosc.edu

Wilburton Campus
1301 W. Main
Wilburton, OK 74578
918.465.1818

McAlester Campus
1802 East College Avenue
McAlester, OK 74501
918.302.3607

Southeastern Oklahoma State University
McCurtain County Campus
2815 N.E. Lincoln Road
Idabel, Oklahoma 74745
888.2869431 or 580.286.9431

Antlers Classes
Kiamichi Technology Center
405 S. W. "O" Street
Antlers, OK 74523
580.271.0471

Mission Statement:

The Mission of Eastern Oklahoma State College is to generate student learning through its associate degrees and other academic programs which effectively prepare graduates to complete baccalaureate degree, obtain productive employment and lead enriched lives of learning. It is simultaneously the mission of the College to engage in educational programming and related activities that promote regional economic and community development.

This handbook is published for the purpose of providing information about Eastern Oklahoma State College and its student programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations to the College. Eastern Oklahoma State College reserves the right to change prices, policies and practices described in this handbook as circumstances, efficiency of operation and fiscal contingencies may require.

Chapter 1
Student and Resident Life

I. Housing (Wilburton Campus ONLY)

A. Residence Halls

Eastern currently operates two active dorm-style dormitories. Miller Hall is co-ed with females housed on the West wing and males housed on the East wing. This is a 250 bed facility with a large laundry facility and game room. Johnston Hall is the second co-ed dorm. It is a 68 bed facility that has two lobby-style TV rooms.

Each floor of each dorm is occupied with a Resident Assistant (RA) and Miller Hall employs a Dorm host who works most weekday evenings and every weekend. In case of an increase number of dorm applications Salmon Hall may be used as an over-flow dorm until rooms can be located in other dorms. The office of the Housing Manager is located on the second floor of the Student Center in Student Services and can be reached by phone at 918.465.1752 or by e-mail at kgreen@eossc.edu.

B. Room and Board Rates for Fall 2010-Spring 2011 (per semester)

<u>Dormitory</u>	<u>10 meals (Plan B)</u>	<u>14 meals (Plan A)</u>
Miller	\$1749.00	\$2,114.00
Johnston	\$1,840.00	\$2,202.00
Choctaw	\$1,840.00	\$2,202.00

All room rates are based on double occupancy. Single occupancy and rooms with special amenities may be available but will be at higher rates. All rates include electric, water, waste removal, common area, restroom cleaning services, cable and wireless internet. Residents must choose one of the meal plans. Please contact Student Services at 918.465.1752 for more information or check the Eastern website at eossc.edu. Click on Student Services and then housing.

The rates above are accurate at the time of publication and are subject to change by Eastern Oklahoma State College's Board of Regents.

C. Terms and Conditions of Residence Halls (Wilburton Campus ONLY)

Eligibility-Full-time Student

All unmarried students under the age of 21 are REQUIRED to live in College residence halls—except those students who are commuting from their legal residence. All residents must maintain a minimum of 12 credit hours at Eastern for the fall/spring semesters and 6 credit hours in the summer.

Immunization requirements-Senate Bill 787

Oklahoma State Senate Bill 787 requires that all students who reside on-campus must complete either the meningococcal compliance or the certificate of exemption prior to moving into any college-run housing. All students who reside in on-campus housing must be vaccinated against meningococcal disease; unless;

- 1) he/she is eighteen (18) years of age or older and signs a written waiver provided by the institution stating that he/she has received and reviewed the information provided and has chosen not to be vaccinated, or
- 2) he/she is a minor and the parent signs a waiver provided by the institution stating that the parent or guardian has received and reviewed the information provided and has chosen not to have the individual vaccinated against meningococcal disease.

All compliance and exemption forms are available in the Housing office and must be completed prior to moving into on-campus housing.

Application Fee

A \$50.00 non-refundable application fee must accompany the Residence Hall application before the application can be validated and processed.

Period of Contract

The housing contract begins the first day of the academic semester and terminates at 4 pm on the last day of final exams for each semester. The student agrees to vacate the assigned room within 24 hours after his/her last class or examination or 4 pm of the last day of the final exams, whichever is earlier.

Holiday/Break Housing (Terms of Occupancy)

The housing contract is for room and board during those periods of the academic year when the College classes are in session, or when the student is required by the College academic calendar to be on campus. Any student wishing to stay during breaks or holidays must receive approval through the Housing office. Additional fees will apply.

Initial Payment and Monthly Payments

Monthly payments are due as follows:

Fall Semester
 September 1st
 October 1st
 November 1st
 December 1st

Spring Semester
 January 1st
 March 1st
 April 1st

The College reserves the right to notify the student's parent (s) or legal guardian (s) of payments past due and/or contract violations.

Contract Release/Refund/Termination of Contract

The contract is for the full period indicated and a student cannot be released or refunded any part of the payments except as in the following:

1. Withdrawal or dismissal from the College or dismissal from the residence halls for the balance of a contract period, at which time the student will be charged for services accrued on the basis of a one-semester contract plus a \$50.00 clerical fee. The College reserves the right to terminate a student's contract, if found at any time during the semester not to be enrolled or has ceased to attend classes at Eastern Oklahoma State College.
2. If a student is not required by College policy to live in college-owned housing, this contract may be terminated upon payment of accrued services at the one-semester rate and in addition, thereto, a charge of \$25.00.
3. Charges will continue to accrue and no refunds made until the student turns in the proper housing withdrawal forms through the Housing office and has signatures from the proper authorities.
4. Students who fail to check out of the halls at the end of the contract period will be charged at a rate of \$10 per day to a maximum of \$100 until properly cleared. Withdrawal forms are available at the Housing office.
5. The College reserves the right to terminate the contract after reasonable notice to the student in the interest of health, order, discipline, maximum utilization of facilities or disaster.
6. Any personal belongings left in the premises after the contract term has expired, may become College property or be discarded by the College if not collected within 7 days.

Transferring of Contract

This contract is personal and may not be assigned or otherwise transferred, nor may the student's space be sublet or otherwise placed in the occupancy, control or care of another person or entity.

Consolidation/Assignment of Rooms

Housing is defined as a furnished dormitory space (desk, bed, chair, etc) and not a specific room or space in a specific residence hall. In order to maximize occupancy, it is occasionally necessary to re-assign the student. Should the student's roommate move, the student may be required to move or share his/her room with another student.

Room Changes

Students will be allowed to change rooms, room status (single/double) or cafeteria meal plans during the first six (6) weeks of classes. Room changes cannot be made within the two weeks of each semester. All room changes must occur within 24 hours of the approval of a room change request. Students must contact the Housing office for approval of changes.

Access to Rooms

The College reserves the right to allow authorized College personnel to enter student rooms without consent to perform necessary maintenance and service or inventory of College property, for the purpose of inspections with regard to health or safety, to verify occupancy, to correct problems within the room which may be disturbing other residents, or if either probable cause or an emergency situation exists. The College purchases the services of a search canine for regular inspections of dorm rooms for the presence of alcohol or other drugs which are prohibited on the campus and in housing. These search times are random and students who are present will be asked to remain on their floor outside of their room while the search is being conducted by College personnel. Students not present may be notified by College personnel that their room may have been searched in their absence.

Responsibility of Cleanliness/Damages

Residents are responsible for the proper care and cleaning of their rooms and equipment. All personal cleaning supplies will need to be supplied by the resident. Residents are jointly responsible with the other residents of the floor/wing for the protection of public areas. Any replacement cost of damage to these areas will be equally divided among all residents unless those responsible are apprehended.

Lost Keys

If the student loses their room key, he/she must notify their RA or Housing staff immediately. If a student locks himself/herself out of their room, the student must present his/her ID to their RA or dormitory staff before entrance to the room will be permitted. If the student is locked out of his/her room more than three times in a semester, a fee of \$5 will be assessed for each subsequent incident. Each resident will be given a residence hall entrance key. Loss of this key will result in a fine of \$150.00 as it will require the changing of locks and reissuing of keys to all residents.

What to Bring

All residents are responsible for their own bedding for a twin size bed, toiletries, laundry supplies and all personal needs. A list of ideas and recommendations is available on the Eastern website at www.eosc.edu.

Decorations

While there is the opportunity for students to express their individuality in decorating their living spaces, the following guidelines must be followed in the interest of preventing fire and other dangers:

- >Candles incense and flammable lamps (such as oil lamps) are PROHIBITED.
 - >Street signs, cones, flags etc. that have been illegally acquired are FORBIDDEN. Such material will be confiscated and occupants will be disciplined by the College.
- Furthermore, the College will cooperate with local authorities who may arrest and press charges.

- >Tape and or permanent contact paper must not be used on any surface area in the dormitories, including walls, inside drawers, desk etc. Only the use of "Plastic-Tak" or equivalent products for wall hangings is acceptable.
- >Darts are not allowed in Dorm rooms at any time.
- >Rooms are not permitted to be decorated with alcoholic beverage containers, items that glorify the use or abuse of drugs, clocks, posters or curtains advertising the use of alcohol or drugs is strictly PROHIBITED.

Quiet Hours

Quiet hours are from 11 pm to 10 am Sunday through Thursday and 12 mid to 10 am Friday and Saturday. Any other times are considered "courtesy hours," which means if someone asks a resident to be quiet, the resident is expected to comply.

Guests

Same gender guests are permitted to stay in the residence hall with a resident a maximum of three days at a cost of \$10 per day and only one guest is allowed at a time. Guests must be 17 years of age or older unless approved by the Dean of Students.

Babysitting

Because of liability, legal issues and the potential inconvenience to other residents, babysitting is NOT permitted in the residence halls.

Smoking/Alcohol/Drugs

Smoking is prohibited in all residence halls and within 25 feet of the entrances hereto. Designated smoking areas are assigned to each dorm and residents are permitted to smoke only in those areas. All alcoholic beverages, including low-point (3.2) beer are prohibited in all residence housing. The use, possession or distribution of any illegal stimulant, depressant, hallucinogenic, or narcotic drug in or around residence hall facilities is PROHIBITED. Violators will be subject to criminal court action as well as College disciplinary action. See "Sanctions" in College Alcohol and Drug policy section of Student Conduct in this handbook for more details.

Insurance of Personal Property

Since Eastern Oklahoma State College does not own the personal property of the students, the College will in no way be liable or responsible for student's personal property in case of fire, theft, water damage, etc. nor can the College pay for deductibles. Students are advised to consider purchasing their own insurance for their personal property.

Microwave/Refrigerator

Each room is allowed a microwave (under 600 watts) and a small refrigerator. Deep fryers, toaster ovens, toasters, enclosed grills, open flames of any type or hot plates are PROHIBITED. Cooking is allowed only in microwaves. All food must be kept in sealed containers to prevent attraction of pests.

Pets

No pets of any kind are allowed in the residence halls.

Check Out Procedures

At the end of the spring semester or other move out, students must complete check out procedures with a dormitory RA. Students must remove all personal belongings, decorations and clean the room thoroughly before leaving. The student's signature and one from the College housing staff must be on the official check out form and the room key and the residence hall entrance key be returned before a student can be considered properly checked out.

Incorporation of Rules and Regulations

Eastern reserves the right to modify the residence hall rules at any time. Rule changes will be posted in the common areas of the residence halls and the Housing office. The changes will go into effect on the date included in the posted notice. Residents are responsible for knowing and abiding by all rules in the Handbook, in the documents presented to them and in posted notices. Pleading ignorance of the regulations will not excuse violators at the college level.

Dorm Meetings

Mandatory dorm meetings are scheduled monthly and posted in each dorm and in the Student Center. All students are expected to attend these meetings as they are the most effective forum for transferring important information, the presentation of appropriate topics, or the opportunity for students to air their concerns regarding their housing or academic needs. The only acceptable excuse for not attending a meeting is a conflicting work schedule, class schedule, or proven medical emergency. All students expecting to miss a meeting must notify the Dean of Students office BEFORE a scheduled meeting and may be required to provide proof of their excuse for missing. Any student who misses a meeting and does not inform the Dean of Students office will be subject to a fine of \$100.

Felony Convictions

If a student has been convicted of a felony or misdemeanor, the student's housing will be held until he/she meets with the Dean of Students. The Dean of Students reserves the right to refuse or deny college housing to any student.

Visitation

Visitation hours are Sunday through Saturday 12 noon to 12 midnight. Eastern reserves the right to reduce hours if a complaint has been filed with the dormitory staff, Campus police or the Dean of Students. We expect all students to show respect for one another. Consideration for roommates and other floors dictates that guests do not infringe on another's rights to the quiet enjoyment of the facilities. Therefore, all visitors, regardless of gender, must be approved by all the residents of the room. Visitors causing a disturbance or discomfort to any resident will be required to leave. Failure to comply with these procedures will result in a fine for both parties, at the Dean of Students' discretion.

D. Student Apartments

The apartment rates listed below are subject to change to account for utility charges or other College expenses. All rates include bills paid: electric, gas, water, basic cable and wireless internet.

Apartment Rates

1 Bedroom Brick	\$408.00
1 Bedroom Brick remodeled	\$418.00
2 Bedroom Brick (North)	\$437.00
2 Bedroom Brick remodeled (N)	\$445.00
2 Bedroom Brick (South of campus)	\$467.00
2 Bedroom Brick remodeled (S)	\$477.00

Apartments are available for married or single partner students with children who are currently enrolled in 12 credit hours at Eastern Oklahoma State College for the fall/spring semester and 6 credit hours for the summer semester. **No alcohol or drugs of any kind or pets are permitted in the student apartments.**

Application for the student housing apartments can be made through the Housing office which is located in the Student center on the second floor in Student Services or by downloading the application from the Student Services website. You may reach Student Services at the office at 918.465.1818.

II. Food Service

A. Cafeteria

1. Meal Cards: for dormitory residents, meal plans are already billed in the housing costs. For commuting students, meal cards are available to purchase at the business office. Students purchasing a commuter card must pay in advance for meals \$50 for 10 meals or \$100 for 20 meals. The meals will be deducted each time the student eats in the Cafeteria.
2. Hours of Operations: Hours of operation may vary and are posted on the monitors inside the Student Center.

III. Student Activities

Eastern Oklahoma State College offers a wide array of campus organizations and campus activities for students. Eastern is unique among other state colleges in that we provide a student life and learning environment in which students have the ability to grow both educationally and socially. The following represents a list of the Student Senate recognized clubs, organizations, groups, teams and publications. Students are also encouraged to form other organizations. Please see the Dean of Students for procedures.

Student Organizations:

Aggie Club	Nursing Club	Baptist Collegiate Ministries
Bass Club	Characters Club (Theatre)	Phi Beta Lambda
Phi Theta Kappa	Church of Christ	Photography Club
Criminal Justice Club	Psychology Club	Fellowship of Christian Athletes
Spanish Club	Honors Club	Student Govt. Association
International Students	Mixed Martial Arts	Cheerleading
Native American Students	NAACP	United Ministries

Student Publications:

The Mountaineer Yearbook
The Statesman College Newspaper

Music Groups:

Pep Band
Show Choir
Sound Sensations

Agriculture Judging Teams:

Crops Judging
Livestock Judging
Meats Judging
Soils Judging

Athletic Teams:

Men's Basketball
Women's Basketball
Softball
Baseball
Intramural Sports

IV. Parking Policy

A. Administrative Policy

The Leadership Council of Eastern Oklahoma State College has determined that it is in the best interest of the College that rules and regulations be established to govern the keeping and use of motor vehicles by College employees, students, visitors, and other categories of users on campus. Accordingly, Eastern has developed and implemented these regulations to facilitate the safe and orderly conduct of business and to allocate the limited parking spaces available on campus. Operating a motor vehicle on College property is a privilege which is conditioned in part, by compliance with these rules and regulations.

1. Any appropriately licensed driver choosing to park an automobile on campus may do so provided a parking permit is obtained and the driver understands that the permit neither obligates

the college to set aside a space for every vehicle nor allows drivers to violate parking regulations. Visitor parking is provided only for persons who are not registered students or employees of the College and temporary parking permits will be issued.

2. The College reserves the right to restrict the use of an automobile on College property if the owner or driver has abused the privilege of operating a vehicle on campus.
3. The College assumes no responsibility for a vehicle or its contents.
4. All vehicles parking on College-owned or rented property must display a VALID Eastern parking permit.
5. Failure to pay fines will result in refusal to renew permits, withholding of transcripts, delaying of enrollment, withholding of pay and refund checks, and/or collection efforts.
6. Employees and students must park only in the parking areas reserved for their type of parking permit. A valid parking space is defined by parallel lines on both sides of the vehicle, and a line, curb, parking block or other type of barrier in front of the vehicle.
7. It is the responsibility of any vehicle operator to request information needed from Campus Police to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued.
8. Any person who persists in repeating violations of the Eastern Oklahoma State College Parking policies, damages property or commits any act detrimental to the safety of others or to the best interests needs of the College community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.
9. Only parking permits issued or authorized by designated Eastern personnel are valid and will be honored. Such substitutes as signs or decals issued by others, handwritten notes left on the exterior of the vehicle, etc. are unacceptable, and will not be honored by enforcement personnel.

B. Eastern Campus Police Office

The Eastern Campus Police Chief is located in the Student Center on the second floor in the area marked Student Services and is available Mon-Friday from 8 am to 5 pm. The location for all other officers is the southeast corner of the Field House. Officers are on duty seven days a week. For assistance call 918.448.2365. On campus the extension is 718 or call Student Services at extension 818. In all emergencies please dial 911.

C. Student Parking

1. Students who park vehicles on campus are required to immediately purchase and display a parking permit. Students must register their vehicles by the second week of class. All parking permits expire on July 31 of the following year. Parking permits can be mounted on the inside rear view mirror with identification facing the front of the vehicle in plain view.
2. Students should pay their parking permit fee in the business office of the Administration building for credit cards or at the office of Student Services on the second floor of the Student Center with cash or checks.
3. Students must present their Eastern ID card at each time of permit registration. Students must pay all outstanding citations before a parking permit may be issued.
4. Students should present to the Student Services office on the second floor of the Student Center a completed vehicle registration form and proof of purchase to obtain the parking permit.

5. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.

6. Students will be issued a parking permit that allows parking in any area designated for student parking or multi-purpose parking.

D. Disabled Parking

Vehicles displaying a state issued Physical Disability Permit, along with a valid Eastern parking permit, may park in any legal parking space or any physical disability space with the exception of spaces reserved for other uses.

E. Visitor Parking

1. Visitors are always welcome on campus. Short term visitors should obtain a temporary parking permit from the office of Student Services between the hours of 8 am to 5 pm Monday through Friday.

2. Eastern defines a visitor as any person unaffiliated with the college such as a vendor, rental property tenant or community member.

3. Whenever applicable, the host, whether Student, Staff, Faculty or Administrator should obtain visitor parking permits for their guests.

4. The office of Student Services shall provide visitor permits to event coordinators when requested. An event coordinator should contact Student Services for specific instructions.

5. Visitor permits can park in any faculty/staff/student or visitor parking lot. Eastern expects and requires visitors to abide by properly signed or marked parking instructions.

G. Motorcycles

Motorcycles will receive a decal to be placed on the front left fork. Permit must be placed where it can be easily seen. Motorcycles must park in designated motorcycle parking.

H. Bicycles

Eastern does not require bicycles to be registered; however, operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Student/faculty/staff must park bicycles in designated areas.

I. Permit Fees

Fees for parking permits are stated below. Fees are subject to change without notice.

Student	\$20.00 per year
Motorcycle	\$15.00 per year
Replacement	\$5.00

J. Driving Regulations

1. All traffic and motor vehicle laws of the State of Oklahoma are applicable on Eastern property and will be enforced by College Police officers. Violation of state traffic and motor vehicles laws may subject the driver to a county citation with fines set by the District Court.

2. The maximum speed limit on all College property is 15 miles per hour. Violators will be subject to College citation. All public roads through campus are governed by established speed zone markings.

3. A pedestrian crossing campus roads, streets or driveways in any marked crosswalk or at any intersection corner shall have the right-of-way.

4. It is the driver's responsibility to be able to operate his or her vehicle safely. Anyone who operates a vehicle on College property while under the influence of intoxicating liquor, narcotics, stimulants, depressants or opiates will be subject to arrest and/or revocation of parking privileges.

5. No motor vehicles including motor scooters, motorcycles or motor bicycles shall be operated upon any sidewalk or pedestrian walk on campus. It is further a violation to operate bicycles, roller skates and skateboards upon College property for recreational purposes. However bicycles, rollerblades, roller skates and skateboards are permitted as a means of **Eastern** students only to get from class to class and building to building.

K. Parking Regulations

1. A copy of the full Parking policy can be obtained by looking on-line at eosc.edu in the Eastern website under Student Services. Pleading ignorance of the regulations will not excuse violators or citations.

2. Vehicles found parking without displaying the appropriate parking permit will be cited (parking permit must be properly displayed in plain view, when parking on campus.) All employees and students are required to obtain a copy of the Parking regulations and follow the posted parking signs.

3. Parking is a first come, first served basis.

4. The issuance of a parking permit is merely authorization to park if space is available.

5. The responsibility for finding a legal parking space rests with the vehicle operator.

6. Lack of space in a particular lot is not a valid excuse for violating parking regulations.

7. The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.

8. If there is no sign at entry to the lot, parking is multipurpose.

9. Eastern restricts all student/faculty/staff to parking in their designated lots. Signs designating Campus Apartments or Dorm Parking are assigned to properly registered and identified residents. Unauthorized/unregistered vehicles parked in a reserved parking space are subject to impoundment at the owner's expense and a parking citation.

10. Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking space. Back/pull through parking is prohibited in the areas where one-way drive or angle parking exists.

11. The owner-of-record or the individual registering a vehicle with the College is responsible for all College parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.

12. Eastern prohibits the parking of motor vehicles on campus in areas other than those established for parking and by marked signs or other devices controlling their use.

13. Any vehicle parked in a fire lane, red zone, driveway, travel lane or any other area not specifically marked as a legal parking space will be subject to citation and may be impounded.

14. "Maintenance/Service" and "Loading" zones are enforced 24 hours a day.

15. The regulations apply to all persons operating any vehicle on any Eastern campus or property. Any Eastern satellite campus properties are included.

L. Towing and Impoundment of Vehicles

Eastern Campus Police reserves may tow and impound parked vehicles for the following offenses:

1. Parking in a space reserved for someone else or a disability space.
2. Unsuccessful attempts to contact owners with repeated parking violations, and /or five (5) or more unpaid parking citations.
3. Parking in drives, on grass, access road/service drives and traffic lanes.
4. Creating a traffic hazard, obstructing sidewalks, crosswalks or other vehicles.
5. Vehicles displaying expired license plate/tag (expired in excess of 180 days).
6. Parking in red zones or at red curbs or yellow curbs.
7. Parking in a designated fire lane or obstructing a fire hydrant.
8. Any vehicle that appears to be abandoned.
9. Parking on campus after a permit has been revoked.
10. Accumulation of five (5) or more violations by an unregistered vehicle.

For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle to avoid impoundment.

The owner of a disabled vehicle that is blocking right-of-ways, roadways or is improperly parked shall notify the Campus Police immediately at 918.448.2365. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner’s expense. Any person who has had their vehicle impounded or towed will be responsible for all accrued expenses, including towing, mileage, hook-up fee, storage, etc. Eastern Campus Police use the wrecker rotation process. The local police dispatcher will telephone the next rotation wrecker on call for all campus towing.

M. Appeals Process

An appeal for citation must be made in writing at the Chief of Police located in Student Services on the second floor of the Student Center within 48 hours from the date of the citation. Appeals **will not** be accepted after 48 hours.

N. Fines for Violations

The following are the parking and traffic violations and corresponding fines established by Eastern Oklahoma State College:

No valid parking permit.....	\$20.00
Occupying more than one parking space.....	\$20.00
Parking in a non-designated parking area.....	\$20.00
Parking in a NO PARKING zone.....	\$20.00
Parking in a fire zone.....	\$20.00
Parking a trailer on campus (without prior permission).....	\$20.00
Blocking or impeding traffic flow.....	\$20.00
Parking in a handicapped space w/o proper permit.....	\$50.00
Failure to obey a traffic control device (ie: speed bump).....	\$25.00
Moving violations.....	\$30.00
Use of lost or stolen permits.....	\$20.00
Blocking a dumpster.....	\$20.00
Double parked.....	\$20.00
Unregistered vehicle.....	\$20.00
Reckless driving.....	\$30.00
Disturbing the Peace.....	\$30.00
Failure to obey a Police Officer.....	\$30.00

Citation and fee rates are subject to change without notice. The college reserves the right to Impound and/or immobilize vehicles for repeat offenders in accordance with this policy.

O. Parking Permit Violations

1. Any person who gives, barter, or otherwise transfers ownership of parking privileges of a parking permit shall be guilty of wrongful use and possible forfeiture of parking privileges, subject to the appeal process.
2. Lost, stolen, or damaged parking permits must be reported to the Chief of Police.
3. Any person who finds or gains possession of a lost, stolen, forged or altered permit and uses the permit to park on campus will be subject to possible forfeiture of parking privileges, subject to the appeals process.

P. Vehicle Immobilizers (Boot)

Eastern Campus Police may use a vehicle immobilizer. This device is used to prohibit movement of a vehicle. Violations which may prompt the use of a vehicle immobilizer are listed but limited to the following:

1. Unsuccessful attempts to contact owners with repeated parking violations and/or five (5) or more unpaid parking citations.
2. Unidentifiable owner information.
3. Accumulations of five or more violations by an *unregistered* vehicle.

The fee to remove the immobilizer from the vehicle will be \$75.00, plus any additional parking fines accrued and previously unpaid parking fines. Any damage to the vehicle or the device due to a driver attempting to drive a vehicle while an immobilizer is engaged will be at the driver's expense. Once the owner/driver has made contact with Campus Police regarding the violations, the immobilizer will be removed. All fees and fines must be resolved or further action may be taken. Additionally, the owner/driver has the right to appeal the circumstances/violations leading to the vehicles immobilization.

Q. HOW TO SUMMON ASSISTANCE

If you need the service of Campus Police, call 918.448.2365 or push the call button on any red emergency telephone located throughout the campus. When the emergency phones are used the dispatcher will ask the caller for his or her location. In either case an officer will be dispatched to your stated location. In all cases of emergency where you have access to a cell or land line please call 911 and state your location.

Chapter 2 **Student Services**

I. Advisement Center

The services of the Academic Advising staff are available for current students as well as prospective students applying for admission to Eastern. All services of the Advisement Center are provided free of charge. The Advising Center provides a library of occupational, educational, and personal adjustment literature for student use. In cooperation with available community and state agencies, students can be referred for more specific advising services, if needed or requested.

New students, high school juniors, and seniors and continuing students will be assisted by an academic counselor and/or faculty advisor in selecting and scheduling classes. After initial enrollment, all students are assigned an advisor who has expertise in the student's chosen educational major. The advisor helps guide the student through his/her academic career while at Eastern. A degree plan is usually initiated during a student's first semester of attendance.

Students who plan to transfer after graduation can obtain information regarding costs, admission requirements, scholarships and programs available at universities. Computer based information, current catalogs, and applications for many institutions are available in the Library Room 111, for use by Eastern students.

II. The Developmental Studies Program assists students who are entering college with academic deficiencies. Students are placed in Developmental courses on the basis of ACT and/or COMPASS scores. Courses in Basic Algebra, Intermediate Algebra, Developmental Reading and Fundamentals of English are offered (see Eastern's Academic Catalog for details).

III. Student Support Services, located on the ground level of Johnston Hall, helps ensure academic success in college by providing to eligible students:

- Individual and group tutoring from 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Fridays. No appointment is necessary (hours are subject to change).
- Study skills workshop-Note taking, time management, test taking skills, ACT and COMPASS preparation.
- Cultural Enrichment Activities-Museums, plays, concerts, and leadership Conferences.
- Lending Library-tape recorders, calculators, laptops, reference books and dictionaries.
- SSS Grant- available to qualifying Student Support Service participants.
- Counseling-Academic, personal, and career.

Student Support Services is a TRIO program funded through the U.S. Department of Education. To qualify, a student must have an academic need and be a first generation college student, economically disadvantaged or have a disability.

IV. The ADA (Americans Disabilities Act)

The Law:

The Americans Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunications.

ADA's definition of a person with disabilities:

A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those people who have visible disabilities such as persons who are blind, deaf, or use a wheelchair-the definition includes people with a whole range of less apparent disabilities. These include psychological problems, learning disabilities, or chronic health impairment and more. Documentation of the disability is required. A person is considered with a disability if he/she has a disability, has a record of disability, or is regarded as having a disability.

Eastern Oklahoma State College ADA Policy:

Accommodation for Students with Disabilities:

Eastern is committed to making reasonable accommodations to give all qualified individuals with disabilities the opportunity to take part in educational and employment program services on an equal basis. The goal is to provide this opportunity in an integrated setting that fosters independence and meets the guidelines of the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. Students seeking accommodations should fill out an application in the Vice President for Academic Affairs Office located in the Administration Building and provide the necessary paperwork. For questions, contact the Office for Academic Affairs at 918.465.1830. Reasonable accommodations are made on an individual and flexible basis. Appropriate services may include 1) support, counseling, and information, 2) academic assistance services, 3) referral services, and 4) environmental modifications. However, it is the responsibility of individuals with disabilities to make their needs known and to provide documentation of a disability. It is the

responsibility of the faculty or supervisor to comply with accommodation requests made by appropriate College offices. In turn, the faculty will have support available from the Vice President for Student Affairs, and the Director of Student Support Services (when appropriate).

Eastern ensures equitable access through the Dean of Students' Office, Student Services, Student Support Services, and the Vice President for Student Affairs.

Student Eligibility for Services:

To be eligible for services, students with disabilities must identify themselves and present professional documentation to the office of the Vice President for Academic Affairs. Documentations should be recent (see the documentation section), relevant, and comprehensive. If the original documentation is incomplete or inadequate, Eastern has the discretion to require additional documentation at the student's expense. Until appropriate documentation is provided and approved, the Vice President's Office cannot support the student's request for services. Faculty members are not expected to provide services until they are officially notified by the Vice President for Academic Affairs.

Documentation:

Documentation is required to establish a disability and the need for accommodations. Students must provide current documentation that supports the student's disability and the student's requested accommodations. The documentation should include an evaluation by an appropriate (non-family member) professional, current impact of disability and recommended accommodations. "Current" means within the past 12 months or continuously enrolled and received ADA accommodations while attending another educational institution or still receiving educational accommodations.

Procedures for Obtaining Accommodations:

- Students requesting accommodations must fill out an accommodation request form and meet with the Vice President of Academic Affairs to identify needs and discuss accommodations.
- Students must provide adequate documentation that supports and confirms their disability and accommodations requested.
- Arrangements for students with disabilities will be made on an individual basis and are designed to level access of educational opportunities.
- Eastern assigns the authority to the Vice President of Academic Affairs to determine reasonable and appropriate accommodations based on the documentation provided. In the case of an unforeseen issue or concern, the Vice President of Academic Affairs reserves the right to consult with the Vice President for Student Affairs and/or their appropriate College officials and other appropriate grievance procedures.
- A memorandum and supportive documentation listing the appropriate accommodations will be prepared and delivered to the student's instructors.
- Student's should make an appointment to meet with the Vice President of Academic Affairs if they are in need of modifying their accommodations, experiencing academic difficulties, have questions, or need advice.
- Students need to make arrangements to meet with their instructors within the first two weeks of the semester to discuss the needed accommodations.
- Students are personally responsible for applying in a timely manner to the Vice President of Academic Affairs regarding the need for accommodations.
- Late requests from students for accommodations may result in a

delay in the services requested.

Grievance Procedure

Eastern Oklahoma State College has adopted grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA.

Step 1:

Complaints shall initially be discussed with the Vice President of Academic Affairs within 15 calendar days of the event or action that is the subject of the complaint.

Step 2:

If the complaint is not resolved, the complainant (s) may request a conference with the President within 15 calendar days of receipt of decision of the Vice President of Academic Affairs. Prior to the conference with the President, the complainant (s) shall submit a copy of the written complaint that includes a description of the complaint, the solution sought, and the dates of the conference with the Vice President of Academic Affairs.

V. Involuntary Medical Withdrawal

1. Purpose

One of the College's purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, service, and the growth and safety of all members of its community. From time to time College officials become aware of a student who may be seriously interfering with this purpose because of a mental, emotional or psychological health condition. In these situations, College officials may consider the appropriateness of (1) utilizing the regular student disciplinary system, or (2) involuntary examination, hospitalization, and treatment for mental illness under state law. In addition to, or instead of, either of those procedures, the matter may be handled as a potential medical withdrawal according to the standards and procedures described by this policy.

Involuntary medical withdrawal is not a substitute for appropriate disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation should not be diverted from the disciplinary process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges, or did not know the nature and of the act in question. Further, this policy should not be used to dismiss socially or politically "eccentric" students who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal College activities.

Involuntary medical withdrawal should be reserved for those cases where interim measures, such as a behavior contract, are deemed inappropriate, or cannot be agreed upon by the student or the College.

2. Standard

A student will be subject to involuntary medical withdrawal if the Medical Assessment Committee concludes that, in its professional judgment, the student is suffering from a mental, emotional or psychological health disorder and, as a result of this disorder, engages or threatens to engage in behavior which

- a. poses a significant danger or threat of causing physical harm to the student or others, or
- b. substantially impedes the lawful activities of other members of the campus community, or the educational process or proper activities or functions of the College or its personnel.

3. Composition of the Medical Assessment Committee

The Medical Assessment Committee will consist of the following members:

- a. The Director of Campus Public Safety and Security;

- b. The Chair person of the Psychology/Sociology Department;
- c. The Director of Nursing or Nursing Department Designee.

4. Commencement of the Process

The Dean of Student shall act as Coordinator of the involuntary medical withdrawal process.

Any member of the College community, who has reason to believe that a student may meet the standard for involuntary medical withdrawal described in this Section 2, may contact the Office of Student Services. The Coordinator should conduct a preliminary, informal review and determine whether the matter should be referred to the Medical Assessment Committee. If, in the Coordinator's judgment, the student does not meet the standard for involuntary medical withdrawal, this process will terminate, and the Coordinator may take any other action deemed appropriate, including initiating disciplinary action or recommending that the student seek treatment.

If, in the Coordinator's judgment, the student may meet the standard for medical withdrawal, the Coordinator will arrange for a conference with the student. At that conference, the Coordinator will:

- a. describe the report;
- b. explain this policy and provide the student with a copy;
- c. inform the student that the student must meet with a designated mental health professional within a specific time for an evaluation;
- d. inform the student that failure to meet with the mental health professional may result in conduct action under Eastern's Student Handbook, Chapter 4, Section IV, paragraph D of the *Student Code of Conduct* for "Prohibited Conduct."

5. Emergency Interim Withdrawal

An interim medical withdrawal may be implemented immediately by the Coordinator, if the Coordinator determines that the student may be suffering from a mental disorder and the student's behavior poses a significant danger of causing imminent physical harm to the student or to others, or of directly and substantially impeding the lawful activities of other members of the campus community. A student withdrawn on an interim basis shall be given an opportunity to appear personally before the Coordinator within forty-eight (48) hours from the effective date of the interim withdrawal, in order to discuss the following issues:

- a. the reliability of the information concerning the student behavior; and/or
- b. whether or not the student's behavior poses a significant danger of causing imminent physical harm to the student or others, or of directly and substantially impeding the lawful activities of other members of the campus community.

Following this meeting the Coordinator may either continue or cancel the interim withdrawal. If the interim withdrawal is canceled, the procedures described in this policy may still be continued. If the interim withdrawal remains in effect, the next stages of this procedure will be followed, and every effort will be made to expedite the process. The interim withdrawal will remain in effect until the Medical Assessment Committee has rendered its decision, unless sooner canceled by the Coordinator.

6. Evaluation by a Mental Health Professional

The Coordinator will select an appropriate mental health professional to evaluate the student and shall notify the student of the time and place of the evaluation. The cost of the evaluation will be borne by the College.

When the mental health professional meets with the student, the student should be informed that the results of the evaluation will be made available to the student and to the Coordinator, and may be presented at a hearing before the Medical Assessment Committee.

If the mental health professional determines that the student does not meet the standard for the medical withdrawal, that opinion will be reported in writing to the Coordinator who will terminate this process. The Coordinator may decide to take other appropriate action, including conduct action.

If the mental health professional determines that the student may meet the standard for involuntary medical withdrawal, a written report of the evaluation shall be submitted to the Coordinator and a copy shall be provided to the student. The report may include recommendations for the Medical Assessment Committee to consider such as a withdrawal, mandatory treatment, a behavioral contract, or a lighter academic load. The recommendations are not binding on the Committee or the College.

7. Scheduling a Hearing

Upon receipt of the mental health professional's evaluation, the Coordinator will either terminate the process or schedule a hearing before the Medical Assessment Committee. The Coordinator will notify the student in writing, at least five (5) business days before the hearing as to the date, time and place of the hearing, and the procedure described in Section 8 Below. The student may waive the five (5) business day notice period, in writing.

8. The Hearing

- A. At the hearing, the Coordinator should provide the Medical Assessment Committee all the evidence relevant to whether the student is subject to involuntary medical withdrawal under the standard set forth in paragraph 2. The evidence may include witnesses, written reports, documents or written statement, and must include the mental health professional's written evaluation.
- B. The student's rights at the hearing shall include the following:
 - 1. The right to be present, unless the student disrupts the hearing.
 - 2. The right to present relevant evidence.
 - 3. The right to question all witnesses at the hearing and to comment upon all the documents presented.
- C. The members of the Committee may also ask questions of any witnesses.
- D. Formal legal rules of evidence will not apply at the hearing. However, the chair may exclude evidence that is not relevant or is cumulative.
- E. The hearing will be closed to the public and the testimony and other evidence will be kept confidential.
- F. The hearing will be tape recorded and the recording will be made available to the Committee, the student (upon written request), the Coordinator and to any decision-maker involved in an appeal. The tape shall be preserved so long as the possibility of appeal remains open. Following this period, the tape shall be destroyed.

9. The Decision of the Committee

The committee will base its decision on evidence presented at the hearing. The concurrence of at least two Committee Members will be required to withdraw a student under this policy.

If the Committee concludes that the student does not meet the standard for medical withdrawal, it will so inform the student and the Coordinator in writing, and the process shall terminate.

If the committee concludes that the student does meet the standard for medical withdrawal, the Committee shall so state in a written decision that will include its reasons for this conclusion. This written decision will be provided to the student and the Coordinator.

The committee may, as its discretion, permit a student who meets the standard for medical withdrawal to remain enrolled on a probationary basis under specific conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load or

any combination. When making its determination of appropriate probationary conditions, the Committee may consult on an informal basis with faculty, dormitory hosts or other College staff.

10. Appeal

A. Appeal to the Vice President for Student Affairs

Within five (5) business days from delivery of the Committee's decision, the student may request in writing, that the Vice President for Student Affairs review the committee's decision. The student shall state in writing the specific points the student wishes the Vice President to consider. Within five (5) business days of receiving the appeal, the Vice President will inform the student of the decision in writing. The Vice President may (1) confirm the Committees' decision, (2) send the matter back to the Committee for further proceedings, (3) affirm the Committee's findings but alter the disposition from withdrawal to probational enrollment under specified conditions, or (4) reverse the Committee and reinstate the student. The Vice President's decision is final, unless the decision is to withdraw the student.

B. Appeal to the President

If the Vice President's decision is that the student should be withdrawn, the student may appeal to the President. The appeal must be submitted in writing, within five (5) business days after delivery of the Vice President's decision. The President's review will be limited to a determination of whether the proper procedures were followed and whether the decision is supported by any evidence in the record. The President will inform the student of the decision in writing within ten (10) business days.

11. Voluntary Medical Withdrawal

At any point in the process the student may present a request for voluntary medical withdrawal to the Vice President for the Student Affairs. If the request is granted, the involuntary medical withdrawal process will cease; however, voluntary withdrawal will not terminate any pending disciplinary action.

If the student's request for voluntary medical withdrawal is granted, the student will be subjected to the readmission requirements described in Section 12 below.

12. Readmission

A student who is involuntarily withdrawn, or who obtains a voluntary medical withdrawal, may not re-enroll or be re-admitted to the College before the start of the next term. Further, the Medical Assessment Committee must approve the student's re-enrollment or readmission. Approval may be granted only if the Committee determines, in its professional judgment, that the conditions that caused the withdrawal are no longer present. The Committee may require any documentation or evaluation that is deemed necessary. The student is not entitled to a hearing on the determination. The student must also meet all of the admission or enrollment requirements of the College and of the school or college in which he/she wishes to be enrolled.

13. Records and Fees

- A. All the records concerning these proceedings shall be maintained by the Coordinator and shall be kept confidential in accordance with the Family Education Rights and Privacy Act, 20 U. S. C. 123g, and implementing regulations of the U. S. Department of Education, 34 C. F. R., Part 99.
- B. The procedures for the transcript notation and fee refunds described in the *Eastern Catalog* shall apply to students who withdraw, voluntarily or involuntarily, under this policy.

VI. Native American Affairs

The Choctaw Nation Student Center is located on the ground level of Johnston Hall and provides a support service for Native American Students. Support services are provided through one-on-

one counseling, outreach programs, and tutoring. **The following areas of student development are emphasized: academic development, personal adjustment/development, motivation, and career goals.**

The program director works closely with other offices of the College. These efforts include the direct and indirect assistance in the following areas: **recruitment and retention, financial assistance, career development, and employment opportunities.**

VII. Financial Policies

During the admission process a student will agree to the following terms:

A. The student will promise to pay Eastern Oklahoma State College all charges on their account by the due date.

B. Eastern Oklahoma State College may apply up to \$200.00 of federal aid that exceeds current term charges toward the prior years balance on a student's account with the college.

C. If a student should default on their account, they agree to pay all finance charges and costs, including collection agency costs, attorney fees, and litigation costs incurred by Eastern in its efforts to collect.

D. The student understands that all unpaid charges may be subject to credit bureau reporting and/or state income tax attachment.

E. If a student is unable to attend Eastern for any reason, the student understands they must **OFFICIALLY** drop within the published drop/add periods to avoid financial obligation or grade liability.

F. The student understands that transcript and registration holds are placed on all unpaid accounts.

1. Check Cashing Policy

The Business Office will cash one personal check per week up to a maximum of \$25 per check. Two-party checks will not be cashed. Students are required to produce a student ID, a photo identification card (drivers license), or a passport/visa before the check will be accepted by the College. A charge of \$25 per check will be charged for checks returned to the Business Office from the presenter's bank. Note: as of this publication, there are several ATM locations throughout Wilburton and McAlester. Checks cannot be cashed by the College at the McAlester Campus.

2. Payment of Student Fees, Tuition, Room and Board

Payment of student fees can be made at the College Business Office located on the first floor of the Library Building or by mail. Mailed payment should include the student's name and ID number with the payment. Student billing statements will be mailed monthly to the address listed during enrollment. Tuition and book charges are due with the first billing statement. The unpaid current charge balance will be charged a finance charge of 1.5% per month. Dormitory and apartment rent are due monthly and will be reflected on billing statements with the current monthly charge reflected. The billing statement will also reflect the future charges that will be due for the balance of the semester.

3. Financial Aid

Eastern has organized the Student Financial Aid Department to assist students in meeting their education costs. The programs available are as follows: Pell Grants, Subsidized and Unsubsidized Stafford Loans, Supplemental Educational Opportunity Grants, ACG Grants, Oklahoma Tuition Aid Grants, College Work Study Programs and BIA. Information concerning these programs may be obtained by visiting the Financial Aid Office (L107). Students may complete the free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov to apply for financial aid assistance. Eastern's school code is #003155. Financial assistance is limited to six semesters of full-time study per program.

AMENDED POLICY ON FEDERAL FINANCIAL AID TERM LIMITS FOR EASTERN OKLAHOMA STATE COLLEGE-Pell Grant/Financial Aid Term Limits

A student must be enrolled in an approved undergraduate course of study to receive a Pell Grant. Any student who has earned a baccalaureate degree or first professional degree is not considered to be an undergraduate and, therefore, cannot receive a Pell Grant.

A student who has received an associate degree and enrolls in another associate degree program at Eastern continues to be considered eligible. Eastern has adopted this policy for term limits to include all types of Federal aid in addition to Pell. A student can receive a maximum number of terms equal to 150% of the program length. For example, the Associated of Science degree program is established as a two-year academic program; therefore, 150% of the program length would be three academic years. Therefore, a student who continues to meet all qualifications can receive a total of six full semesters of financial aid for each associate degree program they successfully complete.

In addition to meeting the length of program requirements, students must maintain both qualitative and quantitative standards to continue to be eligible to receive Pell Grants and other Federal student aid. Those standards make up the satisfactory academic progress policy. Students who fail to meet the satisfactory academic progress policy requirements will be placed on financial aid or probation or suspension. The satisfactory academic progress policy is fully explained in both the Eastern academic catalog and the Eastern student handbook.

Remember: *Continued eligibility for these programs is based upon “Satisfactory Progress” and is defined as follows:*

- a. Attaining a 2.0 grade point average as required by the Financial Aid Policies and Procedures*
- b. Students funded as full-time must successfully complete 12 or more credit hours per academic semester.*
- c. Students funded as $\frac{3}{4}$ time must successfully complete 9-11 credit hours per academic semester.*
- d. Students funded as $\frac{1}{2}$ time must successfully complete 6-8 credit hours per academic semester.*

Students who fail to make “satisfactory progress” will be placed on probation for one semester. Students who fail to make “satisfactory progress” a second time will be terminated from all financial aid programs. However, if there is evidence of fraud or excessive absence from class, the Financial Aid Director may deny assistance without allowing the one semester probationary period.

Important Note: Financial Aid probation is not the same as academic probation, although they often go hand-in-hand. See Eastern’s Academic Catalog for details.

Refund for Financial Aid Recipients Who Withdraw

A student receiving federal financial assistance who completely withdraws from classes at Eastern will be subject to the following refund policies required by federal regulation. This policy only applies to students receiving assistance through the Pell Grant, Supplemental Education Opportunity Grant, Subsidized and Unsubsidized Stafford Loan and Parents’ Loan for Undergraduate Student Programs. This policy assumes a student “earns” his/her financial aid based on the period of time the student remains enrolled through the semester. Upon withdrawal, the Office of Financial Aid will determine the date of the student’s withdrawal on record in the Office of the Registrar and will calculate the amount of financial assistance the student “earned” while enrolled in classes according to the following formula: Number of days enrolled divided by total number of days in the semester.

If the amount of federal aid disbursed exceeds the amount of federal aid earned, as of the withdrawal, either the College, the student or both are required to return some portion of the federal aid received. Late disbursements for which the student is eligible are required to be

included. Students who remain enrolled beyond the 60% of the semester are considered to have earned 100% of the financial aid received. Students who are enrolled for less than 60% of the semester will likely be responsible for repaying a portion of the financial aid received.

The Office of Financial Aid will calculate the amount of any refund due according to the Return of Title IV Funds Formula outlined in federal regulations. An example of the fund formula is available for viewing in the Office of Financial Aid. Any refund amount calculated from this formula will be returned to the appropriate federal financial aid programs. Refunds for financial aid recipients never are given directly to the student. Calculated refund amounts are returned to the federal financial aid programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loan, Federal Pell Grants ACG, SEOG Grant and other financial aid programs.

Under this policy, the date of withdrawal is the date the student began the withdrawal process by contacting Eastern's Office of the Registrar, whether in person or by phone to complete an Application for Withdrawal form.

Important Note: Simply ceasing to attend class will not necessarily result in official withdrawal unless an "AW" is assigned in accordance with College policy and the course syllabus (see Academic Catalog for details).

VIII. Library Media Center

Eastern has a Library Media Center that contains a collection of print and electronic information sources. There are seating accommodations for students, as well as a "study area" for group study. With the exception of Reserve Books, there is open access to approximately 38,000 books, as well as, 140 periodical, 11 newspapers, and 21 on-line computers.

1. Hours and Services:

Library hours are posted in the Library Building entrance. The Library is not open evenings between semesters or during holidays or breaks when students are not having classes. The Library is closed on holidays listed on the calendar the same as campus offices. Information about the Library Media Center can be viewed at the website: <http://www.eosc.edu/library>.

2. Borrowing Materials:

All students and staff members are entitled to use the Library. All materials leaving the Library Media Center must be checked out at the circulation desk. Students should be prepared to present a Student ID when they check out books. Most books are checked out for 2-week periods. Loans may be renewed, if the materials are not needed by others. Borrowers are allowed to check out as many as five books at one time. Borrowers are responsible for books as long as they are checked out to them. Students taking Library books/materials without checking them out properly are in violation of the College's Student Code of Conduct. DVD and video tapes are checked out for one (1) day and due back by 9 a.m. the following day.

3. Non-Circulating Materials: (includes Reserve books, Reference books, and Periodicals)

The Reserve Books Section is to the left of the information desk on the second floor. Reserve books are for use in the Library only and are on closed stacks. Students must ask for Reserve books and sign them out for room use.

Reference books include encyclopedias, dictionaries, handbooks, almanacs, bound magazines, etc. They are to be used in the reference section only. Some of the older sets of encyclopedias are not in reference and may be checked out.

Current magazines, journals, and newspapers are on the magazine shelves and newspaper racks located on the second floor. They are to be used in the Library Media Center only.

4. EOSC-NET Library Services and Information:

Electronic information in a continuously growing variety of titles and microcomputer applications are available on personal computers in the computer reference center on the second floor. Students may use these computers to search magazine indexes, the Internet, full text journals, newspapers and government documents, as well as use word processing and data management programs to assist them in preparing assignments. EOSC-NET can be accessed from the classroom, the dormitory computer labs, and lab computers in other campus buildings. The Library Media Center has Wi-Fi capabilities.

5. Penalties:

Books and materials that are not returned when due are subject to a fine of 5 cents per day per item. DVD's and video tapes are charged at \$1 per day with a \$3 per day maximum for each day they are overdue. All library records must be cleared before transcripts will be given by the College. Materials lost, destroyed, or damaged must be paid for. A \$15 service charge will be added to the replacement cost of each book or item. The charge helps cover the processing cost for replacing lost or damaged articles.

IX. Student ID Cards

Student photo ID cards are made in the Dean of Students' Office located on the second floor of the Student Center. The card serves as an activities pass, library card, and meal card. Students must also present a Student ID to receive or cash checks at Eastern's Business Office. ID's also prove useful for check cashing at off-campus businesses and vendors by showing that you are an Eastern student. You will receive your first ID for free. Replacement ID's cost \$15.00.

X. Bookstore

1. Textbook Buying:

It is the responsibility of the student to select the correct textbook by having the current class schedule in hand when purchasing books. Double check the books before purchasing.

2. Refund and Return Policy

EOSC Bookstore will accept refunds and returns for the following circumstances:

- a. Textbooks: students can receive a full refund during the first five (5) days of the fall and spring semesters. Thereafter, a full refund will only be given through the twelfth (12) class day with a receipt AND a drop slip. Returns may be made during the first five (5) days of class in summer session.
- b. A cash register receipt MUST accompany all refunds and returns.
- c. Refunds on textbooks are not allowed during the week prior to or during finals.
- d. Study Guides and test preparation manuals are non-refundable. No refunds or exchanges will be given on software.
- e. General Merchandise: All other merchandise may be returned within three (3) days of purchase with a receipt.
- f. New materials must be returned in its original condition. Shrink-wrapped items may be returned if the shrink-wrap is unopened.

3. Buy-Back Policy:

As a service to the students, the Bookstore offers to buy back books year-round. The following criteria determine the price paid for books:

- a. At the end of each semester, the Bookstore will pay UP TO one-half (1/2) of the purchase price for good condition books, which are needed for sale in courses for the upcoming semester.
- b. Book Buy Backs will take place the week of finals during the summer,

fall, and spring semesters. Times will be announced by flyers and by your student email. It is the responsibility of the student to check on times for Book Buy Back. If you have questions concerning Book Buy Back, you can call the Bookstore at 918.465.1713.

4. Store Hours:

Monday through Thursday 7:45 a.m. to 5:00p.m. Fridays 8:00 a.m. to 4:00 p.m. Phone number 918.465.1713.

XI. Post Office

Eastern Oklahoma State College offers students and employees Post Office boxes to rent to receive their mail on campus. If you are interested in renting a box, come by the Post Office, located across the hall from the Bookstore or call 918.465.1703.

XII. Development Foundation

The Eastern Oklahoma State College Developmental Foundation, Inc., a non-profit corporation, is operated exclusively for charitable, benevolent, educational, and scientific purposes. The Foundation strives to provide assistance deemed necessary, expedient, and convenient to aid and counsel those endeavoring to obtain an education. The Foundation's primary purpose is to provide resources and to seek external support for scholarships, faculty development, equipment, and campus projects. The Foundation solicits gifts and donations to support the College and its students. (Library Building Room 115).

XIII. Alumni Association

The purpose of the Alumni Association is to further the interests of Eastern Oklahoma State College and to promote a mutually beneficial relationship between the College and its alumni, former students, and friends.

Membership is open to all who are interested in the growth and development of the College. Annual membership is \$25 and a lifetime membership is \$200. Graduates are given two years' free membership immediately following graduation at Eastern. (Library Building Room 115).

Chapter 3

Student Code of Conduct

I. Introduction

A. Purpose

It is essential to the growth and education of our students that they have freedom to inquire, study, increase understanding and knowledge, and further their intercultural and interpersonal development; however, freedoms cannot be protected or exercised in a College that lacks order and stability. The Code of Student Conduct and the incorporated Statements of Student Rights and Responsibilities and Student Ethics were created to inform the student body of the expected standards of behavior, policies, and fundamental expectations of a student at Eastern Oklahoma State College. Furthermore, the purpose of this Student Code of Conduct is to develop boundaries so that the College can maintain a comfortable living and learning environment for all College members. The intent of the College is to make certain that students adhere to their civic and social responsibilities and not lose their rights as citizens of the College community. The Student Code of Conduct specifically clarifies the rights and responsibilities of student members of this academic community.

Note: Violation of this trust may result in penalties up to and/or including expulsion from the College.

B. Liability and Responsibility Notice

Whether enrolled in an on-campus class or in a College-sponsored internship, course, or activity involving domestic or foreign travel, a member of the College community or guest thereof, the student or guest is responsible for his/her own medical treatment and is liable for his/her actions. In the event of injury or illness while participating in a College-sponsored activity, the College cannot approve a claim for treatment or reimbursement.

Information on insurance is available in the Office of the Dean of Students, Student Center 214 or 918.465.1818. A number of reasonable priced insurance policies are available from the private business sector. Each student is strongly encouraged to invest in the appropriate coverage.

C. Family Educational Rights and Privacy Act (FERPA) (as amended)

Eastern Oklahoma State College (Eastern) designates the following student information as public or directory information, which may be released at any time without the express consent of the student.

1. Directory Information

What is directory information?

Directory information is information that is generally not considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, Eastern Oklahoma State College has established the following as directory information:

Parent's names and addresses, Student's name, address (es), e-mail address, telephone number, classification, dates of attendance at Eastern, enrollment status, major field of study, degrees, and awards, photograph, date and place of birth. Athletic Team Members: height, weight, and position played.

Students may withhold disclosure of any or all categories of directory information. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office, Library Room 100, 918.465-1813. Forms must be submitted by the Drop/Add deadline.

2. Release for Educational Purposes

It is the policy of the College to release personally identifiable information from the educational records of a student, without written consent, to College officials (faculty, staff, and agents of the College having responsibility for working with students in admissions, registration, advisement, counseling, teaching, financial aid, payment of fees or any other activity directly related to the student's academic program or pursuant to law or government regulations).

Attempts by other individuals or organizations to access student records without the express written consent of the student are considered a violation of College policy and federal law. Examples of violations include, but are not limited to:

- a. Illegally accessing information from student or faculty information terminals;
- b. Misrepresentation to obtain another student's transcript, semester grades, or class registration;
- c. Using a student's ID number without his/her permission to gain access to other College services.

3. Access to Your Records

Students are entitled to access official educational records directly related to the student, including the right of inspection and review within forty-five (45) days of the day that the College receives a request for access from an eligible student. You may request to see your records by filing a written request to the College

Registrar, Library Room 100. Conduct records may be requested by contacting the office of the Dean of Students, Student Center 214, 918.465.1818. By written declaration, the student may authorize access to his/her education records by parents or other individuals.

Access Rights

The right to access shall include:

- a. The right to a list of the types of educational records maintained by the institution and related to students;
- b. The right to inspect and review the content of those records;
- c. The right to obtain copies of those records, which may be at the expense of the eligible student or parents. **Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 are entitled to access official records of that student;**
- d. The right to a response from that institution to reasonable requests for explanations and interpretations of those records;
- e. The right to inspect and review or to be informed of specific information about themselves which is contained in any material or document on more than one (1) student;
- f. The right to an opportunity for a hearing to challenge the content of those records as follows:
- g. The hearing shall be conducted and a decision rendered within a reasonable period of time following the request for the hearing.
- h. The hearing shall be conducted, and the decision rendered by an institutional official or other party who does not have a direct interest in the outcome of the hearing.
- i. The eligible parents or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under subpart, Section 99 of the Family Educational Rights and Privacy Act of 1974; and
- j. The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

4. Compliance Complaints

Eligible students and parents of the student have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Eastern Oklahoma State College to comply with the requirements of the Family Educational Rights and privacy Act (FERPA) of 1974. The name and address of the office that administers FERPA of 1974 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605
Telephone: 202.260.3887

II. Terms and Conditions

1. The terms "College," "Eastern," and "EOSC" all mean Eastern Oklahoma State College.
2. The term "student" includes all persons taking courses at the College, whether full-time or part-time, taking classes for College credit or developmental (zero-level) courses or pursuing undergraduate studies. Persons who withdraw after allegedly violating the Student Code, who are not officially enrolled for a particular term, but who have a continuing relationship with the College, or who have been accepted for admission are considered "students" as are persons who

are living in College residence halls or apartments, although not enrolled in the institution. Someone who frequents campus and interacts with students in a student-like manner as deemed by the Dean of Students will also be considered a “student” for purposes of this Student Code of Conduct.

3. The term “faculty member” or “faculty” means any person hired by the College to conduct classroom or teaching activities or who is otherwise considered by the College to be a member of its faculty.

4. The term “College Official” includes any person employed by the College, performing assigned administrative or professional responsibilities.

5. The term “member of the College community” includes any person who is a student, faculty, member, College Official or any other person employed by or otherwise affiliated with the College. A person’s status in a particular situation shall be determined by the President of the College.

6. The term “College Premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the College (including adjacent streets and sidewalks).

7. The term “Organization” means any number of persons who have complied with the formal requirements for College recognition.

8. The term “Student Conduct Board” means any person or persons authorized by the College President to determine whether a student has violated the Student Code and to recommend sanctions that may be imposed when a rules violation has been committed. In most cases, the Dean of Students or his/her designee will be the Student Conduct Board.

9. The term “Student Conduct Administrator” means a College official, as appointed by the College President to be responsible for imposing sanctions upon students found to have violated the Student Code. In most cases, the Dean of Students or his/her designee will be the Student Conduct Administrator.

10. The term “Appellate Board” means any person or persons authorized by the Vice President for Student Affairs (VPSA) to consider an appeal from a Conduct Administrator’s determination that a student has violated the Student Code or from the sanctions imposed by the Conduct Administrator. Normally, the Appellate Board will be composed of two faculty members, two students, and the VPSA, who will serve as chair. The VPSA may adjust membership at his/her discretion to expedite consideration.

11. The term “shall” is used in the imperative sense.

12. The term “may” is used in the permissive sense.

13. The Dean of Students is that person designated by the College President to be responsible for the administration of the Student Code.

14. The term “policy” means the written regulations of the College as found in, but not limited to, the Student Code, Student Handbook, College Website, computer use policy, and the Academic Catalog.

15. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the College faculty or staff; or (4) engaging in the selling of term papers or other academic material.

16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direction quotations, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code. When a student believes that he/she has been a victim of another student’s misconduct, the student who believes he/she has been a victim will have the same rights under Student Code as are provided to the Complainant, even if another member of the College community submitted the charge.

18. The term “Accused Student” means any student accused of violating this Student Code.

III. Student Conduct Authority

The Dean of Students shall determine the uses of Student Conduct Boards. The Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the provisions of the Student Code. Decisions made by a Student Conduct Board and/or Student Conduct Administrator shall be final, pending the specified appeal process, if used.

IV. Student Policies and Conduct Regulations

A. The College's basic Code of Behavior requires that students NOT:

- a. Violate any municipal, state, or federal laws, or
- b. Interfere with or disrupt the educational process of Eastern Oklahoma State College, or
- c. Violate the College policy, rule or regulation published in hard copy or available electronically on the College website.

B. Jurisdiction of the College Student Conduct Regulations

The College Student Code shall apply to conduct that occurs on College premises, at College-sponsored activities, and to off-campus conduct that adversely affects the College community and/or the pursuit of its objective. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as, during the academic year and during periods between terms of actual enrollment (and even if the conduct is not discovered until after a degree is awarded). The Student Code shall apply to a student's conduct even if the student withdraws from school while disciplinary action is pending. The Dean of Students shall decide whether the Student Code shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her discretion.

C. Admission to College Subject to Conduct Review

Admission of students who are currently under disciplinary sanctions at other institutions must first be reviewed by the Dean of Students, Student Center 213. The College reserves the right to deny admission or readmission to any student based upon prior conduct and/or based upon prior illegal activity.

D. Prohibited Conduct

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article 6:

1. Acts of dishonesty, including, but not limited to the following:
 - a. Cheating, plagiarism or other forms of academic dishonesty.
(NOTE: Academic dishonesty involves both grade and conduct issues. See Chapter 5 for "Special Procedures for cases of academic integrity violation".)
 - b. Furnishing false information to any College official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
 - d. Tampering with any College-related election.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other College activities, including its public service functions on or off campus, or of other unauthorized activities when the conduct occurs on College premises or at an official College event.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health and safety of any person. This will include, but is not limited to: sexual assault, domestic violence, rape, stalking, fighting, discrimination or harassment with regards to sex, race, nation origin, and sexual orientation and other threatening behavior. Also see the Sexual Misconduct Policy later in this chapter.

4. Attempted or actual theft of and/or damage to property of a member of the college community or other personal or public property, on or off campus.
5. Hazing defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into affiliation with, or as a condition for continued membership in a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not neutral acts; they are violations of this rule.
6. Failure to comply with directions of College officials or law enforcement offices acting in performance of their duties and/or failure to fully truthfully identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of premises.
8. Use, possession, dispensing, manufacturing, sale or distribution or conspiracy to sell, distribute or possess or being in the chain of sale or distribution of any illegal chemical substance. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute, or purchase under Federal or Oklahoma law. "Illegal chemical substance" includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all illicit drugs, such as prescription drugs obtained without authorization and prescribed drugs and over-the-counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for and use are not being used to treat a current health condition of the student). The term "illegal chemical substance" also includes mood-altering substances such as paint, glue, aerosol sprays, and similar substances.
9. Use, possession, manufacturing, or distribution of alcoholic beverages, including low-point (3.2) beer or public intoxication on College premises. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under the age of 21.
10. Violation of published or posted residential life/housing policies and/or contract.
11. In-line skating, roller-skating, and skateboarding on College property or in College buildings.
12. Possession of firearms, explosives, other dangerous weapons or dangerous chemicals on College premises or use of any such item.
13. Participating in an on-campus-or off-campus demonstration or riot, or activity that disrupts the normal operations of the College and/or fringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
14. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at a College-sponsored or supervised function.
15. Conduct that is disorderly, lewd, or indecent; breach of peace, or aiding and abetting or procuring another person to breach the peace on College premises or at functions sponsored by or participated in by the College or members of the academic community. Disorderly conduct includes, but is not limited to, any unauthorized use of electronic or the devices to make an audio or video of any person while on College premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room, rest room, or dormitory room.

16. Conduct in which a student engages or threatens to engage in behavior that poses a danger of causing physical harm to self or others.
17. Conduct which would cause property damage, directly impeding the lawful activities of others, or interfere with the education process and the orderly operation of the College.
18. Theft or other abuse of computer facilities and resources, including but not limited to:
 - a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or college official.
 - e. Use of computing facilities and resources to send obscene and abusive messages.
 - f. Use of computing facilities and resources to interfere with normal operation of the College computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the College Computer Use Policy.
19. Abuse of the Student Conduct Code System, including but not limited to:
 - a. Failure to obey the notice from a Student Conduct Board or College official to appear for a meeting or hearing as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board.
 - c. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding.
 - d. Attempting to discourage an individual's proper participation in or use of, the Student Conduct System.
 - e. Attempting to influence the impartiality of a member of a Student Conduct Board prior to, and/or during the course of the Student Conduct Board Proceedings.
 - f. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board prior to and/or during the course of the Student Conduct Board Proceedings.
 - g. Failure to comply with the sanction (s) imposed under the Student Code.
 - h. Influencing or attempting to influence another person to commit an abuse of the Student Conduct System.
20. Students are required to engage in responsible social conduct that reflects credit upon the College community and to model good citizenship in any community.
21. Violation of any College policy, rule or regulation published in hard copy or available electronically on the College website.
22. Violation of any Federal, State, or local law.

E. Violation of Law and College Discipline

1. In cases of student conduct that may violate law (civil or criminal) proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Dean of Students.
2. When a student is charged by federal, state, or local authorities with a violation of the law, the College will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code, and of how such

matters are typically handled within the community. The College will attempt to cooperate with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and the members of the College community acting in their personal capacities remain free to interact with governmental representatives as they deem appropriate.

V. Student Conduct Code Procedures

A. Charges and Student Conduct Board Hearings

1. Any member of the College community may file charges against a student for violation of the Student Code. A charge shall be prepared in writing and directed to the Dean of Students. Any charge should be submitted as soon as possible after the event takes place. Delayed reports may make resolution more difficult or impossible.
2. The Dean of Students may conduct an investigation to determine if any charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. The Student Conduct Administrator may later serve in the same matter as a member of the Student Conduct Board. If the student admits to violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction (s).
3. All charges shall be presented to the accused student in written form. A time shall be set for a Student Conduct hearing, not less than five or more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of student Conduct Board hearings may be extended at the discretion of the Student Conduct Administrator.
4. Student Conduct Board Hearings shall be conducted by a Student Conduct Board according to the following guidelines:
 - a. Student Conduct Board Hearings shall be conducted in private.
 - b. The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Hearing shall be at the discretion of the Student Conduct Board and/or Student Conduct Administrator.
 - c. In Student Conduct Board Hearings involving more than one accused student, the Student Conduct Administrator, in his/her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted whether separately or jointly.
 - d. The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the College community and may not be an attorney. The complainant and/or the accused student is responsible for presenting his/her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing before a Student Conduct Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - e. The complainant, the accused student, and the Student Conduct Board may arrange attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant

and/or accused student at least two weekdays prior to the Student Conduct Board Hearing, Witnesses will provide information to and answer each question from the Student conduct Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct Board.

f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the accused student has violated each item of the Student Code, which the student is charged with violating.

i. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that accused student violated the Student Code.

j. Formal rules of process, procedure and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in Student Code proceedings.

5. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The records shall be the property of the College.

6. If an accused student, with proper notice, fails to appear before a Student Conduct Board Hearing as scheduled, the information in support of the charges may, at the discretion of the Board, be presented and considered even if the accused student is not present.

7. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student and/or other witness during the hearing by providing separate facilities, by using visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, video tape, audio tape, written statement of other means, where and as determined in the sole judgment of the Student Conduct Administrator to be appropriate.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code however it is the right of the Dean of Students to determine what level of Sanction will be imposed at any given time for any given violation:

a. Warning-a notice may be sent in writing to the student regarding the violation.

b. Conduct Probation-A written reprimand for violation of specific regulations. Probation is for a designated period of time and includes the probability of more severe sanctions if the student is found to violate any institutional regulations during the probationary period.

c. Loss of privileges-Denial of specified privileges for a designated period of time.

d. Fines-Previously established fines may be imposed.

- e. Restitution-Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions-Work assignments, essays, service to the College, or other discretionary assignments.
- g. Residence Hall Suspension-Separation of the student from residence hall for a period of time, after which the student would be eligible to return. Conditions for readmission may be specified.
- h. Residence Hall Termination-Permanent separation for the student from residence hall.
- i. College Suspension-Separation of student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j. College Expulsion-Permanent separation of the student from the College.
- k. Revocation of Admission and/or Degree-Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or other violations committed by a student prior to graduation. Revocation of degree requires President and/or Board of Regents' approval.
- l. Withholding a Degree-The College may withhold awarding a degree otherwise earned until completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any. Withholding a degree requires approval from the Vice President for Academic Affairs.
- m. One or more than one of the sanctions listed above may be imposed for any single violation.
- n. Miscellaneous Sanction information:
 - 1. Other than College expulsion or revocation or withholding a degree, disciplinary sanctions shall not be made part of the student's permanent record, but shall become part of the student's disciplinary record. Disciplinary records are maintained in the office of Student Services for five (5) years following graduation.
 - 2. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be a victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be ordered to be the educational record of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
 - 2. The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above.
 - b. Loss of selected rights and privileges, including College recognition, for a specified period of time.
 - c. Deactivation: loss of all privileges, including College recognition, for a specified period of time.
 - 3. In each case in which a Student Conduct Board (if called) determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. In cases in which persons other than, or in addition to, the Student Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Conduct Administrator in determining and imposing sanctions. The Student Conduct Administrator is not limited to the sanctions recommended by the members of the Student Conduct Board. Following the Student Conduct Board Hearing, the Student Conduct Board and the Student Conduct Administrator shall advise the accused student, group and/or organization (and a complaining student who believes he/she was the victim of

another student conduct) in writing if its determination and of the sanction(s) imposed, if any.

C. Interim Suspension

In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to a student appearing before a Student Conduct Board or receiving disciplinary action.

1. Interim Suspension may be imposed only:

a. to ensure the safety and well-being of members of the College community or for preservation of College property.

b. to ensure the student's own physical or emotional safety and well-being; or

c. to prevent an ongoing threat of disruption of, or interference with, the normal operations of the College.

2. During interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other collegiate activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the Student Conduct Administrator may determine is appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on a normal schedule, up to and through a Student Conduct Board Hearing, if required.

D. Appeals

1. A decision reached by the Student Conduct Board or a sanction imposed by the Student Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to the Vice President for Student Affairs within five (5) academic days of the decision. Untimely appeals will NOT be considered. Such appeals should be presented in writing and shall be delivered to the Student Conduct Administrator or their designee. The VPSA will consider the appeal and issue a decision in a timely manner.

2. Except as needed for item d., an appeal shall be limited to a review of the verbatim record of the Student Conduct Board Hearing. The purpose of this examination is to:

a. determine whether the Student Conduct Board Hearing or disciplinary action was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal, unless significant prejudice exists and can be proven.

b. to determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were insufficient to establish that a violation of the Student Code occurred.

c. to determine whether the sanction(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.

d. to consider any new information not presented at the original Student Conduct Board Hearing or to the Student Conduct Board Administrator.

3. The Vice President for Student Affairs (VPSA) may, at their discretion:

a. uphold the determination of the Student Conduct Board;

b. overrule the Student Conduct Board and declare the case closed;

c. modify the sanctions imposed by the Student Conduct Board; or

d. refer the case back to the Student Conduct Board with guidance to reconsider the case and/or sanctions;

E. Appeal to the President

Within five (5) working days of the VPSA's decision an accused student or organization may submit a written appeal to the President of the College. Untimely appeals will NOT be considered. The President's review will normally be limited to determining if the accused student or organization received appropriate procedural due process in the previous steps. In extraordinary circumstance, as determined by the President, he/she

may make a decision on the substantive issues of the case. The President's decision is final and unappealable.

VI. Interpretation and Revision

A. Any questions of interpretation or application of the Student Code shall be referred to the Dean of Students or his/her designee for final determination.

B. The Student Code shall be reviewed every year under the direction of the Dean of Students

VII. Drug and Alcohol Policy

Eastern Oklahoma State College is committed to protecting the safety, health and well-being of its students and other individuals in our College community. We recognize that alcohol abuse and drug abuse pose a significant threat to our goals. Eastern has established an alcohol and drug abuse policy that balances our respect for our students with the need to maintain an alcohol and drug-free environment.

>As a condition of becoming a student at Eastern, this institution requires that students adhere to a strict policy regarding the use and possession of drugs and alcohol.

>This institution encourages students to voluntarily seek help with drug and alcohol problems. A list of counseling services is available in the Dean of Students office. The Dean of Students can also provide assistance in locating the counseling services that are right for each student.

A. Prohibited Behavior Includes:

1. Use, possession, dispensing, manufacturing, sale or distribution or conspiracy to sell, distribute or possess or being in the chain of sale or distribution of any illegal chemical substance. "Illegal chemical substance" means any substance which an individual may not sell, possess, use, distribute or purchase under Federal or Oklahoma State law.

"Illegal chemical substance" includes but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substance Act, all illicit drugs, such as prescription drugs obtained without authorization and prescribed drugs and over-the-counter drugs being used for an abusive purpose (when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student). The term "illegal chemical substance" also includes mood-altering substances such as paint, glue, aerosol sprays and similar substances.

2. Use, possession, manufacturing or distribution of marijuana, heroin, narcotics or other controlled substances. This includes the College campus, as well as, any college associated trip.

a. Use, possession, manufacturing, or distribution of alcoholic beverages, including low-point (3.2) beer, near Beer or public intoxication on College property, such as residence halls, apartments, public areas and any College sponsored trip or event.

b. Alcoholic beverages may NOT, in any circumstances, be used by, possessed by or distributed to any person under the age of 21.

c. Furnishing false identification for the purpose of obtaining alcoholic beverages or to conceal the student's true identity.

d. Other alcohol related offenses as determined by the Dean of Students.

C. Sanctions Include:

1. For alcohol-related offenses:

a. First offense: \$100 fine;

Disciplinary Judgment in their file (Strike 1);

Disciplinary Hold on all transcripts, grades, bills and ability to enroll until fines are paid; written notification sent home to parents for all students under the age of 21.

b. Second offense: \$200 fine;

Disciplinary Judgment in their file (Strike 2);
Disciplinary Hold on all transcripts, grades, bills and ability to enroll until fines are paid;
Possible referral for Alcohol and Drug assessment at the expense of the student;
written notification sent home to parents for all students under the age of 21; required parent telephone conference with the Dean of Students;
c. Third offense: \$300 fine;
Disciplinary Judgment in their file (Strike 3);
Disciplinary Hold on all transcripts, grades, bills and ability to enroll until fines are paid;
mandatory referral for Alcohol and Drug Assessment at the expense of the student; possible submission for on-campus random drug screening program;
written notice sent to parents for all students under the age of 21;
suspension of housing contract;
required face-to-face meeting between parents and Dean of Students before student will be permitted to return to the residence hall;
d. Fourth offense: Immediate termination of housing contract;
consideration of expulsion from classes and removal from campus;

2. For Drug violations:

Eastern Oklahoma State College operates with a strict “no tolerance” policy regarding the use, abuse, and distribution of drugs on this campus. Eastern strictly enforces the state laws which prohibit the use and abuse of illegal substances to include Marijuana. Students found in possession of substances or the items for use with those substances (pipes, bongs, and drug paraphernalia) may be subject to immediate termination of their housing contract and possible expulsion from this college. Random drug testing with signed consent by the student may occur at this college to determine a student’s use of an illegal substance.

3. Other Behaviors:

Definition of “Other Behaviors” might include but are not limited to: fighting, visitation violations, stealing, burglary, vandalism, leaving excrement or other “items” behind, glorifying alcohol and drug use by hanging items in windows or in rooms, the possession of any stolen campus items, the possession of “foreign urine,” embarrassing conduct in local establishments that is unbecoming a student of this institution, tampering with or disabling camera’s in the dorms or other campus locations, being in possession of or carrying a weapon on this campus such as a shotgun, handgun, hunting rifle, bow, machete or other weapon, bringing a pet into the dorm to live with the student (this includes fish and reptiles), spitting on floor or front porch, not attending regularly scheduled mandatory dorm meetings, etc.

Other items may be added in the future.

Minimum Sanctions may be the following (however the Dean reserves the right to determine the level of Sanction appropriate for any given violation) :

a. First Offense: \$100.00 fine

Disciplinary Judgment (Strike 1) in the Dean’s office

Disciplinary Hold on your transcripts and your grades

Any additional assignment given by the Dean within appropriate boundaries

b. Second Offense: \$150 fine

Disciplinary Judgment (Strike 2) in the Dean’s office

Disciplinary Hold on transcripts and grades
Any additional assignment given by the Dean within appropriate boundaries
c. Third Offense: \$200 fine
Disciplinary Judgment (Strike 3) in the Dean's office
Disciplinary Hold on your transcripts and your grades
Any additional assignment given by the Dean within appropriate boundaries
d. Fourth Offense:
\$250 and suspension from Eastern with consideration of possible termination of the housing contract. Expulsion from school if warranted.

Suspension may occur at any time if a student participates in any behavior that brings about the harm of another student, destroys college property, or causes medical or emergency personnel to be involved. The student may be forced to bear the brunt of costs associated with the use of local emergency personnel for such things as:

Transportation of another student for medical assistance caused by the perpetrator, setting off fire alarms or other emergency notifications which have to be reset or force emergency personnel to make a trip to this campus; medical costs for a student harmed by an offending student.

VIII. Computer Use Policy

A. Purpose and Scope

1.01 Access to modern information technology is essential to the pursuit and achievement of excellence across the Eastern Oklahoma State College (EOSC) mission of instruction, research and academic advancement. The privilege of using computing systems, software, as well as, internal and external data networks, is important to all members of the EOSC community. The preservation of that privilege for the full community requires that each individual student, faculty member, staff member and administrator comply with institutional and external standards for appropriate use. This policy will establish the general guidelines for the use of EOSC computing resources equipment, services, software, and computer accounts by student, faculty, staff and administration.

B. Definitions

2.01 Abuser: Any user or other person who engages in misuse of computing resources as defined in Section 3.02 of this Policy.

2.02 Computing resources-including computers, computer equipment, computer assistance services, software, computer accounts provided by EOSC, information resources, electronic communications facilities (including electronic mail, telephone mail, Internet access, network access), or systems with similar functions.

2.03 Computer account-the combination of a user number, username, or user-ID and password that allows an individual access to a mainframe computer or some other shared computer or network.

2.04 Information resources-data or information and the software and hardware that render data or information available to users.

2.05 Network-a group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.

2.06 Peripherals-special purpose devices attached to a computer or computer network, such as printers, scanners, plotters and similar equipment.

2.07 Server-a computer that contains information shared by other computer on a network.

2.08 Software-programs, data. Or information stored on magnetic media (tapes, disks, diskettes, cassettes, etc.). Usually used to refer to computer programs.

2.09 Systems administrator-faculty, staff or administrators employed by a central computing department such as Computer Services, whose responsibilities include system, site or network administration. System administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network and keeping a computer operational. System administrators include any persons responsible for a system which provides the capability to assign accounts to other users.

2.10 User-any individual who uses, logs in, attempts to use, or attempts to log in to a system whether, by direct connection or across one or more networks, or attempt to connect to or traverse a network, whether via hardware, software or both. Each user is responsible for his/her use of the computer resources and for learning proper data management strategies.

C. Policy

3.01 Appropriate Use of Computing Resources. The computing resources provided by EOSC are primarily intended for teaching, educational, research and administrative purposes, and may generally be used only for authorized EOSC related activities. Use of the computing resources is governed by all applicable EOSC policies, including, but not limited to, sexual harassment, copyright and student and employee disciplinary policies, as well as, by applicable federal, state and local law.

3.02 Prohibited Use of Computing Resources. EOSC characterizes misuse of computing and information resources and privileges and unethical and unacceptable. Misuse constitutes cause for taking disciplinary action. Misuse of computing resources includes, but is not limited to the following:

- a. attempting to modify, remove or add computer equipment, software or peripherals with out proper authorization;
- b. accessing computers, computer software, computer data or information, or network without proper authorization, regardless of whether the computer, software, data and information or network in question owned by EOSC, including, but not limited to, abuse or misuse of networks to which EOSC belongs or computers at other sites connected to those networks;
- c. circumventing or attempting to circumvent normal resource limits, logon procedures and security regulations;
- d. sending fraudulent computer mail, breaking into another users electronic mailbox or reading another user's electronic mail without his/her permission;
- e. sending any fraudulent electronic transmission, including, but not limited to fraudulent request for confidential information, fraudulent submission or electronic purchase requisitions or vouchers;
- f. violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data or reports without proper recorded authorization;
- g. using EOSC computing resources to harass or threaten others;

- h. using EOSC computing resources for development, posting, transmission of, or link to any of the following commercial or personal advertisements; solutions; promotions; destructive programs' political material; messages which are fraudulent, harassing, obscene, indecent, profane, intimidating or otherwise unlawful; or any other unauthorized or personal use;
- i. taking advantage of another's naiveté or negligence to gain access to any computer account, data, software, or file that does not belong to the user or for which the user has not received explicit authorization to access;
- j. physically interfering with other users' access to the EOSC computing resources;
- k. encroaching on others' use of EOSC computer resources by excessive game playing; by sending electronic chain letters or other excessive messages, either locally or off-campus; printing excessive copies of documents, files, data or programs; modifying system facilities, operating systems or sick partitions; attempting to crash or tie up an EOSC or network computer; or damaging or vandalizing EOSC or network computing resources, equipment, software or computer files;
- l. disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner;
- m. reading other users' data, information, files or programs on a display screen as printed output or via electronic means without the owners explicit permission; or
- n. violating any applicable federal, state or local law.

3.03 User Responsibility-all users of EOSC computing resources must act responsibly. Every user is responsible for the integrity of these resources. All users of EOSC-owned or EOSC –leased computing resources must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and all pertinent license and contractual agreements. It is the policy of EOSC that all members of its community act in accordance with these responsibilities, relevant law and contractual obligations, and the highest standard ethics.

3.04 Password Protection-Each user is responsible for maintaining absolute security of any password or password right granted to the user. Passwords must not be "shared" with another user. Password security helps to protect the EOSC system against unauthorized access.

3.05 Computing Resource Access-access to EOSC's computing resources is a privilege granted to EOSC students, faculty, staff and administration. EOSC reserves the right to limit, restrict, or extend computing privileges and access to its information resources.

3.06 Freedom of Communication-it is the intention of EOSC to maximize freedom of communication for purpose that furthers the goals of EOSC. EOSC places high value on open communication ideas, including those new and controversial.

3.07 General Right of Privacy-a general right of privacy should be extended to the extent possible in the electronic environment. EOSC and all electronic users should treat electronically stored information in individual files as confidential and private. Contents should be examined or disclosed only when authorized by the owner, approved by an appropriate institution official, or required by law. Privacy is mitigated by the following circumstances.

- a. EOSC is an agency of the State of Oklahoma and therefore subject to the Oklahoma Open Records Act. For EOSC employees, electronic information created in the performance of their duties may be public records, just as are paper records. Such record may be subject to review and/or release under Oklahoma law. All computer files and e-mail communications, unless subject to a specific privilege, are subject production under the Oklahoma Open Records Act and, when relevant to discovery in civil litigation. In these cases, disclosure of personal e-mail and files not related to

the specific issue discussed in any Open Records request or discovery will be avoided to the extent allowed by law.

- b. Administrative files of EOSC are generated as part of the process of managing the institution. Files that employees create or maintain can be reviewed by supervisors within this administrative context. Generally, faculty research files and files relating to scholarly endeavor will not be subject to such review.
- c. There is an acknowledged trade-off between the right of privacy of a user and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may monitor any computing activity or examine activities, files, electronic mail, and printer listings to gather sufficient information to diagnose and correct problems with system software or hardware. Sometimes system administrators may monitor computing activity or access files to determine if security violations have occurred or are occurring. In that event, the user should be notified as soon as practical. System administrators at all times have an obligation to maintain the privacy of a user's files, electronic mail and activity logs.
- d. Computer systems and stored data are subject to review by authorized personnel for audit purposes or when a violation of EOSC policy or law is suspected.

3.08 Disclaimer-EOSC makes no warranties of any kind, whether express or implied, regarding the electronic communications facilities or services it provides. EOSC will not be responsible for any damages suffered by a user through the use of the EOSC electronic communications facilities or services, including but not limited to loss of data resulting from delays, no deliveries or services interruptions caused by its own negligence or by any error or omission by any user. Use of any information obtained via the Internet will be at the user's risk. EOSC specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communications facilities and services.

D. Procedure

4.01 Computer accounts will be issued to authorized users only by Computer Services personnel.

4.02 Prior to issuance of an account and password, all users must execute such forms, including an acknowledgement and acceptance of the terms of this policy, as may be reasonably required by EOSC.

4.03 User passwords must be kept private, and may not be disclosed to any other individual or entity. Passwords should be memorized; however, if a password is written down, it must be kept at all times in the user's wallet, purse or other confidential location. A password must NEVER be posted or placed where it can be discovered by someone other than a user.

4.04 Each user will select a User-ID in accordance with rules established by Computer Services. The User-ID will be used consistently for all logons.

4.05 Personal passwords will be maintained by the individual user and must be changed at least every 180 days or at more frequent intervals as the user may elect. Passwords shall be selected in accordance with the rules established by Computer Services. In the event another person learns a user's password, the user must immediately change the password.

4.06 Any user who learns of an unauthorized use of his/her account must report the unauthorized use to Computer services immediately.

4.07 In the event it appears that a user has abused or is abusing his/her computing privileges or engages in any misuse of computing resources, then EOSC may pursue any or all of the following steps to protect the user community.

- a. take action to protect the system(s) user jobs and user files from damage;
- b. begin an investigation, and notify the suspected abuse's project director, instructor, academic advisor, dean or administrative officer of the investigation;
- c. refer the matter for processing through the appropriate EOSC disciplinary system;
- d. suspend or restrict the suspected abuser's computing privileges during the investigation and disciplinary processing. A user may appeal such a suspension or restriction and petition for reinstatement of computing privileges through the procedures existing at the time the user request an appeal, which procedures will be provided to the appealing user in writing.
- e. inspect the alleged abuser's files, diskettes and /or tapes. System administrators must have reasonable cause to believe that the trail of evidence leads to the user's computing activities or computing files before inspecting any user's files;
- f. in the event the misuse also constitutes a violation of any applicable federal, state or local law, EOSC will refer the matter to appropriate law enforcement authorities.

IX. Nondiscrimination Policy

It is the policy of Eastern Oklahoma State college not to discriminate in its educational programs, activities or employment policies, on the basis of race, color, religion or national origin as required by Title VI of the Civil Rights Act of 1954; on the basis of sex as required by Title IX of the 1972 Educational Amendments; on the basis of disability as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, or on the basis of age or veteran status.

X. Hazing Policy

Prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group of organizations; or as apart of any activity of a recognized student organization or student group. Prohibited behavior includes any act that endangers the mental or physical safety of a student, or that destroys or removes public or private property; and/or assisting, directing or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group or college into dispute. Previously relied upon "traditions" (including fraternity/sorority, or any other group organization activity, practice or tradition) intent of such acts, or coercion by current or former student leaders of such groups, or former students will not suffice as a justifiable reason for participating in such acts. It is not a defense that the person (or group) against whom the hazing was directed consented to or acquiesced to, the behavior in question. Hazing is also a violation of Oklahoma state law.

XI. Firearms Policy

The possession of firearms, fireworks, explosives or weapons, including but not limited to, bows, crossbows, knives or guns (including soft BB guns), by students are prohibited on any college property, except as they are used in officially approved college programs.

XII. Sexual Misconduct Policies

It is the policy of Eastern Oklahoma State College to promote a cooperative work and academic environment in which there exists mutual respect for all students, faculty and staff. Harassment of students based upon sex is inconsistent with this objective and contrary to the College's non-discrimination policy. Acts of sexual misconduct are illegal under federal, state and local laws and will not be tolerated within the College. The College will follow procedures that will ensure that investigations of allegations of sexual misconduct are determined to have

occurred. Students who believe they have been harassed under this policy are strongly encouraged to report the allegations of sexual misconduct to the Dean of Students as promptly as possible. Delay in making a complaint of sexual misconduct may make it more difficult for the College to investigate the allegations.

A. Prohibited Conduct

It is a violation of the college policy for any member of the College community to engage in sexual harassment or to retaliate against any member of the college community for raising an allegation for sexual harassment, for filing a complaint alleging sexual harassment or for participating in any proceeding to determine if sexual harassment has occurred.

B. Definition of Sexual Harassment

For purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:

- (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic standing;
- (2) submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affection such individual; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example: a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

C. Definition of Relationship, Violence or Intimate Partner Violence (IPV)

IPV-occurs when one partner tries to maintain power and control over the other through actual or threatened physical or sexual violence or psychological and emotional abuse directed toward a spouse, ex-spouse, current or former boyfriend or girlfriend or current or former dating partner. Intimate partners may be heterosexual or of the same sex. People who have just met are in the preliminary stages and considered within the scope of this definition.

D. Definition of Sexual Assault

Sexual assault-is a continuum (of conduct) form forcible rape to non-physical forms of pressure that compel individuals to engage in sex (sexual activity) against their will. Rape is characterized by three central elements: lack of consent; penetration no matter how slight or independent or whether or not ejaculation occurred; and compelling participation by force, threat of bodily harm or with a person incapable of giving consent due to intoxication or mental incapacitation.

E. Definition of Stalking

Stalking-a course of conduct, directed at a specific person that would cause a reasonable person fear. Stalking refers to repeated harassing or threatening behaviors that an individual engages in such as following a person, appearing at their home, place of business, place of education, making harassing phone call, mailing or leaving cyber or written messages or objects or vandalizing a person's property. These actions may be

accompanied by a credible threat of serious harm and they may or may not be precursors to an assault or murder.

F. Examples of Misconduct

Sexual Misconduct may take different forms. Examples of sexual misconduct include, but are not limited to the following:

1. Sexual Harassment
 - Requesting or demanding sexual favors in exchange for employment or academic opportunities (such as hiring, promotions, grades or recommendations);
 - Submitting unfair or inaccurate job or academic evaluations or grades or denying training, promotions, or access to any other employment or academic opportunity because sexual advances have been rejected.
 - Sexual comments, teasing or joking;
 - Sexual slurs, demeaning epithets, derogatory statements or other verbal abuse;
 - Graphic or sexually suggestive comments about an individual's attire or body;
 - Inquiries or discussion about sexual activities;
 - Pressure to accept social invitations, to meet privately, to date or to have sexual relations;
 - Sexually suggestible letters or other written materials;
 - Sexual touching, brushing up against another in a sexual manner, graphic or sexually suggestive gestures, cornering, pinching, grabbing, kissing or fondling.
2. Examples of Relationship Violence or Intimate Partner Violence (IPV)
 - Physically Violent-grabbing, pushing, poking, and escalating to slapping, punching, choking and/or use of weapons.
 - Can be actual or threatened.
 - Sexual Assault-see examples below.
 - Psychological or emotional abuse-a preponderance of comments meant to lower the other's self-esteem.
 - Jealous or controlling behavior of: how you look, what you wear, where you go or who you see. Threat of harm: to self, to partner, to family, to friends, to pets and/or to social isolation.
 - Stalking-see examples below.
3. Examples of Sexual Assault
 - Forcible rape, without consent, including penetration.
 - Nonphysical forms of pressure to compel individuals to engage in sexual activity against their will.
 - Sexual degradation, intentionally hurting someone during intercourse.
 - Assault upon a person's genitals.
 - Using objects, including mouth, tongue or digits, vaginally, anally or orally
4. Examples of Stalking
 - Following a person.
 - Appearing at their place of residence, employment or education.
 - Harassing phone calls. Mailings (cyber or written)

- Vandalizing a person's property

Other types of unwelcome conduct of a sexual nature can also constitute sexual harassment if sufficiently severe or pervasive that the target finds, and a reasonable person would find, that an intimidating hostile or abusive work or academic environment has been created.

G. Consensual Relationships

Amorous dating or sexual relationship that might be appropriate in other circumstances has inherent dangers when they occur between a faculty member, supervisor, or other member of the College community and any person for whom he/she has a professional responsibility. These dangers can include; that a student or employee may feel coerced into an unwanted relationship because he/she fears that refusal to enter into a relationship will adversely affect his/her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member of the College community is required to evaluate the work to make personnel or academic decisions with respect to an individual with whom he/she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors and other members of the College community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purpose of this section, an individual has "professional responsibility" for another individual at the College if he/she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising or making decisions or recommendations that confer benefits such as promotions, financial aid or awards or other remuneration, or that may impact upon their academic or employment opportunities.

H. Procedures for Reporting

Students believing that they may have been subject to sexual misconduct should report to the Dean of Students' Office to file a complaint and discuss possible options available to resolve the complaint. Violations of the Sexual Misconduct Policy will follow procedure as listed in the Student code of conduct. Contact the Dean of Students in the Student Services office in the Student Center or at 918.465.1756. If a student feels uncomfortable making the report to the Dean of students, he/she may contact the Vice President for Student Affairs at 918.465.1811.

Chapter 4 **Academic Policies and Procedures**

I. Academic Catalog

The term "academic" applies to all matters regarding courses that carry college credit and appear on the transcript. The principal mission of the College is to deliver academic programs that lead to associate degrees and certificates. Most academic policies are in the *Academic Catalog* rather than in this handbook. The *Academic Catalog* is the official declaration of College policy on academic matters including, but not limited to:

- Curricula for programs of study
- Course descriptions

- Faculty qualifications
- Admission standards
- Grades
- Standards of academic progress
- Enrollment and withdrawal procedures

Students are responsible for consulting the *Academic Catalog* in paper or online versions and for being aware of all policies contained therein. Please feel free to consult a faculty advisor or an academic administrator at any time if you have questions.

II. From the Catalog

Academic Ethics Statement:

Eastern expects its students to demonstrate integrity in their academic work. Acts violating the expected integrity include:

- a) Cheating on examinations, quizzes or other written work;
- b) Giving assistance to or receiving assistance from another during an examination or quiz;
- c) Plagiarism, that is:
 1. The use of another's published work wholly or in part without proper recognition or documentation;
 2. The use of another student's work as one's own;
 3. The purchase, use or provision of an already prepared paper;
- d) Obtaining, or attempting to obtain copies of un-circulated examinations or examination questions.
- e) Falsifying any academic record.

Students found to have committed one or more of the acts listed above will receive an "F" for the examination, written work, or quiz in question, and will be reported to the Vice President for Academic Affairs. Second or additional violations of the acts listed above will lead to dismissal from the class. Violations recorded in any of the student's other classes will result in dismissal from the College.

A student found to have committed act letter "e" will have hearings before the Vice President of Academic Affairs and the Dean of Students. The penalty for these actions shall be dismissal from the College.

Dismissal for any violation of academic ethics will appear on the student's permanent record.

III. Academic Issues Raised by Students-praise, inquiries or complaints

If you want to make suggestions for improvements, lodge general complaints, or express praise regarding any faculty member or academic program, you should follow the academic "chain of command." This means that you should speak first with the faculty or staff member(s) directly involved and then go to his/her supervisor, if necessary. The division chairs and other key academic administrators are as follows:

- Division of Agriculture-Leland Walker
Baker 100 - 918.465.1728
- Division of Business-Kay Langham
Mitchell 103 - 918.465.1738
- Division of Language and Education-Dr. Billye Givens
Pratt 105 - 918.465.1764
- Division of Nursing-Betty Wharton
Gunning 107A - 918.465.1796
- Division of Science and Math-Margaret Sorrell
Sullivan 103 - 918.465.1788

- Division of Social Sciences and Music-Marilynn Duncan
History, Political Science, Criminal Justice and Psychology/Sociology
Mitchell 101B - 918.465.1809
- Registrar-Donna Rice
Library/Administration 100 – 918.465.1813
- Director of Libraries
Library 206 – 918.465.1779

If after discussion with the unit administrator you wish to pursue a matter further, please contact the Office of the Vice President for Academic Affairs, Library/Administration 100 – 918.465.1830.

If you are not sure who to approach on an academic matter, please feel free at any time to contact the Dean of Students and the appropriate referral will be made.

Special Note for McAlester Students: If it is not convenient for you to contact a Wilburton-based administrator, please contact the Dean of Students, Sally Davis at sdavis@eosc.edu, 918.465.1756, who will facilitate communication with the appropriate person.

Special Note for Idabel Students: You should first contact Jane Harding at 888.286.9431.extension 5223, the Academic Coordinator for the MCHPEP. Ms. Harding will facilitate communication with the appropriate main campus administrator, if necessary.

Special Note for Antlers Students: You should contact Anna Vee Hill at 580.271.0471, Coordinator for the Antlers classes. Mrs. Hill will facilitate communication with the appropriate main campus administrator, if necessary.

Policy on Grade and Academic Action Appeals

Student Rights and Obligations: This policy on Grade and Academic Action Appeals applies to all matters concerning final grades, progression in a program of study, or any evaluation that affects a student’s academic record. Students have the right to be graded in a reasonable, fair, and nondiscriminatory manner. They have the right to have grading policies consistently applied as stated. In classes and class-related settings, students have the obligation to act with academic integrity and to exhibit respect for other students and for faculty members.

Reasons for Grade and Academic Action Appeal:

An academic appeal will be considered, if there is evidence that one or more of the following situations may exist: (1) error in calculation of grade; (2) deviation from the syllabus (or published revision thereto) or college policy; (3) disparate academic treatment of a student; (4) inappropriate penalties imposed for an academic integrity violation; * (5) factual error in the grading of tests or other assignments.

Important note on reasons for appeal: An academic appeal cannot be based on generalized dissatisfaction with a grade, penalty or outcome of a course. Neither is general disagreement with the instructor’s professional judgment of the quality of the student’s work and/or performance a basis for an academic appeal. To be considered an “appeal” rather than merely a “complaint,” the student’s case must present specific and detailed reasons why the student believes that the grade or other academic action was unjustified.

Important note on timeliness: An appeal must be initiated and pursued in a timely manner or it will be rejected on procedural grounds and the original grade or action will stand. “Timely manner” means that the student must follow the time frames spelled out in the step-by-step process below. In exceptional cases such as serious illness and at his/her discretion, the VPAA

can approve time extension. Delay or neglect on the part of the student will not justify an exception.

*See the explanation at the end of this section for special details regarding academic integrity violations.

STEP ONE: Informal Resolution

You must first pursue the grade and academic action appeal informally following the “Chain of Command” as indicated in Chapter 4 item “II” above. The informal process must be initiated within one week (7 calendar days) of when the alleged problem occurred. You should be sure to take notes, remember names, and retain documents from the informal stage, so you can use this information during the next step, if necessary.

If the matter is not resolved in this informal manner and you wish to pursue it further, you must proceed to Step Two. If the instructor is not available, and/or will not be returning within the seven-day period, the student may proceed to Step Two.

STEP TWO: Written Appeal to the Division Chair

You must submit a signed, written statement of appeal to the appropriate division chair. * The written appeal must state specific, detailed reasons why you dispute the grade or other academic decision and must also indicate specifically why you are dissatisfied with the informal efforts at resolution.

The written appeal must be submitted within the earlier of the two following timelines: five working days after informal approaches have terminated or no more than ten working days following the date of the decision which you are appealing, even if the informal process is still in progress. No untimely appeals will be considered.

The Division Chair will provide the appellant with a written decision within five working days of receiving the written appeal. With the approval of the Vice President of Academic Affairs, this time frame may be extended if more time is needed for investigation.

If the student is dissatisfied with the decision of the Division Chair and wishes to pursue the matter further, he/she must proceed to Step Three within five working days. No untimely appeals will be considered.

*If the original grade or other academic decision being appealed was issued by the Division Chair in his/her faculty role, the written appeal must be submitted directly to the Vice President for Academic Affairs, rather than to the Division Chair. Also, any academic dispute involving the Registrar or Director of Libraries must be submitted directly to the VPAA.

If the Division Chair is not available, and/or will not be returning within the five day period, the student may proceed to Step Three.

STEP THREE: Written Appeal to the Vice President for Academic Affairs (VPAA)

You must submit a signed, written appeal statement to the Vice President of Academic Affairs within seven working days of receipt of the written Step Two ruling. The appeal statement to the VPAA must specify in detail why you dispute the Step Two ruling.

The VPAA will consider appeals based on procedural errors, new evidence and/or new arguments only. The VPAA will dismiss appeals that merely re-visit

the points that the appellant made in Step Two.

Depending on the type of issues raised in the appeal the VPAA has two options at his/her sole discretion:

- A. The VPAA may rule directly on the appeal and provide the student with a written decision within five working days. The VPAA will rule directly when the significant facts of the case are well established and only an interpretation and/or application of policy is required.
- B. The VPAA may call a grade appeal hearing. The VPAA will convene a Hearing Board when he/she deems that significant fact remain at issue that can best be analyzed by a hearing that can evaluate evidence in the form of testimony and documents.
 1. Every effort will be made for the hearing to be a fair and impartial effort to determine the facts and recommend appropriate action. However, the hearing is not a court of law, so strict rules of evidence and procedure do not apply.
 2. The Hearing Board will consist of the Registrar(non-voting chair), two faculty members appointed by the VPAA from division(s) other than the one in which the appeal originated, and one student selected by the Dean of Students in consultation with the President of the Student Government, if available. If the student member fails to appear as scheduled, the hearing will proceed, and the Registrar will become a voting member. If the Registrar is unavailable, the VPAA will appoint another faculty member or senior administrator to serve as chair. At all times the Hearing Board will have three voting members.
 3. The hearing will be scheduled as soon as is practical for the members and the appellant, normally within ten working days of the submission of the written appeal to the VPAA. The chair (Registrar) will notify the parties and convene the hearings.
 4. The Hearing Board will allow the parties, appellant(s) and the faculty member(s) the opportunity to state their cases, recommend witnesses, and submit documents. Board members may ask questions, and the parties may ask the chair questions, but neither party will be allowed to address questions directly to the other party. In advance, the chair will specify time and periods for the parties' opening statements. Either party may have an advisor present, but the advisors will not be allowed to address the board. Only parties themselves and witnesses called by the chair will be allowed to address the board.
 5. The hearing is open to any member of the College community with the exception of potential witnesses, who must remain out of the hearing room until called. The Hearing Board will have an audio or audio-visual recording of the hearing to be made, excluding deliberations. No other audio or audio-visual recording will be allowed.
 6. Following the hearing, the Hearing Board will conduct confidential deliberations.
 7. The Chair of the Hearing Board will submit the Board's findings to the VPAA in the form of a recommendation agreed to by at least two-thirds of the voting board members. The VPAA will make the final decision and communicate it in writing to the appellant via USPS mail with return receipt requested, and to the faculty member(s) and administrators involved.

STEP FOUR: Written appeal to the President

You may appeal to the President of the College. The written appeal to the President must be submitted within five working days of receipt of the Step Three ruling. No untimely appeals will be considered. The President's review will be confined to questions of procedural fairness. The President will not reconsider the evidence and arguments. Exceptions to this provision will be made by the President only in truly exceptional cases presenting unusual circumstances.

The President will send the appellant and the faculty member(s) and administrators involved his/her written decision within five working days of his/her receipt of the written appeal. It constitutes the end of the appellant's administrative remedies.

IV. Special Procedures for Cases Involving Charges of Academic Integrity Violations

Eastern's Student Conduct Code specifically prohibits "cheating, plagiarism, or other forms of academic dishonesty." Accusations of violations of academic integrity require special attention because they can present both academic and conduct issues. Academic integrity cases fall into two general categories: inadvertent and willful. Each type is handled differently.

- a. Inadvertent Violation: A faculty member identifies a violation of academic integrity that he/she believes to be more inadvertent, careless and/or naive than willful, deliberate and/or deceitful.
 1. The student admits the violation when confronted. In this case, the faculty member will handle the case by administering academic penalty in accordance with course policy. No record of the violation will be maintained beyond the faculty member's own records, unless the student appeals the penalty. The student may appeal the penalty through the grade and academic appeal process as explained above.
- b. Willful Violation: A faculty member identifies a violation that he/she believes to be willful, deliberate and/or deceitful. (Note: A second incidence of the same violation will be considered willful and deliberate. Any subsequent violation will be cause for academic withdrawal from the course with an appropriate notation in the student's permanent record.)
 1. The student admits the violation: The faculty member will handle the case by administering a penalty in agreement with the academic ethics statement in the College Catalog. The faculty member will submit a written report of the incident to the Vice President for Academic Affairs and the division chair. A record of the incident and its disposition will be maintained in the VPAA's office for an appropriate interval, as determined by OSRHE policy. A copy will also be forwarded to the Dean of Students to be included in the student's conduct record.
 2. The student denies the violation: (The student could deny either or both aspects of the charge, i.e. that the action constituted a violation and/or that the violation was willful, deliberate and/or deceitful.) In such case, the faculty member will immediately refer the case to the Vice President for Academic Affairs for investigation under the academic ethics policy as outlines in the College Catalog and notify the division chair of such a referral. The faculty member will defer final imposition of any academic penalty until the Academic Action Appeals procedure has made a finding concerning whether the violation occurred. If the Academic Action Appeals procedure determines that a violation occurred, the faculty member will then impose the appropriate academic penalty in agreement with the Academic Ethics statement in the College Catalog. A record of the incident and its disposition will be maintained in the VPAA's office for an appropriate interval, as determined by OSRHE policy. A copy will be forwarded to

the Dean of Students to be included in the student's conduct record. Penalties imposed due to the occurrence of multiple violations, or through the Grade and Academic Action Appeal process due to other events, under the Vice President for Academic Affairs, are separate from this determination. Any penalties imposed due to student conduct violations are considered separate from this determination and the responsibility of the Dean of Students.