



Catalog Search

[Archived Catalog]**HELP****Student Life** [Print-Friendly Page](#)

Advanced Search

CATALOG HOME

UNIVERSITY CALENDAR
2010-11

GENERAL INFORMATION

STUDENT LIFE

ADMISSION

FEES, EXPENSES,
FINANCIAL AID

ACADEMIC INFORMATION

SUMMARY OF PROCEDURES
FOR BACHELOR'S DEGREEGENERAL EDUCATION
REQUIREMENTS FOR
BACHELOR'S DEGREESSPECIFIC REQUIREMENTS
FOR DEGREES AND OTHER
PROGRAMSCOLLEGES AND
DEPARTMENTS

PROGRAMS

COURSES

PERSONNEL

GRADUATE COLLEGE

COLLEGE OF OPTOMETRY

- [Student Affairs](#)
 - [Alcohol and Other Drug Programs](#)
 - [Community Engagement](#)
 - [Greek Life](#)
 - [Leadership Development](#)
 - [Multicultural Programs](#)
 - [Northeastern Activities Board](#)
 - [Northeastern Student Government Association](#)
 - [Rookie Bridge Camp](#)
 - [Student Activities and Involvement](#)
 - [Student Counseling Services](#)
 - [Student Disability Services](#)
 - [Student Health Services](#)
 - [Student Rights and Responsibilities](#)
- [Auxiliary Services](#)
 - [University Center](#)
 - [Conferences and Scheduling](#)
 - [University Bookstore](#)
 - [ID Services](#)
 - [The Drop Zone](#)
 - [UC Lower Level](#)
 - [Cable TV](#)
 - [Housing](#)
 - [Meal Plans](#)
 - [Copy Zone](#)
 - [Fitness Center](#)
- [Department of Public Safety](#)
 - [Parking](#)
- [Enrollment Services](#)
 - [Career Services](#)
 - [First Year Experience](#)
 - [High School and College Relations](#)
 - [TRIO Programs](#)
- [Student Policies](#)
 - [Athletic Policy](#)
 - [Guidelines for Registration of Activities and Use of University Facilities](#)
 - [Northeastern State University Posting/Advertising Policy](#)
 - [Student Conduct Code](#)
 - [Sexual Assault Policy and Sexual Harassment and Sexual Assault Grievance Policies](#)
 - [Special Cases Requiring Administrative Action](#)
 - [Administrative Summons](#)
 - [Anti-Discrimination Policy](#)
 - [Family Educational Rights and Privacy Act](#)
 - [Disclosure of Educational Records](#)
 - [Access to Educational Records](#)
 - [Correction of Educational Records](#)
 - [Public Directory Information](#)
 - [Student Right-to-Know and Campus Security Act](#)
 - [Unpaid Student Accounts](#)
 - [Name and Address Changes](#)

BACK TO TOP**Student Affairs**[^TOP](#)

Student Affairs is comprised of committed professionals possessing the knowledge and skill necessary to contribute to a quality co-curricular student experience. We encourage the development of self-authorship and community engagement through the promotion of life-long learning, positive relationships, diversity and a lasting commitment to Northeastern State University. Student Affairs is a leader in the development of programs, services, and resources designed to prepare students for their role as productive citizens in a dynamic, diverse, and global society.

Student Affairs contact information is as follows:

Student Affairs - Tahlequah Campus

Administration Building, 204
p. 918.444.2120, f. 918.458.2340
sao@nsuok.edu

Student Affairs - Broken Arrow Campus
Building A, 130
p. 918.449.6140, f. 918.449.6191

Student Affairs staff, programs and services are a resource for students and the campus community. Students who need assistance navigating personal and university issues are encouraged to contact Student Affairs for assistance. Student Affairs encompasses the following programs and services.

Alcohol and Other Drug Programs

This area provides educational programs and services designed to encourage healthy and responsible decision-making regarding the use of alcohol and other drugs.

Community Engagement

NSU recognizes the value and impact of volunteer efforts on both the individual and the community. Student Affairs assists with connecting students to local agencies with available volunteer opportunities and host a Volunteer Fair each semester. In addition, Student Affairs advocate involvement in two, large-scale service opportunities National Make a Difference Day held in during the Fall semester, and NSU's own Big Event held in the Spring semester.

Greek Affairs

The ever-growing Greek community includes inter/national fraternities and sororities, each of which are members of Northeastern State University's National Panhellenic Council, Interfraternity Council, or Multicultural Greek Council. Each year, Greek organizations provide opportunities for leadership development and participate in campus and community service. Additionally, Greek organizations are involved in campus activities from Homecoming to Greek Week.

Leadership Development

Leadership Development offers leadership education, development, and training opportunities designed to compliment student's academic experiences. Students and student organizations are encouraged to take advantage of the resources available to them as students, including the NSU Leadership Library, leadership development workshops, and programs like NSU LEAD.

Multicultural Programs

As a university, Northeastern State celebrates the backgrounds, perspectives, and contributions of each student. Multicultural Programs and Student Affairs seek to highlight these contributions through active programming and sponsorship, including promotion of Native American History Month, Martin Luther King, Jr. Day events, and Black History Month. Each Spring, Multicultural Programs works with student leaders to plan and promote Diversity Week, a campus-wide event providing educational opportunities to all students, faculty, and staff.

[Northeastern Activities Board](#)

The Northeastern Activities Board is designed to involve students in creating, planning, and implementing programs and activities for the NSU campus community.

Northeastern Student Government Association

Made up of Senators from each student organization and a representative sample of the campus community, the Northeastern Student Government Association (NSGA) is the governing body for the students of NSU. NSGA's goal is to serve as, "the voice of the students" through legislation, meeting with administrators, and various campus events.

Rookie Bridge Camp

Rookie Bridge Camp (RBC) is an extended orientation program for incoming freshmen students. RBC is designed to assist incoming freshmen with transitioning from high school to college. RBC focuses on social networking, institution expectations, and school spirit.

Student Activities and Involvement

Student Activities and Involvement Office staff assist students who desire to get involved in campus activities and recognized student organizations. The Student Activities and Involvement Office provide services for recognized student organizations, Greek organizations, NSU Spirit Squads, the Northeastern Activities Board, Rookie Bridge Camp, and the Northeastern Student Government Association.

Student Counseling Services

Student Affairs has two Licensed Professional Counselors who provide short-term counseling services free of charge to students dealing with difficulties ranging from depression and anxiety, to stress, college success issues, or relationship issues. Drug and alcohol assessments and referrals to campus and community resources are also provided as needed, as well as referrals for medication when appropriate.

Student Disability Services

Student Disability Services provides academic support to students who have qualified disabilities as outlined by the American with Disabilities Act. Services are based upon individual student needs.

Student Health Services

Student Health Services provides health education, illness and disease prevention, and acute health care for the Northeastern State University students. These services are intended to be a supplement to student's primary care provider. Assistance will be provided in selecting a primary care provider if one is not established. Immunizations, laboratory tests, and other services are available for a small fee. Walk-ins are welcome, appointments are preferred.

Student Rights and Responsibilities

This area educates the student body and University community on the behavioral standards expected of Northeastern State University (NSU) students set forth in the NSU Student Conduct Code. These standards and the associated processes seek to encourage the development of good decision-making and personal integrity.

Auxiliary Services

[^TOP](#)

Auxiliary Services complement the academic side of campus life and contribute to the positive teaching and learning environment at NSU. These self-supporting programs and services contribute to the overall educational experience of NSU students by providing an atmosphere to enhance the cultural, social and intellectual opportunities of the university setting. Included are Residential Life, Housing, Sodexo Campus Dining, the University Center, the University Center Bookstore, Conferences & Scheduling, Fitness Center, Cue Bowl Recreation Center, and the Drop Zone. The mission of Auxiliary Services is to offer quality services and experiences for NSU students, provide a nurturing environment for them to grow and promote life skills necessary to meet the challenges of the future with confidence and hope.

University Center

As the hub of campus activity, the University Center houses a variety of services and programs important to campus life, including full-service conference, meeting and dining facilities for student organizations, university departments, as well as other groups not affiliated directly with NSU.

The UC also houses the University Bookstore, the Market Cafe, the Food Court, complete postal and mailing services (the Drop Zone), the Copy Zone, the Office of Conferences & Scheduling, offices for student organizations, and the Northeastern Activities Board office, the student-led program responsible for social, educational and cultural activities to enhance campus life.

Food service and food service catering on campus is offered through NSU's partnership with Sodexo Campus Services. Locations in the UC are the Market Cafe on the main level, the Food Court and Chic-Fil-A on the lower level. Other campus locations are Flo's Place in Wilson Hall, Essentials Convenience and Pizza Hut Express Store in the Leoser housing complex and the Seminary Suites Grill and C-Store. Sodexo's catering office is also located in the UC on the main level.

Conferences and Scheduling

The Office of Conferences & Scheduling offers assistance in all phases of planning a successful and enjoyable event. Reservations for use of the University Center, the Branscum Alumni Center and the NET are made in this office, located in the UC administrative offices on the main level. Meeting rooms can accommodate groups from 10 to 1,000 with access to staging, sound and lighting systems, audio-visual equipment, and a full complement of catering services. A variety of summer conferences held on the NSU campus also are coordinated through this office.

University Bookstore

In addition to textbooks, the Barnes and Noble University Bookstore stocks a complete line of sportswear, unique gifts and jewelry, greeting cards, trade books, computer software office and school supplies. The Barnes and Noble University Bookstore is located on the main level of the University Center. At the end of each semester, the Bookstore sponsors a buy-back giving students the opportunity to sell back many textbooks they choose not to keep.

ID Services

The NSU ID Card is the campus community's key to participate in the full range of services and activities available throughout the campus. NSU ID cards are used for facilities access and free admission to regular home athletic events. In addition, using TALON Charge, the campus pre-paid debit card plan, the NSU ID campus card system may be used for purchases from the Barnes and Noble University Bookstore, Dining Services, Essentials Etcetera Convenience Store, Flo's Place, Seminary Grill and C-Store, the Drop Zone and the Copy Zone. Voting for student elections is conducted using the NSU ID Card. The ID Services Offices provide initial and replacement NSU ID Cards.

The Drop Zone

The Drop Zone is a full-service postal and mailing service offering Federal Express, UPS and Postal Service shipping, and a bulk mailing service. The Drop Zone also offers photocopies, stamps, packing materials, and key duplication. A public fax is available. The Drop Zone processes all campus mail and operates a courier service between the Tahlequah, Muskogee, and

Broken Arrow campuses. Individual mail boxes also are available for rent in the Drop Zone.

UC Lower Level

The UC Lower Level offers a quality recreational experience for the NSU community in a secure setting at affordable prices. While the lower level's primary audience is the NSU student body, it also serves a variety of community groups. Located on the lower level of the University Center, this area features 6 pool tables, a wide variety of food service options, student government and student programming offices. The pool tables provide for billiards and an ideal location for tournaments. The area may be reserved for events or programs. A student lounge is also located on the lower level.

Cable TV

Residents of campus residence halls and apartments receive basic cable television service free of charge. Televisions used must be cable ready.

Housing

On-campus housing offers a variety of residence halls, staffed with highly qualified professionals. Because it is the University's philosophy that on-campus living is essential to the success of undergraduate students who have completed less than 30 credit hours, students who have not completed 30 hours prior to the beginning of fall term will be required to live on campus for the academic year. Family housing apartments are available for students who are married or have dependent children.

Exceptions to this policy may be granted for the following reasons: (a) students living locally with parents; (b) married students; (c) students with dependent children; (d) students who are 21 years of age prior to the first day of the Fall term; (e) students who live within a reasonable commuting distance and choose to live at home and (f) students with medical or ADA needs that the University is unable to accommodate in on-campus housing. Students seeking exemption from the policy must make a written request to University Housing prior to enrollment of the Fall semester.

Single students who are under 21, have completed less than 30 hours, live outside reasonable commuting distance (approx. 50 mile radius) from Tahlequah and plan to live off-campus will not be permitted to enroll for classes at NSU until their housing status has been determined and approved by University Housing. Housing status can be cleared at the University Housing Office in Leoser Center. Any subsequent change in housing arrangements or housing status must have prior approval from University Housing.

Priority for assignment to available University housing is given to students who are currently residing in or assigned to University housing, then all other students in order of housing deposit receipt date.

Meal Plans

All on-campus residents are required to purchase a meal plan. A large variety of meal plans are offered for on-campus students. The NSU meal plans are based on a per-meal system with primary food service being offered at the Market Cafe in the University Center. All other food service venues accept meal flex-points or cash as payment for any food purchases. Meals in the Market Cafe are buffet style and all-you-care-to-eat. All other food service in all venues is ala carte, or priced-by-item. Meal plans and options are available at the Housing web site: www.housing.nsuok.edu.

Copy Zone

The Copy Zone is the University copy and printing center. Copying services include both color copies and black-only copies at discounted prices to all on-campus faculty, staff and students in addition to off-campus clients. A full-service print shop service is also available for all publications needs and services through the Copy Zone. Contact information is email: copyzone@nsuok.edu or phone: ext. 2501.

Fitness Center

The Fitness Center is designed to provide NSU students, faculty and staff with expanded opportunities for recreation and fitness. It contains a gymnasium, weight room, three racquetball/handball courts, three outdoor sand volleyball courts, an outside basketball court, aerobics room, sun deck, lockers, showers, dressing and rest room facilities, games-lounge area, competition-size swimming pool, and faculty offices. Memberships are required. Students residing in on-campus residence halls receive complimentary memberships to the Fitness Center.

Department of Public Safety

[TOP](#)

The NSU Department of Public Safety is responsible for the safety and protection of the students, employees, and property of Northeastern State University. The police officers are state certified and empowered to enforce all state and federal laws as well as university regulations. Services provided include bike and student patrols, Operation I.D., escort service, and safety awareness programs.

The NSU Department of Public Safety is located at the corner of Grand and Crafton Streets. Officers are on duty seven days a week, 24 hours a day. For assistance, call extension 2468 or (918)458-2111 or 458-7153.

Parking

The parking system at NSU was established to provide an orderly, convenient parking system for faculty, staff, students and

visitors on campus and to facilitate the safe operation of all motor vehicles on property owned or controlled by the University. All vehicles, including motorcycles, parked on University property must be registered with the NSU Parking Office, except for visitors to campus who are parked in designated visitor areas. Registration is accomplished by purchasing either a Reserved Lot Permit or a Registration-Only Permit from the Parking Office. Guests on campus are encouraged to obtain a free visitor temporary parking permit. A brochure containing the complete rules and regulations is available at the Parking Office.

[Enrollment Services](#)

[^TOP](#)

Enrollment Services consists of departments, programs, and services designed to connect prospective to the University and aiding in the academic success of incoming and returning students.

Career Services

[^TOP](#)

Career Services plays a significant role as part of the NSU Enrollment Management Team. The primary mission of NSU Career Services, through partnerships with employers, graduate schools, faculty and alumni, is to empower students and alumni to be self-sufficient in utilizing and marketing their education, skills and experiences to achieve life-long career success. The Career Center offers a variety of services to all majors and at all stages of their careers. Staff members build and maintain relationships with alumni and employers who can provide internships, entry level positions and opportunities for experienced professionals. Staff members are dedicated to empowering students as active participants in their own career development. Through career exploration and experiential opportunities, students are motivated to expand their knowledge of themselves and the world of work. Partnering with faculty and colleagues, and recognizing that each individual has unique needs, our staff helps students and alumni make the most of their NSU education by offering resources, networking, and employment opportunities.

Career Services encourages the discovery and refinement of students work values, interests and skills, and their relationship to academic and career planning. The mission is accomplished through student involvement and collaboration with faculty and employers utilizing state of the art technology. Numerous career fairs, on-campus recruiting, and resume writing and interviewing workshops are held during the academic year.

First Year Experience

The Student Success Specialists of the FYE program assist freshmen to successfully transition into the academic and social culture of NSU. They provide academic and enrollment counseling, assist with connecting to the various NSU student services and activities, make referrals to tutoring if necessary, and provide other services as they become needed. The First-Year Experience staff is waiting to help you in any way!

High School and College Relations

The Office of High School and College Relations is the central contact office for prospective students and high school and community college counselors. The office can assist in providing information on the application process, academic programs and other aspects of the University.

With a full-time staff of representatives, one of the primary functions of the Office of High School and College Relations is to visit with and recruit students from high schools and community colleges. Visits by representatives to high schools and junior colleges may be scheduled on request.

Tours of the University are given daily by RiverHawk Ambassadors and should be scheduled a few days in advance of a planned visit.

TRIO Programs

[^TOP](#)

Educational Talent Search Haskell Basement Ext. 2242

The Educational Talent Search Program provides services to six hundred sixth through twelfth grade students in ten area schools. Junior high and high school students qualify for the program by meeting defined criteria of low income and first generation status, as well as potential to pursue a post-secondary education. ETS is a guidance program that helps students recognize educational opportunities and motivates them to set and pursue future goals. Funding is provided by the United States Department of Education and services are free to participating students. Services may include career exploration, college preparation, and life/academic skills.

Student Support Services Haskell Basement Ext. 3035

The Student Support Services project provides services to low-income, first generation, or disabled college students who also meet the defined criteria of academic need. Services provided to participants focus on increasing retention and graduation rates; facilitating participant transfer from two-year institutions; and fostering a university climate supportive of the success

of low-income, first generation students and students with disabilities. Services are free to eligible participants and may include personal counseling, academic advice, and assistance in course selection, tutorial services, admission to cultural events, career information, and assistance to participants seeking admission to graduate schools.

Student Policies

[^TOP](#)

Athletic Policy

The athletic program at Northeastern State University is an integral part of the education program and offers a wide range of intercollegiate sports for men and women. Intercollegiate athletic contests are scheduled with comparable institutions according to policies of the National Collegiate Athletic Association and the Lone Star Conference, of which the university is a member. The athletic program is administered by the Director of Athletics. The Athletic Committee, which is composed of faculty and staff members and students, considers athletic policies and makes recommendations to the Director of Athletics and the President of the university. Coaches are regular members of the faculty and as faculty members have the same benefits and responsibilities as other faculty members.

Guidelines for Registration of Activities and Use of University Facilities

To insure the peaceful conduct of activities at Northeastern State University, the University reserves the right to control specification of time and location of activities held on university property. *The following policy is hereby promulgated for students and campus organizations:*

Outdoor areas may be reserved by such users for meetings or other events subject to all regulations of the University concerning the use of such facilities. Sound amplification may not be used unless it has been approved in advance. Reservations will be made through the Dean of Student Affairs. On campus locations of the University Center, Alumni Center, Net Auditorium and Net Tower are reserved through the University Center office.

Reservations for particular spaces or use of equipment will be determined in order of application. Considerations will be given as to format, size, and equitable distribution of facilities, in case of conflict.

In order to provide proper accommodations, applications shall be made on forms provided by the University Center office. This form will require the applicants name and status at the University; the signature of one or more faculty or staff sponsors; the reserving organization; the general nature of the event; place of the event; its date and exact time; the names of non-university persons invited to speak or perform; the names of the persons who chair the meeting; any special arrangements needed; and such other information that may be requested by the University to properly facilitate the applications. Should a conflict arise between University policy and the Board of Regents policy or State/Federal Law, the latter shall always take precedence.

To maintain and promote an educational rather than commercial atmosphere, to promote safety and security, to prevent commercial exploitation of students and to preserve campus tranquility, the following policy is hereby promulgated for non university affiliated individuals/organizations:

Non university affiliated individuals/organizations should make requests in the same manner as students and campus organizations. To insure this peaceful conduct, Northeastern State University may designate places for individual/organization to conduct activities so that it does not interfere with the academic mission of the institution.

Non university affiliated individuals/organizations may not use sound amplification equipment unless approved in advance. Nor may they use language calculated to arouse anger or cause a breach of peace as defined by Oklahoma State Statute 21-1363; or use loud or unusual noise or abusive, violent, obscene, profane, or threatening language to create a public disturbance as defined by Oklahoma State Statute 21-1362.

Northeastern State University Posting/Advertising Policy

All posters, including signs, flyers, handouts, etc., must have prior approval from the Office of Student Affairs before they are placed on or about the campus of Northeastern State University. Posters to be displayed in designated areas of the University Center must also be approved by the Director of Auxiliary Services or her/his representative. A list of the regulations regarding all posting/advertising locations on the NSU campus can be picked up in the Office of Student Affairs.

Student Conduct Code

[^TOP](#)

Northeastern State University's Student Conduct Code is designed to set forth standards necessary to provide a learning environment conducive to the preparation of students for success in an increasingly challenging, diverse and global society. The University is, first and foremost a community where the academic standards are strictly upheld and where the rights, responsibilities, safety and dignity of every individual are respected and paramount to the achievement of academic excellence. The Student Conduct Code serves not just as a disciplinary system, but also as a part of the educational process. The purpose of the Student Conduct Code is to teach students to live and act responsibly in a community setting and to encourage the development of good decision-making and personal integrity. University community members are expected to

respect the rights of fellow community members, property, common resources, Student Conduct Code, and laws associated with the broader community (e.g. city, state, nation, and world).

The Student Conduct Code is available online at www.nsuok.edu/policies/student/conduct.html and/or in Student Affairs.

Sexual Assault Policy and Sexual Harassment and Sexual Assault Grievance Policies

The following Sexual Assault policy and Sexual Harassment and Assault Grievance Procedure have been developed to ensure compliance with the Higher Education Reauthorization Act of 1992. Northeastern State University affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. This commitment demands implementation of programs and services which facilitate that effort.

Sexual Assault Policy

Northeastern State University will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. This includes, but is not limited to, rape (including date or acquaintance rape), sexual assault or sexual harassment. In instances where University policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the University's student conduct system. If the University has reason to believe that sexual misconduct has occurred, the University's sanctions may include warnings, probation, restrictions, suspension or expulsion.

Sexual assault is defined as having sexual contact or sexual intercourse with another person without the consent of that person.

Consent is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily and have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity or from a state of intoxication or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent because of mental, developmental, or physical ability, or lack of legal age in giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

Procedure for Reporting Sexual Assaults

In the event of a sexual assault, the victim is encouraged to report the crime to the NSU Department of Public Safety if the act occurred on campus or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve the evidence of a sexual assault which may be necessary to the proof of the crime. Prosecution of the perpetrator is a matter for the victim to consider apart from reporting the crime.

Persons who have complaints alleging sexual assault are encouraged to report the incident. Complaints may be filed in the following manner:

- A. Complaints against students or student organizations should be reported to the Office of the Dean of Student Affairs.
- B. Complaints against faculty or staff should be filed with the University's Affirmative Action Officer in the Office of Human Resources.
- C. Complaints against visitors or guests should be directed to the NSU Department of Public Safety.

Students may also report an incident to any University staff or faculty member who will in turn inform the appropriate authorities. False reporting of a crime is a misdemeanor and will be treated seriously.

Reports will be handled in accordance to policies and procedures defined by responding department: Student Affairs, Human Resources, and University Police Department.

Sexual Harassment and Assault Grievance Procedure

Persons who have complaints alleging sexual harassment and/or assault involving a faculty or staff member are encouraged to report to the University's Affirmative Action Compliance Officer. Complaints of alleged sexual harassment and/or assault involving student(s) are encouraged to file a report with Student Affairs. The Student Conduct Code will be used as a guide for responding to complaints involving students.

The University will foster an environment of safety for the entire student body and will support a climate of acceptance and concern for victims of sexual assault. For the complete Sexual Assault Policy and Sexual Harassment and Assault Grievance Procedures contact the Office of Student Affairs or the Office of Human Resources.

Special Cases Requiring Administrative Action

Whenever a question arises concerning the physical, emotional or mental fitness of a person to enroll or remain enrolled at Northeastern, the university may require that person, as a condition for admission or retention, to submit to whatever diagnostic examination the university may specify. These examinations must be paid for by the individual examined or by any agency other than Northeastern State University. The university may, at its discretion, temporarily suspend the student pending the outcome of the specified examination. Refusal by the student to submit to the examination or an unfavorable report from the examiner may be cause for denial for admission or retention. In all cases covered by this policy, the university reserves the right to exercise the final judgment with respect to the admission or retention of the person whose fitness has been questioned.

Student Affairs provides guidance on administrative procedure for reviewing and evaluating physical, emotional and/or mental fitness.

Administrative Summons

An Administrative Summons may be issued by the administrative officers of the university and is to be honored by students duly enrolled. Failure to answer the summons could result in immediate suspension from the university.

Anti-Discrimination Policy

This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, section 504 of the Rehabilitation Act of 1973, section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services.

Complaints of alleged discrimination should be filed in Student Affairs when involving students and in Human Resources when involving faculty/staff (only). Student grievances will follow the procedures outlined in the Student Conduct Code. Faculty/Staff grievances will follow procedures outlined by Human Relations.

Family Educational Rights and Privacy Act

[^TOP](#)

University policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of the act, policies, and regulations are maintained in the Office of Admissions and Records, John Vaughan Library, Student Affairs and the Office of the Vice President for Academic Affairs.

Disclosure of Educational Records

Northeastern State University will disclose information from a student's education records only with the written consent of the student, with the following exceptions as defined in FERPA, as amended, which waive prior student consent:

1. School officials who have a legitimate educational interest in the records.
2. Officials of schools to which the student seeks to transfer.
3. The Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or State educational authorities.
4. In connection with a student's application for, or receipt of, financial aid.
5. To State or local officials or authorities if specifically required by a State law that was adopted before November 17, 1974.
6. To organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
7. Accrediting organizations.
8. Parents of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954.
9. To comply with a judicial order or lawfully issued subpoena: provided that the educational agency or institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
10. To appropriate parties in a health or safety emergency.
11. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

This information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Access to Educational Records

In accordance with FERPA, as amended, eligible students are entitled to access official educational records directly related to the student, including the right of inspection and review. Students should contact the appropriate records custodian for more information. A list of the types, location, and custodians of educational records follows.

Correction of Educational Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Contact the records custodian for more information.

Types, Locations, and Custodians of Educational Records

Types	Location	Custodian
Admissions and Academic Records	Admissions & Records CASE Building	Registrar
Health Records	Student Health Center	University Nurse
Disciplinary Records	Student Affairs Admin. 204	Dean, Student Affairs

Public Directory Information

This is information which routinely appears in student directories and alumni publications and may be released by the institution for any purpose, at its discretion. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student Directory Information are available in the Office of Admissions and Records.

Northeastern State University hereby designates the following student information as public or Directory Information.

- a. Students name, local and permanent address, and telephone number
- b. Date and place of birth
- c. Classification and enrollment status
- d. Major field of study
- e. Gender
- f. Dates of attendance at Northeastern State University
- g. Most recent previous school attended
- h. Degrees, honors and awards received
 - i. Participation in officially recognized activities and sports
 - j. Weight and height of athletic team members
- k. Photograph
- l. E-mail address assigned/provided by the institution or provided to the university by the student.

Northeastern State University assumes that failure on the part of the student to specifically request the withholding of Directory Information indicates individual approval for disclosure. Students are informed of their rights under FERPA through the official university catalog and through periodic notices in the campus newspaper.

Student Right-to-Know and Campus Security Act

Section 485 (a)(1), 20 U.S.C. Section 1092

In compliance with Title I, the Student Right to Know Act, information regarding graduation rates is available in the Registrar's office.

The information contained in Title II, the Campus Crime Awareness and Campus Security Act, requires higher education institutions to provide information regarding campus crime. This information is available in the Department of Public Safety.

Unpaid Student Accounts

Unpaid student accounts, including checks returned to the university by the bank, are considered to be in violation of university regulations as set forth by the Board of Regents and therefore become disciplinary matters. A hold will be placed on future enrollments until such violations are corrected. A service charge will be added. Access to meal plans and charge accounts may be denied.

In addition, unpaid accounts may be assigned for collection. If an account is assigned, any collection costs, court costs, and/or attorneys' fees necessary to collect the amount owed will be added to the balance due. The balance due may be reported to the national credit bureaus, which may adversely affect credit ratings.

Name and Address Changes

Name and address changes must be made through the Office of Business Affairs. All name changes are updated at the end of the semester prior to grades being released.

[^TOP](#)

[Back to Top](#) | [Print-Friendly Page](#)

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