

NSU
Student
Handbook

Fall

2010

This is a working document designed to aid students in campus life success. The NSU Student Handbook is to serve as a reference guide. The most up-to-date information is available at <http://offices.nsuok.edu/studentaffairs>

**Working
document**

Table of Contents

UNIVERSITY MISSION	6
FOCUSED MISSION STATEMENT	6
VISION STATEMENT	6
CORE VALUES	6
INTRODUCTION	6
GENERAL ACADEMICS	7
ADMISSION	7
ENROLLMENT	7
GRADES	7
ACADEMIC INTEGRITY	10
CLASSROOM CONDUCT	10
ABSENCES	11
WITHDRAWS	11
TEXT BOOKS AND COURSE MATERIALS	13
LIBRARY	13
TUTORING	14
STUDENT SUPPORT SERVICES	14
DISABILITY SERVICES	15
STUDENT RECORDS	15
EDUCATIONAL RECORD	15
STUDENT RIGHTS WITH RESPECT TO EDUCATIONAL RECORDS	15
ACCESS TO EDUCATIONAL RECORDS	16
CORRECTION OF EDUCATIONAL RECORDS	Error! Bookmark not defined.
DISCLOSURE OF EDUCATIONAL RECORDS	17
PUBLIC DIRECTORY INFORMATION	18
TECHNOLOGY	18
COMPUTING RESOURCES	18
BLACKBOARD	19
MUSIC DOWNLOAD	Error! Bookmark not defined.
STUDENT E-MAIL POLICY	19
FINANCIAL OBLIGATIONS	20

TUITION AND FEE PAYMENT	20
UNPAID STUDENT ACCOUNTS	20
FINANCIAL AID	20
SCHOLARSHIPS	20
POLICIES	21
ADMINISTRATIVE SUMMONS	21
STUDENT CONDUCT CODE	21
PREAMBLE	21
ARTICLE I: DEFINITIONS.....	21
ARTICLE II: STUDENT CODE AUTHORITY	21
ARTICLE III: PROSCRIBED CONDUCT.....	22
ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES.....	26
ARTICLE V: INTERPRETATION AND REVISION	32
ALCOHOL AND OTHER DRUGS	32
DRUG FREE STATEMENT	32
UNIVERSITY DRUG AND ALCOHOL ABUSE PREVENTION POLICY	32
POTENTIAL DISCIPLINARY SANCTIONS FOR VIOLATION OF POLICY	33
HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUG ABUSE.....	33
POSSIBLE LEGAL SANCTIONS AND PENALTIES	34
AVAILABILITY OF ASSISTANCE AND EDUCATIONAL PROGRAMS	35
UNIVERSITY STATEMENT ON HARRASSMENT AND DISCRIMINATION	37
HARRASSMENT.....	37
SEXUAL ASSAULT.....	38
HAZING.....	38
SPECIAL CASES REQUIRING ADMINISTRATIVE ACTION	40
GRIEVANCES.....	40
HEALTH AND WELLNESS SERVICES	41
COUNSELING SERVICES	41
COUNSELOR IN RESIDENCE PROGRAM.....	41
VIOLENCE PREVENTION PROGRAM	41
HEALTH SERVICES.....	42
SERVICES	42

IMMUNIZATIONS – US CITIZENS	42
IMMUNIZATIONS – INTERNATIONAL	42
ALCOHOL AND DRUG EDUCATION	42
FITNESS AND SPORTS	43
ATHLETICS	43
FITNESS CENTER	43
INTRAMURAL SPORTS	43
CAMPUS SAFETY AND SECURITY	43
STUDENT RIGHT TO KNOW	43
EMERGENCY COMMUNICATION	44
EMERGENCY PROCEDURES	45
SEVERE WEATHER	45
EVACUATION OR SHELTER-IN PLANS	45
AREA EVACUATION	46
SHELTER IN PLACE	46
LOCAL WEATHER CONDITIONS	46
VIOLENT OR CRIMINAL BEHAVIOR	46
HANDLING OF BOMB THREATS	47
CHEMICAL OR RADIATION SPILL	48
EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS	48
EARTHQUAKE	49
ADDITIONAL INFORMATION PROCEDURES	49
EXPRESSIVE ACTIVITY	50
ADVERTISING AND POSTING	51
POLITICAL CAMPAIGNING	51
EMPLOYMENT	51
STUDENT EMPLOYMENT	51
CAREER SERVICES	51
CAMPUS SERVICES	52
CAMPUS PARKING	52
PERMITS	52
Parking Citation	53

DINING SERVICES	53
CAMPUS POST OFFICE	54
BOOKSTORE	54
CAMPUS LIFE.....	54
UNIVERSITY HOUSING.....	54
INVOLVEMENT	55
RECOGNIZED STUDENT ORGANIZATIONS.....	55
LEADERSHIP AND COMMUNITY ENGAGEMENT CENTER.....	55
THEATER.....	55
SEQUOYAH INSTITUTION	56
NORTHEASTERN ACTIVITIES BOARD	56
NORTHEASTERN STUDENT GOVERNMENT ASSOCIATION	56
INTERNATIONAL STUDENT PROGRAMS.....	56
VETERANS	56

NSU STUDENT HANDBOOK

UNIVERSITY MISSION

Founded on the rich educational heritage of the Cherokee Nation, the campuses of Northeastern State University provide our diverse communities a broad array of lifelong learning, undergraduate, graduate and professional doctoral degree programs. Through quality teaching, research and scholarly activities, service to local and professional communities, and high expectations, our dedicated faculty and staff provide a friendly learning environment where students are prepared to achieve socially responsible career and personal goals for success in a challenging global society.

FOCUSED MISSION STATEMENT

We empower students to be socially responsible global citizens by creating and sustaining a culture of learning and discovery.

VISION STATEMENT

We will be the partner of choice in eastern Oklahoma, embracing the educational, cultural and economic challenges and opportunities of our global society.

CORE VALUES

Integrity: We model ethical and intellectual development by advancing honesty, human dignity and accountability.

Excellence: We pursue continuous improvement individually and as a community.

Creativity: We advance knowledge by exploring new possibilities through critical inquiry and intellectual freedom.

Leadership: We have a compelling commitment to serve, inspiring and preparing others to do the same.

Collaboration: We build partnerships to create learning opportunities and promote educational and economic success.

INTRODUCTION

Welcome to Northeastern State University. We are excited to have you actively contribute to our campus culture of learning and engagement. The student handbook is designed to serve as a reference to campus life. The information in this handbook is not all inclusive. Therefore, it is highly recommended to contact the appropriate department for the most up-to-date information.

GENERAL ACADEMICS

The Undergraduate and Graduate Academic Catalogs are published as a guide for the convenience of students in planning their program of study. Detailed academic degree programs, course offerings, services, processes and guidelines are provided in the catalogs. Students may reference the Undergraduate and Graduate Catalogs online at <http://catalog.nsuok.edu> or via a published copy available in the library and academic colleges. The following are general academic information references based off the most common student inquiries.

ADMISSION

It is to the student's advantage to apply for admission as early in the year as possible. Once a student is admitted, all academic advisement, processing of financial aid, scholarship applications and associated academic services may be completed. Applications for admission should be received by Northeastern on or before: August 5 for Fall Semester, December 15 for the Spring Semester and May 10 for the Summer Semester.

All final official transcripts of credits, both high school and college, ***must be mailed*** directly from each school to the Office of Admissions. A student who has previously attended another accredited college or university must have official transcripts mailed directly from each school previously attended and is not at liberty to disregard any part of his/her records in order to apply for admission. Unless proper transcripts are on file showing eligibility for admission, students will not be permitted to enroll. Transcripts and credentials filed in the admissions process become the property of the University, are placed on file in the Office of Admissions and cannot be returned or released.

ENROLLMENT

Students may register for classes by telephone using the EXCELS system during the times listed in the schedule of classes each semester or enroll in person at the beginning of the semester. All fees for enrollment must be paid before the first day of classes.

Each student is assigned an adviser who will assist the student with planning a class schedule each semester. ***The student is responsible for the correctness of classes selected to meet degree program requirements.*** Academic advisement and enrollment for entering freshmen and new transfer students are provided through the First Year Experience office located in the Center for Admission and Student Enrollment (CASE) building.

First Year Experience staff members assist freshmen with successful academic and social transition into NSU. First Year Experience provides academic and enrollment counseling, assists with connecting to the various NSU student services and activities, makes referrals to tutoring resources, and provides other services as they become needed.

GRADES

Final grade reports may be accessed via NSU web services at the end of each semester and summer term using the unofficial transcript option. This report includes information as to the student's academic standing, such as, "President's Honor Roll," "Dean's Honor Roll," "Academic Probation" and "Ineligible to Re-enroll," due to academic suspension.

Grades

A - Excellent, 4 grade points each semester hour

B - Above average, 3 grade points each semester hour

C - Average, 2 grade points each semester hour

D - Below average, 1 grade point each semester hour

P - Passing, no grade points

I - An "I" (Incomplete) is a temporary grade assigned when a student who, for reasons satisfactory to the instructor and approved by the Dean, is unable to complete certain identifiable requirements of a course and who cannot be assigned any other appropriate grade. Normally, a student must have completed at least 3/4 of the semester (12 weeks of fall/spring semester and 6 weeks of summer semester) in order to be considered for an Incomplete. An Incomplete is not an alternative to the grade of "F."

An Incomplete is tentatively not counted in the calculation of the student's grade point average for retention purposes. The work must be completed and a credit-bearing grade or an "F" assigned by the instructor no later than the end of the next regular (fall or spring) semester in which the student is enrolled, or the incomplete grade will remain as a permanent "I" and not contribute to the student's GPA (Board of Regents Policy, 4-27-92). A student not enrolled at Northeastern State University must remove the incomplete grade within two years from the end of the semester in which the grade of "I" was received or the incomplete grade will remain as a permanent "I" and not contribute to the student's GPA. This policy applies to undergraduate students only. (Approved by the Council of Academic Administrators on May 18, 1988)

F - Failure, no grade points

W - Withdrew passing with no grade points. The credit hours of the course are not counted in calculating a student's grade point average. The automatic withdrawal grade of "W" will be assigned to all students for classes from which they officially withdraw or completely withdraw from the University before or at twelve weeks after classes begin during a regular (Fall or Spring) semester regardless of the student's progress in the course at that time. For any drop or withdrawal accepted after this deadline, a "W" or "F" will be assigned depending upon the student's standing in the class and the institution's stated withdrawal policy. If an "F" grade is assigned, it is calculated in the student's GPA; the "W" grade is GPA neutral.

AW - Administrative Withdrawal may be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary or financial reasons, inadequate attendance, or not meeting prerequisites for the course. Formal institutional procedures for administrative withdrawal will be followed. Administrative withdrawals are GPA neutral.

AU - Audit status is used for the student not interested in obtaining a course grade, but who is enrolled simply to get course information.

P-F - The grades of Pass-Fail may be used as an option for students in specified courses. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an “F” and is calculated into the GPA.

S-U - The grades of “S-U” or “P-NP” may be used as an option for students in specified courses. The “S” and “P” grades are used to indicate minimal course requirements have been met and credit has been earned. The grades of “U” and “NP” indicate that a student did not meet minimum requirements in a course designated for “S/U” or “P/NP” grading. All four grades, “S, U, P, N/P” are GPA neutral, but are counted in the total number of attempted hours for retention and the total number of attempted and earned hours for graduation.

N - An “N” grade is used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The “N” grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The “N” grade is GPA neutral.

X - An “X” grade is assigned for graduate thesis or dissertation in progress and is GPA neutral.

Academic Forgiveness

NSU has adopted a three-part Academic Forgiveness Policy that

1. allows students to repeat a maximum of 4 courses (up to 18 semester hours) of “D” and “F” grades and have only the last grade earned used in the calculation of the retention and graduation GPA;
2. to apply for an academic reprieve for up to two consecutive semesters of course work under certain circumstances; and
3. to renew their academic career after an extended absence under circumstances that warrant a fresh start.

Requests for repeated courses, academic reprieve or academic renewal must be submitted in writing on the appropriate form to the Office of the Registrar at Northeastern State University. For more information concerning the Academic Forgiveness Policy, contact your adviser or the Office of Admissions and Records.

Grade Corrections

A faculty member may initiate a change of grade after grades have been submitted to the registrar’s office provided that

1. justification for the grade change is made in writing to the Dean and attached to the “Change of Grade Form,” and
2. the change is submitted within the first eight weeks of the semester following awarding of the original grade.

Grade Appeals

A student may petition a grade change by using the Grade Appeals Process if satisfactory resolution cannot be achieved after consultation with the instructor and/or Dean. The Grade Appeals Process must be formally initiated with a written appeal to the Dean within four months following awarding of the original grade. Please contact the dean of the college in which the grade was given for a copy of the grade appeals process.

ACADEMIC INTEGRITY

Academic Integrity is the understanding and respect for scholarship through learning and teaching. As defined by the University's core value of integrity "we model **ethical** and intellectual development by advancing honesty, human dignity and accountability."

Academic Misconduct

Academic misconduct includes cheating (using unauthorized materials, information or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student's academic performance or achievement, or assisting others in any such act or attempts to engage in such acts. Academic misconduct in any form is inimical to the purposes and functions of the University and therefore is unacceptable and prohibited.

Any faculty member, administrator or staff member may identify an act of academic misconduct and should report that act to the department head/college dean, Vice President for Academic Affairs or administrative supervisor.

Students violating the standards of academic honesty are subject to disciplinary action including reduction of a grade(s) in a specific course, assignment, paper, or project; a formal or informal reprimand at the professorial, dean, or academic vice president level; expulsion from the class in which the violation occurred; expulsion from a program; or expulsion from the University.

CLASSROOM CONDUCT

Students are expected to actively participate in class as deemed appropriate by the course faculty member. Students should promote a positive learning environment by arriving to class on time, removing any personal distractions (i.e. personal cell phones or data devices) and being prepared for class. Students should be respectful to each other and to the person facilitating the course (faculty member, course instructor, guest speaker, fellow student presenter, etc.).

Students who disrupt the learning environment may be removed from class. Depending on the nature of the situation, a student may be removed from class by the course faculty member, academic department or a University administrator.

ABSENCES

Regular attendance in classes is required. Excessive absences may be reflected in the grade assigned. Class attendance policies that impact grades must be included in the course syllabus. Instructors should keep a record of daily attendance for each student.

Absences for University-approved functions may be permitted only after the activity sponsor has received authorization. This approval does not excuse students from fulfilling assignments and tests in the course but authorizes them to receive reasonable accommodations from the instructor in fulfilling the assignments. It is the student's responsibility to contact the instructor *prior* to the event to make arrangements for the classes missed.

Notice to faculty of absences for three or more consecutive class periods due to medical reasons or death of an immediate family member may be initiated through Student Affairs. Proper documentation must be provided at the time of the request to verify absences. Notification will be sent to the student's faculty members. This notice does not excuse a student's class absences. The notice is to assist students with interim communication prior to returning to campus.

Absences Related to Active Military Service

The following policy governs faculty responsibility toward students who are called to active military duty. It is drawn from Board of Regents for Oklahoma Colleges' policy, Chapter 6, Miscellaneous, Section III. This policy is not applicable to annual training for reservists or National Guard personnel who fall under regular University absence policies.

Students called to active military duty as a war measure: If the student has attended classes through the twelfth week of a regular semester (at least three-fourths of other terms), they will receive the grade they were earning in the course at the time of being called to active duty.

Students called to active military duty, but not as a war measure:

- a. A student may withdraw with 100 percent refund;
- b. Instructor may permit an incomplete if the student is making satisfactory progress;
- c. Faculty may allow the student other alternatives.

If student attendance ends prior to twelfth week of classes, a 100 percent refund will be issued.

The student must provide a copy of his/her military orders to the Office of the Registrar before a refund is issued or an incomplete form is processed.

If a student is called to active duty and stops attending classes without notifying instructors, a grade of "F" will be assigned at the end of the semester. Subsequently, upon receipt of appropriate documentation, a change of grade may be processed utilizing the Grade Change Procedure.

WITHDRAWALS

If it is necessary for a student to drop (terminate work in) any class or to withdraw completely from all courses at the University, the student must complete the process by doing the following:

To drop a course, the student can go to Academic Advisement (if he/she has not declared a major), Admissions and Records at the Tahlequah Campus, Student Services at the Broken Arrow or Muskogee Campus, or use the EXCELS phone enrollment system at 918-456-5511, ext. 5580.

To completely withdraw from all courses, the student must go to the Office of Admissions and Records at the Tahlequah Campus or the Student Services Office at the Broken Arrow or Muskogee campuses. If the student cannot go to the office in person, the student should call the Office of Admissions and Records at 800-722-9614 or 918-456-5511, ext. 2200, for assistance.

Withdrawal before or during the twelfth week — If a student formally withdraws from single classes or completely from the University before or during the twelfth week, the instructor will assign a “W” (withdrew passing) regardless of the student’s progress in the course.

Withdrawal after the twelfth week — If a student formally withdraws from single classes or completely from the University after the twelfth week, the instructor will assign a “W” or “F” depending on the student’s standing in the class at the time of withdrawal. A “W” will be assigned if the student was passing at the time of withdrawal. An “F” will be assigned if the student was failing at the time of withdrawal.

Students who stop attending class — If a student simply ceases to attend class or classes and has not formally withdrawn, the instructor will assign an “F” grade at the end of the semester.

Withdrawal periods permitted — A student may process a formal withdrawal from single classes from the time of “add and drop” until the last week of classes in a semester and until the last day of a summer term. No class withdrawals are permitted in the last week of a semester or the last day of a summer term. The last date to withdraw with a “W” is published each semester in the schedule of courses. Failure to follow the above procedures may have a negative impact on your standing with the University and financial aid status.

Non Attendance Withdrawal Policy – The Non Attendance Withdrawal Policy is designed to help faculty maintain accurate class rosters and remove students from their courses who have enrolled but not attended. This policy allows the university to meet the initial proof of attendance requirement under federal financial aid regulations. It also serves as an early alert tool to assist in academic interventions with at-risk students.

Sixteen Week Courses: All faculty will be asked to report students for Non Attendance Withdrawal for complete non attendance (no-show) during the 3rd week of the semester. This will appear on the student’s transcript as an NA and it is GPA neutral.

Eight Week Courses: All faculty will be asked to report students for Non Attendance Withdrawal for complete non attendance (no-show) during the 2nd week of the course. This will appear on the student’s transcript as an NA and it is GPA neutral.

Online Courses: Attendance in an online course is considered logging in to Blackboard.

Weekend Courses: For courses which meet for 3 weekends or more, a faculty member can request a Non Attendance Withdrawal after the first weekend.

Once the Registrar's office receives the Non Attendance Withdrawal request, it is processed immediately and the student is contacted through their official University e-mail address and/or listed phone number.

Administrative Withdrawal Policy – The Administrative Withdrawal policy exists to allow faculty to request a withdrawal for students who have stopped attending the course and/or students who have stopped completing homework, assignments and tests in the course. The purpose of the policy is to withdraw students who are not performing well and not making an attempt to be successful in the course. It also serves as an early alert tool to assist in academic interventions with at-risk students.

Before a faculty member requests an administrative withdrawal, an attempt by the faculty member (or designee) needs to be made to contact the student and inform them that they are at-risk for being administratively withdrawn.

Sixteen Week Courses: All faculty will be asked to report students for Administrative Withdrawal from weeks 6-10. This will appear on the student's transcript as AW and it is GPA neutral.

Eight Week Courses: All faculty will be asked to report students for Administrative Withdrawal from weeks 4-6. This will appear on the student's transcript as AW and it is GPA neutral.

Weekend Courses: For courses which meet for 3 weekends or more, a faculty member can request an Administrative Withdrawal after the second weekend.

Once the Registrar's office receives the Administrative Withdrawal request, it is processed immediately and the student is contacted through their official University e-mail address and/or listed phone number.

TEXT BOOKS AND COURSE MATERIALS

A course may have required and recommended text books and supplemental materials. Faculty members determine the appropriate learning materials needed for the course.

A text book will be designated as "required" if (1) the book will be used for a substantial part of the course by all instructors teaching the course sections and (2) if course activities require use of the book or if specific test material is derived from the book. If a text book is adopted as "required," appropriate quantities of the book will be ordered into the NSU Bookstore. Text book adoptions that are "recommended" will be ordered at lesser quantities, according to historical sales data.

LIBRARY

NSU provides physical library facilities at its Tahlequah, Broken Arrow and Muskogee campuses. Library services include coordinated acquisitions, cataloging, reference, circulation, instruction and interlibrary loan. The libraries also provide access to online resources and services that are available to all students and faculty from the Internet at <http://library.nsuok.edu/index.html>.

Online services currently include Internet access to over 140 databases containing a wide variety of information resources including electronic books; full text journals; journal indexes; electronic versions

of reference books in a variety of subject areas; online maps, test information, design images, etc. The growing electronic book collection contains over 108,000 titles. The library provides access to a collection of almost 14,000 Internet based journal titles.

The John Vaughan Library at the Tahlequah campus is a three-story, 120,000 square foot facility. It contains over 1.2 million physical items including a special collection of Native American heritage materials and an archival collection of local, county and university records and historical photographs. The library facilities on the Broken Arrow campus offer NSU students an environment that is conducive to individual or group study and research. For more information concerning the resources, services and policies of Broken Arrow Library, please visit their home page at <http://library.nsuok.edu/nsuba/>. The Muskogee campus library includes reference, reserve and current periodical collections in traditional paper format. The Muskogee Library is online at <http://library.nsuok.edu/nsum/>.

TUTORING

A variety of tutoring services are available to students. The following is a basic list of services. The First Year Experience office maintains an up-to-date list of tutoring information each semester.

- SmarThinking – 24 hour online tutoring service
 - SmarThinking can be accessed through Blackboard under the “Tools” tab within any class for which you are enrolled. This tutoring service is free of charge to all enrolled students.
- Math Tutoring Lab – Science Building, room 264
- Seminary Hall Language Arts Writing Center
 - English & writing tutoring – Seminary Hall, room 135
 - Reading tutoring – Seminary Hall, room 136
- Communication Lab – 2nd floor in the Journalism Building
- College of Science & Health Professions – tutors available for General Biological Science, General Physical Science and General Chemistry. For more information contact the department at (918) 444-3833
- Student Support Services – see below.

Student Support Services

Student Support Services is a part of the TRIO Federal Grant Program, which is designed to help low-income Americans enter college, graduate and move on to participate more fully in America’s economic and social life. As a part of the TRIO programs, Student Support Services offers academic advising, financial aid counseling, career/major counseling, assistance with graduate school admittance, personal support, one-on-one tutoring, financial literacy programs, computer training, and also social/cultural activities. Students eligible to receive services must be a US citizen, be a first generation college student and meet the income guidelines. For more information, visit Student Support Services in the Haskell Hall basement or call them at (918) 444-3035.

DISABILITY SERVICES

In conjunction with the overall mission of Northeastern State University and Student Affairs, Student Disability Services is committed to ensuring an atmosphere of understanding and awareness of special needs in a welcoming, friendly environment. By providing or arranging reasonable accommodations and services, Student Disability Services collaborates with the campus community to promote equal access to educational and enrichment experiences for the academic and personal growth of the students we serve. The advocacy each student receives supports the student's endeavor for self-sufficiency and determination to succeed.

Under University policy, the federal Americans with Disabilities Act (ADA) and state laws, students with qualified disabilities are entitled to reasonable accommodation unless the accommodation would pose an undue hardship upon the University. Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. The responsibilities of postsecondary schools are significantly different from those of school districts. Postsecondary schools are charged with the responsibility of providing appropriate academic adjustments and to ensure that the student is not discriminated on the basis of disability.

Upon acceptance to the University, contact the Coordinator of Student Disability Services, at 918-444-2120 or visit Student Disability Services in the Administration Building, room 204 for an appointment to discuss your special needs and educational objectives. You may also visit the Student Disability Services web site at <http://offices.nsuok.edu/studentaffairs/Disabilities.aspx>.

STUDENT RECORDS

EDUCATIONAL RECORD

A student's educational record is any record directly related to a student, including grades, transcript, identification number, addresses, telephone numbers, etc., that is maintained by an institution or by an agent acting directly for the institution.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) 20 USC S. 1232g was enacted in 1974 to protect the privacy of a student's educational records. FERPA, which has also been referred to as the Buckley Amendment, was most recently revised in the Fall of 2001.

There is a copy of the pertinent provisions of FERPA available at your request through Student Affairs. Students are allowed one free copy of this material. If you would like to review the law regarding your privacy rights in its entirety, it is recommended you consult the U.S. Department of Education web site.

STUDENT RIGHTS WITH RESPECT TO EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

- (1) the right to inspect and review the student's education records within 45 days of the day the University receives a request for access;
- (2) the right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA;
- (3) the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
- (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-5901

Please note that the University also has certain rights and legal responsibilities under FERPA. These include the ability to disclose or access records for audits, evaluations or to enforce or comply with legal reporting requirements to federal or state agencies; the responsibility to disclose personally identifiable information to appropriate parties to protect the health and safety of the student or community; the ability to disclose student directory information if you have been notified that certain types of information are provided to the public; and the disclosure of records in connection with criminal disciplinary procedures.

ACCESS TO EDUCATIONAL RECORDS

A student should submit to the registrar, dean, head of the academic department or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. A list of the types, location and custodians of educational records follows.

Types, Locations and Custodians of Educational Records

Types	Location	Custodian
Admissions and Academic Records	Admissions & Records Center for Admission and Student Enrollment	Registrar
Health Records	Student Health Center	University Nurse
Disciplinary Records	Student Affairs	Dean, Student Affairs

	Administration Building	
Housing Records	Housing Office Leoser Center	Director, Housing
Financial and Business Records	Business Office Administration Building	Director, Business Affairs
Career Records	Career Services Haskell Hall	Director, Career Services

Correction of Educational Records

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

DISCLOSURE OF EDUCATIONAL RECORDS

Northeastern State University will disclose information from a student's education record only with the written consent of the student, *except* for the following as defined in FERPA's *Exception for Disclosure*:

- A. School officials with legitimate educational interests. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for the University.
 - a. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff).
 - b. A person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor or collection agent). 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.
 - c. A person serving on the Board of Trustees or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- B. Officials of schools to which the student seeks to transfer. Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- C. The Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency or State educational authorities.
- D. In connection with a student's application for, or receipt of, financial aid.

- E. To State or local officials or authorities if specifically required by a State law that was adopted before November 17, 1974.
- F. To organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
- G. Accrediting organizations.
- H. Parents of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954.
- I. 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.
- J. To appropriate parties in a health or safety emergency.
- K. 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.

PUBLIC DIRECTORY INFORMATION

Under the Family Educational Rights and Privacy Act of 1974 as amended, the following directory information may be made public unless the student desires to withhold any or all of this information:

- a. Student's 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. Upon written request by the student, directory 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.

TECHNOLOGY

COMPUTING RESOURCES

As a campus community member, students are able to utilize University-owned computer equipment, software and communications networks in accordance with policies outlined in all applicable sections under Computing and Telecommunications in the NSU Manual of Administrative Procedures.

Campus community members are not to deliberately interfere with the use of computer systems or networks by others, nor attempt to diminish the general usefulness of the systems or networks. There will be times when it is necessary for network managers to limit certain resources such as processing time, disk space and network access when necessary as a function of responsible system management.

In addition to NSU campus access, campus community members are granted free access to off-campus networks such as the Internet. Campus community members should abide by acceptable use policies for traffic on all networks as follows:

- A. The purpose of the network is to support University-related communication, research and other scholarly activities.
- B. Commercial for-profit use is not acceptable.
- C. Any use which adversely affects the operation of NSU campus and/or the Internet or jeopardizes the performance of the network or its use by other members may be judged improper. Document size may be limited.

Federal, state and local statutes may apply to use of computing networks. Based upon existing Oklahoma statutes, electronic mail involving state-owned computing and network equipment may be considered public record after it has been read. Pornography and/or sexual harassment laws may apply when material that may be considered objectionable is viewed in electronic or printed form in the presence of others.

Northeastern State University retains the right to deny any or all future computing privileges in the event that a violation of the Acceptable Use Policy occurs. Any violation of this policy may be subject to disciplinary action through the Student Conduct Code and/or any applicable federal, state and local laws.

For more information on computer use policies, or for assistance with technical issues, please contact the Computing and Telecommunications office at (918) 444-5678.

BLACKBOARD

Blackboard is a Web-based course-management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Blackboard enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, an academic resource center and more. The degree to which Blackboard is used in a course varies. For example, instructors may supplement an on-campus class by putting their syllabus and handouts on their course sites. In contrast, other courses may be conducted entirely through Blackboard, without any on-campus sessions. If you're enrolled in a course that uses Blackboard, be sure to find out how Blackboard will be used in that course. Visit the NSU web site to download the NSU Blackboard application for smart phones at <http://www.nsuok.edu>.

STUDENT E-MAIL POLICY

NSU Green Mail is a green-friendly e-mail service powered by Google. This service includes over seven gigabytes of e-mail storage, fully integrated calendars that you can share with anyone at NSU, web-based documents, spreadsheets, presentations and much more. Green Mail is accessed through the NSU web site.

FINANCIAL OBLIGATIONS

TUITION AND FEE PAYMENT

All tuition and fees are due by the first day of classes. Financial aid will be applied to accounts within the first two weeks of classes. If accounts are not paid in full by this time, a late fee will be applied.

The general enrollment fee is required for all students. It includes an enrollment fee, a student activity fee, a technology fee, a facility fee, a cultural/scholastic fee and an infrastructure fee. Additional fees may apply depending on enrollment status, type of course offering and other factors. A student may select services that require additional charges (i.e. fitness center membership, parking services).

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.

FINANCIAL AID

NSU's financial aid program is designed to recognize outstanding achievement and leadership potential and to assist those who otherwise would be unable to attend the University. NSU has its own scholarship and work programs and also participates in all traditional types of financial assistance available through the state and the federal government.

Students at NSU receive funds from a variety of sources to pay for their education, including scholarships, grants, part-time jobs and educational loans. This money comes from federal and state agencies, private donors and lending institutions. Most federal and state educational assistance is based on financial need as determined by the information you provide on the Free Application for Federal Student Aid (FAFSA). Financial need is the difference between the cost of attending NSU and the Estimated Family Contribution (EFC) calculated using formulas prescribed by federal regulation. Students should annually complete the FAFSA as soon as possible after January 1st each year. The most efficient method for students to apply for financial aid is to complete the FAFSA online at www.fafsa.ed.gov.

It is very important for students to check their NSU e-mail accounts regularly, to avoid missing important information, updates and reminders. The Office of Student Financial Services sends most correspondence via e-mail. Students can keep track of their financial aid through NSU web services.

SCHOLARSHIPS

Our goal at NSU is to seek the best and brightest students in the area. Each year we award many of these students scholarships based on merit, talent and financial need. The NSU scholarship programs are

extensive and offer many competitive awards. NSU offers a variety of scholarships for students. Visit the Office of Scholarships in the Center for Admissions and Student Enrollment (CASE) building.

POLICIES

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.

STUDENT CONDUCT CODE

PREAMBLE

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). This Student Conduct Code does apply but is not limited to all locations of the University (e.g., a foreign country or another state).

ARTICLE I: DEFINITIONS

- A. **University** – The term “University” means Northeastern State University.
- B. **Student** – The term “student” includes all persons taking or having taken courses at the University. Persons who are living in University residence halls, although not enrolled in this institution, are also considered students.
- C. **University Official** – For the purpose of this document, the term “University official” includes any person employed by the University, performing assigned academic, administrative or professional responsibilities.
- D. **Member of the University Community** – The term “member of the University community” includes any person who is a student, employee of the University and any other person directly affiliated with the University. A person's status in a particular situation shall be determined by the Senior Student Affairs Officer or his/her designee.
- E. **University Premises** – The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks).

- F. **Organization** – The term “organization” means any number of persons who have complied with the formal requirements for University recognition. It may also include groups who have not complied with formal requirements.
- G. **Senior Student Affairs Officer or his/her designee** – The term “Senior Student Affairs Officer or his/her designee” (SSAO) means the person designated by the University President to be responsible for the administration of the Student Conduct Code.
- H. **Student Conduct Administrator(s)** – The term “Student Conduct Administrator(s)” means a University official authorized, on a case-by-case basis by the SSAO or his/her designee, to determine whether student(s) have violated the Student Conduct Code. The SSAO or his/her designee may authorize the same Student Conduct Administrator to impose sanctions in all cases.
- I. **Appeal’s Administrator(s)** – The term “Appeal’s Administrator(s)” means any person or persons authorized by the SSAO or his/her designee to consider an appeal from a Student Conduct Conference.
- J. **Student Conduct Conference** – The term “Student Conduct Conference” means a meeting between Student Conduct Administrator(s) and student(s) who potentially violated the Student Conduct Code.
- K. **Committee on Student Conduct** – The term “Committee on Student Conduct” is a committee consisting of faculty members and students created to consider an appeal in cases resulting in suspension, expulsion, degree revocation or rescission of credit of students.
- L. **Policy** – The term “policy” means the written regulations of the University as found in, but not limited to, the Student Conduct Code, Residence Life Handbook, the University web page and computer use policy, and Graduate/Undergraduate Catalogs.
- M. **Cheating** – 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 University faculty or staff; or
 4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- N. **Plagiarism** – The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. 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.
- O. **University Affiliated/Sponsored** – The term “University Affiliated/Sponsored” means any activity on or off campus that is initiated, aided, authorized or supervised by the University or by a recognized student organization of the University.

All other terms have their natural meanings unless the context dictates otherwise.

ARTICLE II: STUDENT CODE AUTHORITY

- A. The Student Conduct Administrator shall:
 1. determine if a potential Student Conduct Code violation has occurred;
 2. impose sanctions, if necessary; and/or

3. refer appeals to the SSAO or his/her designee.
- B.** The SSAO or his/her designee shall develop policies for the administration of the student conduct system and procedural guidelines of Student Conduct conference(s).
- C.** Decisions made by Student Conduct Administrator(s) shall be final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the University Student Conduct Code

1. The University Student Conduct Code shall apply to conduct that occurs on University premises, at University Affiliated/Sponsored activities, and off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. (RUSO Student Policy 4.3.2h Off Campus)
2. Each student shall be responsible for his/her conduct from the time of initial enrollment 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 their conduct is not discovered until after a degree is awarded.
3. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
4. The SSAO or his/her designee shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Conduct—Rules and Regulations

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

1. **Acts of dishonesty** – Acts of dishonesty may include, but are not limited to, the following.
 - a. Cheating, plagiarism or other forms of academic dishonesty.
 - b. Furnishing false information to any University official, faculty member or office.
 - c. Forgery, alteration or misuse of any University document, record or instrument of identification.
 - d. Falsifying or participating in the falsification of any University record. (RUSO Student Policy 4.3.2a Students' Obligations and Regulations)
 - e. Any other act of dishonesty which adversely affects the University or the pursuit of its objectives. (RUSO Student Policy 4.3.2a Students' Obligations and Regulations)
2. **Disruption or Obstruction** – Disruption or obstruction of teaching, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non - University activities when the conduct occurs on University premises. (RUSO Student Policy 4.3.2f Disturbing the Peace and Destruction of Property)
3. **Abuse** – Physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. **Harassment** – Harassment is conduct that is sufficiently severe, persistent and/or pervasive, adversely affects or has the purpose or logical consequence of interfering with the educational program and/or creates an intimidating, hostile or offensive environment within the University community.
 - a. Forms of harassment may include, but are not limited to, physical, mental and/or sexual.

- b. Methods of harassment may include, but are not limited to verbal, written, electronic and/or visual displays.
5. **Stalking** – Stalking is willfully, maliciously and/or repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened or harassed.
6. **Sexual Misconduct** – Sexual Misconduct includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with or creates an intimidating, hostile, or demeaning environment for an individual's:
 - a. academic pursuits
 - b. University employment
 - c. participation in activities sponsored by the University or organizations or groups related to the University, or
 - d. opportunities to benefit from other aspects of University life.
7. **Theft and/or Damage** – Theft includes, but is not limited to, theft of and/or damage to property of the University or property of a member of the University community or other personal or public property.
8. **Hazing** – Hazing is any act which endangers the mental or physical health or safety of an individual for the purposes of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not considered a neutral act; they are violations of this rule.
9. **Failure to Comply** – Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
10. **Unauthorized Entry** – Unauthorized entry includes, but is not limited to, unauthorized possession, duplication or use of keys or any other such devices to any University premises or unauthorized entry to or use of University premises. This may also include locations situated off campus.
11. **Controlled Substances** – The use, possession, manufacturing, distribution and/or being under the influence of any controlled substances except as expressly permitted by law and/or University policy. The inappropriate use or abuse of prescription or over-the-counter medications is also forbidden.
12. **Alcohol** – The use, possession, manufacturing, distribution and/or being under the influence of alcoholic beverages except as expressly permitted by law and/or University policy. This includes, but is not limited to, having alcohol or being under the influence of alcohol in the residence halls.
13. **Firearms and Weapons** – The use, possession and/or distribution of firearms, explosives, other weapons, imitation of weapons or dangerous chemicals on University premises is prohibited except as expressly permitted by law and/or University policy. This includes, but is not limited to, bows, knives, guns, paintball guns or air-soft weapons.
14. **Disturbing the Peace** – Disturbing the peace includes, but is not limited to, participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of

the University and/or infringes on the rights of other members of the University community; and/or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. See appendix IV for expressive activity guidelines.

15. **Traffic Obstruction** – Traffic obstruction includes, but is not limited to, obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or -supervised functions.
16. **Disorderly Conduct** – Conduct that is disorderly, lewd or indecent; breach of peace; or aiding, abetting or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community.
17. **Technology Theft and/or Abuse** – Technology theft or other abuse of computer facilities and resources includes, but is not limited to, the following: (RUSO Student Policy 4.3.2d)
 - a. unauthorized entry into, transfer of or use of a file;
 - b. use of another individual's identification and/or password or allowing the use of yours;
 - c. use of computing facilities and resources to interfere with the work of another student, faculty member or University Official;
 - d. use of computing facilities and resources to send obscene or abusive messages;
 - e. use of computing facilities and resources to interfere with normal operation of the University computing system;
 - f. use of computing facilities and resources in violation of copyright laws;
 - g. attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled; and/or
 - h. any violation of the University Computer Use Policy.
18. **Abuse of Student Conduct Process** – Abuse of the Student Conduct Process includes, but is not limited to:
 - a. failure to obey the notice from a Student Conduct Administrator(s) or University official to appear for a meeting or conference as part of the Student Conduct Process;
 - b. falsification, distortion or misrepresentation of information before a Student Conduct Administrator(s);
 - c. disruption or interference with the orderly conduct of a Student Conduct meeting or conference;
 - d. attempting to discourage an individual's proper participation in, or use of, the student conduct process;
 - e. attempting to influence the impartiality of a Student Conduct Administrator(s) prior to and/or during the course of the Student Conduct meeting or conference;
 - f. harassment (verbal or physical) and/or intimidation of Student Conduct Administrator(s) prior to, during and/or after a student conduct meeting or conference;
 - g. failure to comply with the sanction(s) imposed under the Student Conduct Code; and/or
 - h. influencing or attempting to influence another person to commit an abuse of the student conduct code process.
19. **Passive Participation** – Passive participation includes, but is not limited to, the following:
 - a. encouraging or enticing any behavior or activity prohibited by law and/or University policy; and/or

- b. knowingly witnessing or observing any behavior or activity expressly prohibited by law and/or University policy.
20. **Violation of any University Policy** – Violation of University Policy shall include any university policy, rule or regulation published in hard copy or available electronically on the University web site (i.e. residence hall policies, NCAA policies).
21. **Violation of Law** – Violation of Law shall include violation(s) of any federal, state or local law.

C. Violation of Law and University Discipline

- A. A University conduct meeting or conference may be held with a student that potentially violates both the criminal law and this Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Meetings or conferences under this Student Conduct Code may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus at the discretion of SSAO or his/her designee. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.
- B. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with 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 other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. Charges and Student Conduct Conferences

- 1. Student Conduct Code Violation
 - a. Any member of the University community may submit a report of a potential Student Conduct Code violation. A report shall be prepared in writing and directed to Student Affairs, University Police or Residence Life. Any report should be submitted as soon as possible after the event takes place.
 - b. A submitted report will be reviewed to determine merit, need for further investigation, appropriate referral if necessary and/or dismissal.
 - c. All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Conduct Conference, not less than five University business days from the issue date of the letter. The Accused student may choose to waive the five (5) University business day requirements. Scheduling of the Student Conduct Conferences may be extended at the discretion of the Student Conduct Administrator(s).
- 2. Student Conduct Conferences

Student Conduct Conferences shall be conducted by a Student Conduct Administrator(s) according to the following guidelines:

- a. Student Conduct Conferences shall be conducted in private.
 - b. The Accused Student(s) and their adviser, if any, shall be allowed to attend the entire portion of the Student Conduct Conference at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Conference shall be at the discretion of the Student Conduct Administrator(s).
 - c. During a Student Conduct Conference involving more than one Accused Student, the Student Conduct Administrator(s), at his or her discretion, may permit the Student Conduct Conference concerning each student to be conducted either separately or jointly. This may only be done with the consent of each Accused Student after having properly filled out a Consent to Release Student Records Form.
 - d. The Accused Student may be accompanied by one adviser or counselor (may be an attorney at the student's expense) so long as the availability of the adviser does not hamper the timeliness of the conference. The selected adviser and/or counselor may not be an individual and/or student that is and/or may be charged as a result of the same or similar fact pattern. The adviser is limited to advising the student and may not present the case, question relevant parties or make statements during the proceedings. The mere presence of a University attorney does not indicate representation.
 - e. The Accused Student and the Student Conduct Administrator(s) may arrange for witnesses to present pertinent information to the Student Conduct Administrator(s). Witnesses will provide information to and answer questions from the Student Conduct Administrator(s). Questions may be suggested by the Accused Student to be answered by other witnesses. These questions shall be directed to the Student Conduct Administrator(s) rather than to the witness directly. Questions of whether potential information will be received shall be resolved at the discretion of the Student Conduct Administrator(s).
 - f. Relevant records, exhibits and written statements (including Student Impact Statements) may be accepted as information for consideration.
 - g. All procedural questions are subject to the final decision of the Student Conduct Administrator(s).
 - h. After the portion of the Student Conduct Conference concludes in which all relevant information has been received, the Student Conduct Administrator(s) shall determine whether the Accused Student has violated sections of the Student Conduct Code which the student is charged with violating.
 - i. The Student Conduct Administrator(s) determination shall be made based whether a preponderance of the evidence (more likely than not) indicates that the Accused Student violated the Student Conduct Code. The burden of proof rests with the accused student.
 - 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 Conduct Code proceedings.
3. The University reserves the right to create a single verbatim record, such as a tape recording, of a Student Conduct Conference, not including deliberations. The record shall be the property of the University.

4. If an Accused Student, with notice, does not appear before a Student Conduct Administrator(s), the information shall be presented and considered even if the Accused Student is not present.
5. The Student Conduct Administrator(s) may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Accused Student and/or other witnesses during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, as determined by the sole judgment of Student Conduct Administrator(s) to be appropriate.

B. Sanctions

1. One or more of the following sanctions may be imposed upon any student(s) found to have violated the Student Conduct Code:
 - a. **Warning** – A warning is a written reprimand to the student indicating a violation of the Student Conduct Code has occurred. (RUSO Student Policy 4.3.3a)
 - b. **Conduct Probation** – Conduct Probation is severe enough in nature to warrant the monitoring of a student's behavior for a specified amount of time. Conduct Probation rises to the level of Conduct Suspension; however, it is slightly less due to mitigating circumstances. If there is a finding of responsibility for subsequent violations of the Student Conduct Code during this period of time, more severe sanctions may be administered. A student on Conduct Probation remains in good standing with the University.
 - c. **Conduct Suspension** – Conduct Suspension is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the suspension period. A student on Conduct Suspension is not in good standing with the University. An individual not in good standing: (RUSO Student Policy 4.3.3c)
 1. may not officially represent the University in any University sponsored event
 2. may not hold any leadership position in any University recognized organization, and/or
 3. may affect receipt of institutional scholarships and/or financial aid.
 - d. **Student Account Hold** – A hold may be placed on a student's account as part of the outcome of a conduct conference. This may be done as a result of failure to complete additional sanctions or as a sanction on its own.
 - e. **Loss of Privileges** – Loss of privileges is denial of specified privileges for a designated period of time.
 - f. **Restitution** – Restitution is the compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - g. **Educational Requirements** – The imposing of educational sanctions includes, but is not limited to: letter of apology, presentation of a workshop, preparation of a research paper or project, community restitution, counseling, assessment or evaluation. (RUSO Student Policy 4.3.3b Penalties)
 - h. **Residence Hall Suspension** – Residence Hall Suspension is the separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

- i. **Residence Hall Expulsion** – Residence Hall Expulsion is the permanent separation of the student from the residence halls.
 - j. **University Suspension** – University Suspension is the separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. A suspension hold will be placed on the transcript during the period of suspension. (RUSO Student Policy 4.3.3e Penalties)
 - k. **University Expulsion** – University Expulsion is the permanent separation of the student from the University. When a student is expelled, a record of this action will be made a part of the student’s permanent record in the Office of Admissions and Records. (RUSO Student Policy 4.3.3f Penalties)
 - l. **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation or other violations of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation. (RUSO Student Policy 4.3.3g)
 - m. **Withholding Degree** – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
 - n. **Deferred Sanction** – Deferred Sanction is the delay or postponing of any sanction. If a student is found responsible for any violation of the Student Conduct Code while on a deferred sanction, the original sanction will be implemented.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than University expulsion, revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record.
 4. A student may request in writing to expunge a disciplinary record no less than one academic year after completion of sanction(s). An expunged disciplinary record is the process in which student’s disciplinary record is cleared for disclosure purposes only; however, the disciplinary record will remain on file. Such written request shall be made to the SSAO or his/her designee.
 5. In cases where a student is found responsible for a violation(s) of the Student Conduct Code, the sanctions shall be determined and imposed by the Student Conduct Administrator(s). The SSAO or his/her designee reserves the right to request a review of sanctions prior to imposition.
 6. Following the Student Conduct Conference, the Student Conduct Administrator(s) shall advise the Accused Student in writing of the conference outcome. A person who is identified as a victim of violence, as defined by FERPA, may be notified of the Student Conduct Conference outcome.

C. Temporary Suspension (RUSO Student Policies, Penalties 4.3.3d)

1. In certain circumstances, the SSAO or his/her designee, may impose a University or residence hall temporary suspension prior to the Student Conduct Conference.
2. Temporary suspension may be imposed only:
 - a. to ensure the safety and well-being of members of the University community or preservation of University property;
 - b. to ensure the student’s own physical or emotional safety and well-being; and/or

- c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
3. During the temporary suspension, a student may be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the SSAO or his/her designee may determine to be appropriate.
4. The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Conference, if required.
5. The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date and place of a subsequent show cause meeting at which the student may show cause why his or her continued presence on the campus does not constitute a threat.

D. Non-Separation Appeals

1. A decision or a sanction imposed by the Student Conduct Administrator(s) may be appealed by the Accused Student(s) to the Senior Student Affairs Officer or his/her designee within five (5) University business days of the decision. Such appeals shall be in writing and shall be delivered to the Student Affairs office.
2. A person who is identified as a victim of violence, as defined by FERPA, may appeal a decision or sanction imposed by the Student Conduct Administrator(s) within five (5) University business days of the decision. Such appeals shall be in writing and shall be delivered to the Student Affairs office.
3. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the Student Conduct Conference and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Conduct Conference was conducted fairly in light of the charges and information presented and in conformity with prescribed procedures, giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for an appeal unless significant prejudice results.
 - 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 sufficient to establish that a violation of the Student Conduct Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Conduct Code that the student was found to have committed.
 - d. To consider new information sufficient to alter a decision or other relevant facts not brought out in the original Student Conduct Conference, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Conference.
4. The Senior Student Affairs Officer or his/her designee, will review the appeal. Based on the information provided by the Accused Student, one of the following actions may occur:

- a. the conduct case may be returned to the original Student Conduct Administrator(s) for re-opening of Student Conduct Conference to allow reconsideration of the original determination and/or sanction(s),
 - b. the imposed sanction(s) may be adjusted within reason, or
 - c. the conduct finding(s) and sanction(s) may be upheld.
5. The decision of the Senior Student Affairs Officer or his/her designee shall be final and not appealable except in cases of temporary suspension, suspension, expulsion or degree revocation which may be appealed to the Committee on Student Conduct. (RUSO Student Policy 4.3.4 Authority of Senior Student Affairs Officer)

E. Separation Appeals (RUSO Student Policy 4.3.5 Appeals Process)

1. A committee consisting of faculty members and students will be created to consider the appeal of cases resulting in temporary suspension, suspension, expulsion, degree revocation or rescission of credit of students.
2. The committee will be designated as the “Committee on Student Conduct.” The committee shall be appointed by the President of the University and shall include faculty members whose primary duties are not concerned with the administration of student conduct and affairs.
3. The President will receive nominations for committee memberships from the Faculty Senate, provided that Faculty Senate nominations must be submitted within thirty (30) days from time of notification that a vacancy(s) exists. If nominations are not made within thirty (30) days, the president will fill the vacancy(s) from the faculty.
4. The student members of the committee shall be nominated by the Northeastern Student Government Association. Nominations must be submitted in the same manner as those for the Faculty Senate.
5. A student instituting an appeal to the Committee on Student Conduct shall have the right to exclude the student members of the committee upon proper request. One or more students may be included in the membership of the committee, such number to be determined by the President.
6. Any act by a properly constituted committee, at which a quorum of the committee is present, shall be binding.
7. To initiate an appeal, the student must make the request. The request and reason for appeal should be made in writing, by hard copy, signed and dated to the SSAO within five (5) University business days of the decision.
8. If the student appeals a decision of suspension, expulsion, degree revocation or rescission of credit, the decision will not become effective until after a hearing before the Committee on Student Conduct.
9. Hearings will be held as soon as practical after the request is made by the student.

F. Disciplinary Files and Records

- a. Case referrals will result in the development of a disciplinary file in the name of the accused student. If the student is found not responsible for the charges, the file will be marked no action, no record, and shall not constitute a disciplinary record. Such files will be destroyed after one year.

- b. The files of students found responsible for charges against them, with sanctions less than suspension or expulsion, will generally be maintained in the Student Conduct Office for seven (7) years from the calendar year of record, after which they are destroyed.
- c. Records of cases in which suspension or expulsion from the University occur are kept for ten (10) and fifteen (15) years respectively.
- d. Confidentiality – All disciplinary records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student, under legal compulsion, or where the safety of other persons may be involved. Disciplinary records are maintained separate from the student's academic record but are part of the student's educational record.
- e. Re-release of disciplinary information/records – Unless otherwise excepted, individuals participating in disciplinary proceedings are bound by law to not disclose information discussed in the proceedings. When disciplinary records are permitted to be disclosed to an individual only, that information should not be re-disclosed, under penalty of law.

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Student Conduct Code shall be referred to the SSAO or his/her designee for final determination.
- B. The Student Conduct Code shall be reviewed every year under the direction of the SSAO or his/her designee.
- C. The University reserves the right to discontinue, modify or otherwise change its Student Conduct Code.

ALCOHOL AND OTHER DRUGS

ALCOHOL AND OTHER DRUGS ANNUAL NOTIFICATION

DRUG FREE STATEMENT

The following policy statement has been developed to ensure compliance with both the “Drug-Free Work Place Act of 1988” and the “Drug-Free Schools and Communities Act Amendments of 1989.” Northeastern State University recognizes that it is in the best interest of the University, its employees and its students to promote a healthy and productive environment and to provide education and assistance relative to the dangers involved in the illicit use of drugs and the abuse of alcohol. This responsibility demands implementation of programs and services that facilitate that effort.

UNIVERSITY DRUG AND ALCOHOL ABUSE PREVENTION POLICY

University policy strictly prohibits the illegal use, possession, manufacture, distribution and/or being under the influence of illegal drugs, controlled substances, 3.2 beer or alcoholic beverages in the work place, or its premises, University housing, as a part of any University-sponsored activity or recognized student organization activity.

The University has students and employees who study and work in places other than the main campus in Tahlequah, and those students and employees are subject to the laws covering those localities. Further information regarding these local, state and federal laws may be found in Student Affairs and Human Resources and is available to students and employees. Students and employees are encouraged to review this information.

All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student.

POTENTIAL DISCIPLINARY SANCTIONS FOR VIOLATION OF POLICY

Sanctions for violation of this policy may include, but are not limited to, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of Northeastern State University.

It should be noted by employees that they are also subject to the University's Drug-Free Work Place Policy. Employees are referred to that policy for additional sanctions. It is also within the discretion of the University to refer any violations to the appropriate authorities for criminal prosecution.

HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUG ABUSE

Alcohol and other drug use represent serious threats to health and the quality of life. More than 25, 000 people die each year from drug-related accidents or health problems. With most drugs it is probable that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

Alcohol – short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (i.e. fetal alcohol syndrome) and death. Long- term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

Amphetamines/Stimulants – (speed, uppers, crank, caffeine, etc.) speed up the nervous system which can cause increased heart and breathing rates, higher blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death.

Anabolic Steroids – seriously affect the liver, cardiovascular and reproductive systems. They can cause sterility in males and females, as well as impotency in males.

Barbiturates/Depressants – (downers, Quaaludes, Valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, slowed reactions, confusion, distortion of reality, convulsion, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

Cocaine/Crack – stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, appetite loss, hallucinations, paranoia, seizures and death.

Hallucinogens – (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. Use may result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and/or lung failure.

Cannabis – (marijuana, hashish, hash, etc.) impairs short-term memory, comprehension, concentration, coordination and motivation. Use may also cause paranoia and psychosis. Marijuana smoke contains more cancer causing agents than tobacco smoke. The way in which marijuana is smoked – deeply inhaled and held in the lungs for a long period – enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

Narcotics – (smack, horse, Demerol, Percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/Nicotine – 170,000 people in the United States die each year from smoking related coronary heart disease. Some 30% of the 130,000 cancer deaths each year are linked to smoking. Lung, larynx, esophagus, bladder, pancreas and kidney cancers strike smokers at increased rates. Emphysema and chronic bronchitis are ten times more likely among smokers.

POSSIBLE LEGAL SANCTIONS AND PENALTIES

Local, state and federal laws provide for a variety of legal sanctions and penalties for the unlawful possession or distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing, dispensing or possessing with the intent to distribute or dispense a controlled substance and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example if it is your first offense (no prior convictions) and if less than 50 kilograms of marijuana are involved, then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If however, all other factors are the same as in the previous example, but 50-100 kilograms of marijuana are involved instead of 50, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma “Trafficking in Illegal Drugs Act” which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

The local ordinance for the city of Tahlequah regarding narcotics is as follows: It is unlawful for any person to appear, be upon or in any street, alley, place of business or other public place while under the influence of opium or other narcotics; to use, have or possess opium or other narcotic upon or in any street, alley, place of business or other public place within the city; to use opium or other narcotic in any place within the city except as legally prescribed by a physician licensed to practice in the state; to loiter about a place where opium or other narcotic is sold or furnished illegally; or to sell or furnish illegally to another person opium or any other narcotic. "Narcotic" includes marijuana and any controlled dangerous drug as defined by Section 2-101 of Title 63 of the Oklahoma Statutes. (Or. No. 572, 5/2/77)

In addition, the local ordinance regarding public intoxication is as follows: It is unlawful for any person to appear, be upon or in any street, alley or other public place in the city in a state of intoxication. It is unlawful for any person to drink intoxicating liquor, beverage or any non-intoxicating beverage upon or in any street, alley or other public place within the city. It is unlawful to use, sell or furnish to another any illegal drug or narcotic in any place in the city except as legally prescribed by a physician.

For the purposes of this section, a state of intoxication means the condition in which a person is under the influence of any intoxicating, non-intoxicating, spirituous, vinous or malt liquors, or any narcotic, to such extent as to deprive the person of his or her full physical or mental power.

Local ordinances, Section 10- 104, 401, 402, 404 pertain to narcotics, public intoxication and possession and transportation of non-intoxicating beverages.

If drugs are involved, the city will most likely defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Please note local, state and federal laws may change between notifications. It is the responsibility of campus community members to keep abreast of current laws.

AVAILABILITY OF ASSISTANCE AND EDUCATIONAL PROGRAMS

Since drug and alcohol abuse constitute a major problem in today's society, Northeastern State University makes special efforts to both educate and assist students concerning both areas. The following is a summary of programs available.

Counseling, Awareness, Resources, and Education Program (CARE) – Designed to increase student awareness of the dangers of alcohol and drug abuse. CARE provides trained alcohol and drug abuse counselor(s) through Student Affairs.

Student Counseling Services – Provides counseling to help students cope with problems stemming from alcohol or drug abuse by a family member(s) and friend(s). Student Counseling Services is available through Student Affairs.

Residence Halls Staff – Provide advice and referral for counseling.

Student Health Center – Provide counseling and referral to appropriate on-campus and off-campus agencies that include medical treatment.

Boosting Alcohol Consciousness Concerning the Health of University Students (BACCHUS) – BACCHUS is an NSU recognized student organization. This organization provides educational programs conducted by, and directed toward, Northeastern State University students. Activities include distribution of literature, showing of films on campus, coordinating education programs in the local grade and high schools, assisting in the establishment of BACCHUS chapters on other campuses and sponsoring an annual “Alcohol and Drug Awareness Week” on the Northeastern State University campus.

It is the intent of Northeastern State University to expand current educational programs and services to decrease the risks to students resulting from alcohol and drug abuse. The following toll free, hotline numbers may be of use to someone needing help or advice.

National Institution on Drug Abuse Information and Referral

1-800-662-HELP, M-F, 8:30-4:30

Safe & Drug-Free Schools

1-800-624-0100, M-F, 8-5

National Council on Alcoholism

1-800-622-2255, 7 days a week, 24 hours a day

American Council for Drug Education

1-800-488-DRUG

National Clearinghouse for Alcohol & Drug Information

1-800-SAYNOTO

Cocaine Helpline

1-800-COCAINE

Reach-Out Hotline

1-800-522-9054 (alcohol, drug crisis intervention, mental health and referral)

Any questions regarding the rules, regulations and policies set forth in this statement may be referred to Student Affairs or Human Resources.

UNIVERSITY STATEMENT ON HARRASSMENT AND DISCRIMINATION

Northeastern State University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation or veteran status. This includes, but is not limited to, admissions, employment, financial aid and educational services. Individuals, who believe they have experienced harassment or discrimination prohibited by this statement, are encouraged to contact the appropriate offices within their respective units. Students should contact Student Affairs at (918) 444-2120, faculty members should contact the Provost at (918) 444-2060 and staff members should contact the Human Resources Department at (918)444-2230.

The NSU Statement on Harassment and Discrimination supports 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.

HARRASSMENT

Harassment is conduct that is sufficiently severe, persistent and/or pervasive, adversely affects or has the purpose or logical consequence of interfering with the educational program and/or creates an intimidating, hostile or offensive environment within the University community.

- a. Forms of harassment may include, but are not limited to, physical, mental and/or sexual.
- b. Methods of harassment may include, but are not limited to, verbal, written, electronic and/or visual displays.

PHYSICAL and MENTAL

Physical and mental harassment includes, but is not limited to:

- words, actions or behaviors that reflect a serious intention to instill fear in another person or the intent to cause physical or mental harm that could lead to psychological or physical harm of another person, or
- malicious intent behind a behavior – the person on the receiving end genuinely feels fearful or believes that their safety and security is compromised by another's behavior.

SEXUAL

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature in the following context:

- a. when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing,
- b. when submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
- c. when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

Examples of Prohibited Conduct. Conduct prohibited by this policy may include, but is not limited to:

- unwelcome sexual flirtations

- advances or propositions for sexual activity
- continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes
- sexually degrading language to describe an individual
- remarks of a sexual nature to describe a person's body or clothing
- display of sexually demeaning objects and pictures
- offensive physical contact, such as unwelcome touching, pinching and/or brushing the body
- coerced sexual intercourse
- sexual assault
- actions indicating that benefits will be gained or lost based on response to sexual advances

RACIAL AND ETHNIC

Racial and ethnic harassment is defined as behavior or conduct addressed directly to individual(s) related to an individual's race, religion, ethnicity or national origin that threatens violence or property damage, or that incites or is likely to incite imminent lawless action.

SEXUAL ASSAULT

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

Reporting

Persons who have complaints alleging sexual assault are encouraged to report the incident. In the event of a sexual assault, the victim is encouraged to first 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. Complaints may be filed in the following manner:

- A. Complaints against students or student organizations should be reported to Student Affairs.
- B. Complaints against faculty or staff should be filed with the University's Affirmative Action Officer in 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.

HAZING

Northeastern State University does not tolerate acts of hazing by individuals or organization members.

Northeastern State University follows Oklahoma Statutes - Title 21, Section 1190 – Hazing

Hazing, which is an activity participated in or encouraged by student groups, or any members or associates of a group, in which prospective members or pledges are subjected to or imposed upon to do onerous, denigrating or hazardous tasks. Hazing is any act which endangers the mental or physical health or safety of an individual for the purposes of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not considered a neutral act; they are violations of this rule.

No student organization or any person associated with any organization sanctioned or authorized by the Northeastern State University shall engage or participate in hazing. Further definition of hazing is as follows:

“Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

- a. “Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could affect the mental health or dignity of the individual.
- b. “Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity, which could adversely affect the physical health or safety of the individual.

Student groups shall be assumed to be responsible for the actions of their members or associates for hazing violations. The University or prospective members may file a complaint of hazing against all parties as individuals and against the student groups.

Individuals and/or groups may be convicted by local and state authorities. Upon conviction, groups shall be guilty of a misdemeanor and may be punishable by a fine of not more than \$1,500 and the forfeit for a period of not less than one (1) year of the rights and privileges of being an organization. Any individual convicted of violating the provisions of hazing shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, by the imposition of a fine not to exceed \$500, or by both such imprisonment and fine.

Perceived acts of hazing should be reported to Student Affairs immediately.

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 an 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.

An outline of steps to be taken by administrative staff at the University in a situation involving students with serious emotional problems is on file in Student Affairs.

GRIEVANCES

Students are encouraged to seek clarification and advice regarding procedures before initiating a grievance. Student Affairs has staff members trained to help students who have grievances. Contact Student Affairs in the Administration Building, room 204, or call (918) 444-2120. Students are encouraged to seek assistance from Student Affairs or from any faculty or staff member in pursuing any type of grievance.

The University shall make the decision to which procedure to utilize for a grievance filed by a student. The appropriate grievance procedure will be based on the fact pattern of each particular case. Each grievance shall be directed to a specific procedure and shall be accorded only one opportunity to be adjudicated unless the appeal body remands for further review.

The types of grievances student may pursue according to Northeastern State University's procedures include any of the following problems, issues or concerns:

- a. Discrimination
- b. Disability accommodations in academic programs
- c. Sexual harassment
- d. Grade disputes
- e. Financial aid
- f. Academic suspension and blocks
- g. Disciplinary action
- h. Parking citations

Grievance Process

A grievance may be resolved informally or may proceed through the applicable formal grievance proceedings. Grievances may be filed in the following manner:

- a. Complaints against students or student organizations shall be filed with Student Affairs for review and investigation. Student Affairs may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.

- b. Complaints against faculty shall be filed with the academic department. The academic department may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty.
- c. Complaints against staff shall be filed with Human Resources. Human Resources may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for staff.
- d. Complaints against visitors, guests, vendors, contractors or any other person should be directed to the Associate Vice President for Administration.

Procedure. All formal grievances should be submitted in writing to the appropriate department. A decision as to the appropriate action, if any, and grievance procedure will be determined by the designated department official(s).

Sanctions. Appropriate action will be taken once an individual or student organization is found responsible for policy violation(s). Sanctions may range from an official warning up to and including dismissal.

Retaliation. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a grievance will be treated as a separate and distinct violation.

HEALTH AND WELLNESS SERVICES

COUNSELING SERVICES

Student Counseling Services promotes a balanced and healthy learning environment for every student on campus. Student Counseling Services strives to reduce drug and alcohol issues through education and assessment and to offer support to students facing a range of emotional and interpersonal issues. Student Counseling Services is located in Student Affairs, Administration Building, room 204.

Licensed Professional Counselors and the Nurse Practitioner in the Student Health Center provide:

- Short-term counseling
- Assessment
- Crisis management
- Referrals to campus and community resources

These programs are designed and implemented to strengthen and enrich the lives of Northeastern State University students.

COUNSELOR IN RESIDENCE PROGRAM

Counseling support is provided in the residence halls through the Counselor in Residence program. Counseling interns provide short-term counseling services to students living in the residence halls.

VIOLENCE PREVENTION PROGRAM

The Violence Prevention Program is designed to educate on violence prevention, mitigate campus violence and support victims of violence.

HEALTH SERVICES

SERVICES

Services are only available to currently enrolled NSU students. Assessment, diagnosis and treatment of illnesses and minor injuries are provided by a Nurse Practitioner. In-house laboratory tests offered include pregnancy test, urine dip stick, strep screen, mono screen and influenza screen. Students can seek further diagnostic testing at Tahlequah City Hospital. Immunizations, such as Hepatitis B, Tuberculosis testing, Diphtheria Toxoid, Meningitis, and Measles, Mumps and Rubella are given specialty referrals as needed.

For an appointment call Student Health Services at (918) 444-2126.

Hours: 8 a.m. - 5 p.m. Monday-Friday

Health Center is closed on weekends and University-approved holidays.

Location: white modular building between Wyly Hall and the Baseball Field.

Health Education

Educational pamphlets are available to address common health related conditions and prevention.

Health educational workshops, presentations and information distribution are available upon request.

Fees and Payment

Office visits are free of charge. Diagnostic testing, supplies, immunizations and other services are subject to a minimal fee. The Student Health Center does not file any form of third party insurance claims. Cash, checks and major credit cards are accepted. Clients unable to make payment the day of service will be required to sign a Fee of Service Agreement and make payment arrangements.

IMMUNIZATIONS - US CITIZENS

The University immunization requirements comply with Senate Bill 787, in effect the 2004-2005 academic year. In addition to the Senate Bill requirements, the University adopted a policy regarding TB screening. SB787 requires all first time enrollees including transfer students to follow SB787 recommendations. Please contact Student Health Services for details on Immunization requirements.

IMMUNIZATIONS - INTERNATIONAL

All international students will be screened for TB within two weeks of arrival on campus. This applies only to their first year of enrollment. This test cannot be waived. Please contact Student Health Services for details on Immunization requirements.

ALCOHOL AND DRUG EDUCATION

Programs designed to educate students on the affects of the misuse of alcohol and drugs are offered throughout the year. Small group education sessions are also provided upon request.

STUDENT HEALTH INSURANCE

All students are highly encouraged to carry health insurance. All Domestic students enrolled in six (6) or more credit hours are eligible to enroll in the insurance Plan. All newly enrolling International students registered for one (1) or more credit hours are required to enroll in the Student Health Insurance Plan or

provide proof of comparable coverage. Information on the student health insurance plan is available in the Student Health Center.

FITNESS AND SPORTS

ATHLETICS

Northeastern State University fields NCAA teams in basketball, baseball, football, golf, soccer, softball and tennis. For further information on game schedules, events, rosters, etc., refer to the Athletics web site, <http://goriverhawksgo.com>.

FITNESS CENTER

The Fitness Center mission is to help you accomplish your health and fitness goals in a challenging and comfortable atmosphere. Our staff offers the best in service and a high level of expertise. The center offers a variety of activities, including a swimming pool, free weights, racquetball courts, basketball courts and numerous other exercise equipment.

INTRAMURAL SPORTS

The Intramural Program offers a diverse variety of team and individual sporting events, which are open to all NSU faculty and staff. For more information on rules, procedures, schedules and rosters, visit the Intramurals web site, <http://arapaho.nsuok.edu/~intramurals>.

CAMPUS SAFETY AND SECURITY

The University Police Department (UPD) is located at the Grand House, which is within easy walking distance to or from any place on campus. The Grand House is open 24 hours a day, seven (7) days a week and an officer is always available and on-call at any time. Campus community members may contact UPD by e-mail, fax or phone numbers listed below.

University Police Officers are certified by the State of Oklahoma as Peace Officers and can exercise the same powers as any State Peace Officer. We are here to help, with crime prevention our aim and purpose. Feel free to give UPD a call whenever we can be of service. UPD will do everything possible to make your time with us a pleasurable experience.

NSU Department of Public Safety
830 North Grand Avenue (corner of Crafton & N. Grand)
Tahlequah, Oklahoma 74464-7051
On Campus: ext. 2468
Off Campus: (918) 458-2111 or (918) 931-7004
Fax: (918) 458-2379

STUDENT RIGHT TO KNOW

The following excerpt is from *The Handbook for Campus Crime Reporting* published by the U.S. Department of Education.

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported and disseminated to the campus community and are also submitted to ED. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on campus so that they can make informed decisions.

The following Campus Safety information supports guidelines established by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Further information on campus security policies and crime statistics may be obtained at the University Police Department located at the corner of Grand Avenue and Crafton, (918) 444-2468.

EMERGENCY COMMUNICATION

Northeastern State University Emergency Notification System

In the case of an emergency that warrants a campus-wide notification, the following methods may be utilized.

Cable Channel Notification

Tahlequah and Broken Arrow Campuses – Televisions that are turned on and connected to the campus cable network system will have a break in scheduled programming with a notification of emergency including appropriate instructions.

Computer Broadcast System

Tahlequah, Broken Arrow and Muskogee Campuses – Computers that are turned on and connected to NSU computer network will receive a screen notification of emergency including appropriate instructions. The screen notification will override any computer activity to alert users immediately.

Outdoor Public Announcement System

Tahlequah, Broken Arrow and Muskogee Campuses – The Outdoor Public Announcement System will alert campus community members via an audio speaker system. Announcements may be in the form of sirens and/or voice instructions.

Indoor Public Announcement System

Broken Arrow Campus (only) – An Indoor Public Announcement System may be used as a method of alerting campus community members via audio speaker system. Announcements may be in the form of sirens and/or voice instruction.

Campus-wide E-mail Messaging System

Tahlequah, Broken Arrow and Muskogee Campuses – Campus-wide e-mail may be used to notify campus communities of an emergency and/or instructions.

Campus-wide Voicemail Messaging System

Tahlequah, Broken Arrow and Muskogee Campuses – Campus-wide voicemail messages may be sent to campus community phone extensions with emergency notification and instructions. Special note, messages are sent directly to voicemail without phone rings.

EMERGENCY PROCEDURES

GENERAL EMERGENCY RESPONSE PROTOCOLS

SEVERE WEATHER

Severe Weather – General

- Follow instructions as provided by the Emergency Procedures Protocol and NSUPD
- Listen to radio, television and NSU information systems for weather updates (link to local weather conditions)
- Check with emergency personnel for return to work status

Tornado

- Go to basement or lowest floor of building
- Stay away from exterior walls, doors and windows
- Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.)
- Get under a piece of furniture if possible (e.g., sturdy table, desk)
- Call the NSUPD or 911 if emergency help is needed

Lightning

When lightning is approaching:

- Cease outdoor activities
- Seek shelter inside a building or automobile

Avoid

- Open areas; places near water, trees, metal fences, overhead wires or power lines
- Elevated ground or open vehicles
- Use of radios or cellular phones

EVACUATION OR SHELTER-IN PLANS

In some emergency situations, such as flooding or release of hazardous materials, emergency personnel may order protective actions for persons who live or work on campus. Typically, these protective actions are either to evacuate to a safer area or to a shelter in place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by NSUPD or via the NSU notification systems, loudspeakers, door-to-door notifications or other appropriate means. During an actual disaster, if Building Coordinators have not been notified in a timely enough manner, they are to use their best judgment as to whether to evacuate

or shelter in place. As many crises are fluid in nature, decisions may need to change to meet the situations.

AREA EVACUATION

An evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, consult the Emergency Procedures Protocol and the building(s) evacuation diagram in order to:

- Evacuate the building using the nearest exit (or alternate if the nearest exit is blocked)
- Assist all individuals with disabilities or special needs
- Do not use elevators
- Take personal belongings (keys, purses, wallets, etc)
- Secure any hazardous materials or equipment before leaving
- Follow directions given by emergency personnel

SHELTER IN PLACE

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move indoors or remain there – avoid windows and areas with glass
- If available, take a radio or television to the room to track emergency status
- Keep telephone lines free for emergency responders; do not call 911 for information
- If hazardous materials are involved, turn off all ventilation systems and close all inlets from the outside
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible

LOCAL WEATHER CONDITIONS

Local media outlets and the NSU notification systems will provide updates and information on severe weather. NSU officials will notify local outlets regarding closings or return-to-work situations. The following radio stations will be notified:

- KRMG 740 AM Tulsa
- KAYI 107.9 FM Tulsa
- KTLQ 1350 AM Tahlequah
- KEOK 102.1 FM Tahlequah
- KBIX 1490 AM Muskogee

In the event of school closing, the following television stations will be notified:

- KJRH Channel 2 Tulsa
- KOTV Channel 6 Tulsa
- KTUL Channel 8 Tulsa
- KFSM Channel 5 Fort Smith
- Cable Channel 99 Tahlequah

VIOLENT OR CRIMINAL BEHAVIOR

Immediately Contact the Appropriate Emergency Telephone Number

University Police is located at the corner of Grand and Crafton Streets and provides 24-hour help and protection. This service is provided seven (7) days a week on a year-round basis.

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, promptly notify University Police as soon as possible and report the incident, including the following:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
3. If you observe a criminal act or whenever you observe a suspicious person on campus, immediately notify University Police and report the incident.
4. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should gunfire or a shooting threat occur on campus, your judgment regarding appropriate actions is paramount in order to achieve the most positive outcome. The location of the shooting or threat will likely guide your decisions. In general, if the shooting is in your immediate vicinity, have all persons take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary. If the threat comes from adjacent or distant areas, it is likely that you will attempt to direct persons away from the source using the safest route.

In all cases, attempt to remain calm, composed and in control of the situation and persons in your charge.

HANDLING OF BOMB THREATS

Using a Land-Line Telephone Immediately Contact the Appropriate Emergency Telephone Number

These precautions will be followed upon receipt of a threat to detonate an explosive device in a building or otherwise create a situation hazardous to persons or structures on the campus of Northeastern State University.

Responsibilities of recipients of a bomb threat:

- a. If a message of an impending explosion is transmitted to a faculty or staff member, they should find out the name of the caller and determine the basis of the claim.
- b. DO NOT REPORT WITH OR USE A CELL PHONE. Turn off cell phones and instruct others to do the same.
- c. The NSUPD should be contacted immediately upon receipt of any direct threat, or unconfirmed report of a threat to bomb property on campus.
- d. The University Police Chief will determine the need to evacuate any building.

Employees of the University Police will take the following actions upon receiving a bomb threat notification:

1. Find out information on how the threat was received, attitude of the caller and other information that might be helpful in identifying the person making the threat.
2. The University Police Shift Supervisor will be notified immediately.
3. A search will be made of the building or area threatened as quickly as possible.
4. The occupants of the building will not be notified of the threat under normal circumstances.
5. If an object is located that is suspected of being an explosive device, it will not be touched and it will remain where it was found until arrival of demolition experts. Removal of persons from a building containing such a device will be made at the discretion of the University Police Chief or shift supervisor.

Further action by the University Police

6. Arrangements will be made with the telephone company to hold phone lines open after a caller has hung up in an attempt to identify callers making bomb threats.
7. Patrol Officers will be familiar with these procedures and will be given periodic training in the identification and handling of explosive devices.
8. All Faculty and Staff members will be informed of action requested of them in the event of a bomb threat on campus.

Bomb threats/searching for an explosive device:

1. A decision has to be made to conduct a search of the premises and how extensive the search should be. This decision will usually be made by management of the facility and the University Police. An explosive device can be virtually any size or shape. Any foreign object, therefore is suspect. If a suspicious object is found, it must NOT be touched. Its location and description should be reported immediately to the University Police personnel at the scene. Upon receiving the confirmation of a possible explosive device the University Police Officer will:
 - a) Establish a clear zone with a radius of at least 500 feet. This includes the floor above and below the suspected device.
2. Total evacuation should be a decision made by management of the facility and the University Police. (Note: Evacuating a facility for any reason, particularly in response to a bomb threat is a drastic reaction. Total evacuation could result in exposing a great number of people to the blast.)

CHEMICAL OR RADIATION SPILL

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to University Police.
2. When reporting, be specific about the nature of the involved material and exact location. University Police will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the effected area at once and seal it off to prevent further contamination of other areas until the arrival of University Police personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to University Police. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building fire alarm and report the emergency by phone.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. **Be aware of individuals that may need assistance in exiting the building!!** Do not use elevators in case of evacuation. **Do not panic!!**
8. Once outside, move to a clear area at least 500 feet away and upwind from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.
10. A Campus Incident Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
11. Do not return to an evacuated building unless told to do so by emergency personnel.

EXPLOSION, AIRCRAFT DOWN (CRASH) ON CAMPUS

In the event of an explosion or a downed aircraft (crash) on campus, take the following action:

1. Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided notify NSUPD or call 911.
3. Give your name and describe the location and nature of the emergency.

4. If necessary, or when directed to do so, activate the building fire alarm and report the emergency by telephone.
5. When the building fire alarm is sounded or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.
6. Be aware of individuals that may need assistance in exiting the building!! Do not use elevators in case of fire. Do not panic!!
7. Once outside, move to a clear area that is beyond the affected building. Keep streets and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. A Campus Incident Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
10. Do not return to an evacuated building unless told to do so by a University Official.

EARTHQUAKE

During an earthquake, remain calm and quickly follow these steps.

1. If indoors seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures.
3. **Caution:** Always avoid power or utility lines as they may be energized.
4. If in an automobile, stop in the safest place available, preferably away from power lines and trees.
5. Stop as quickly as safety permits, but stay in vehicle for the shelter it offers.
6. After the initial shock, contact the NSUPD or call 911. Protect yourself at all times and be prepared for aftershocks.
7. Damaged facilities should be reported to University Police. **Note:** Gas leaks and power failures create special hazards.
8. Be aware of individuals that may need assistance in exiting the building!! Remember that elevators are reserved for disabled persons to use. Do not use elevators in case of fire. Do not panic!!
9. Once outside, move to a clear area at least 500 feet away from the affected building(s).
10. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
11. If requested, assist emergency crews as necessary.
12. A Campus Incident Command Post may be set up near the emergency site.
13. Keep clear of the Command Post unless you have official business.
14. Do not return to an evacuated building unless told to do so by a University Official.

ADDITIONAL INFORMATION PROCEDURES

In the event that the following occur, notify maintenance at (918) 444-2400. After 5 p.m. notify University Police.

ELECTRICAL/LIGHT FAILURE: Campus building emergency lighting should provide sufficient illumination in corridors and stairs for safe exiting. It is also advisable to have a flashlight and a portable radio available for emergencies.

ELEVATOR FAILURE: If you are trapped in the elevator, use the emergency phone to notify University Police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.

PLUMBING FAILURE/FLOODING: Cease using all electrical equipment.

GAS LEAK: Cease all operations. Do not switch on lights or any electrical equipment. Remember electrical arcing can trigger an explosion!!

STEAM LINE FAILURE: Immediately Call Maintenance at (918) 444-2400 and if necessary, vacate the area.

VENTILATION PROBLEMS: If smoke odor comes from the ventilation systems immediately notify University Police or call 911, and if necessary, cease all operations and vacate the area.

EXPRESSIVE ACTIVITY

Activity/Event Registration & Use of University Facilities

To ensure the peaceful conduct of activities at Northeastern State University, the University retains the right to control specification of time and location for all on and off campus groups. 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 Student Affairs.

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 Student Affairs. This form will require the applicant's 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 needed 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 personnel and organizations:

These persons/organizations should make their requests in the same manner as students and campus organizations. To ensure this peaceful conduct, Northeastern State University may designate places for personnel to conduct their activities so that it does not interfere with students going to and from class.

These persons/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.

Persons and organizations will normally be assigned to the gazebo directly west of the Athletic Department Building.

ADVERTISING AND POSTING

All posters, including signs, fliers, handouts, etc., must have prior approval from Student Affairs before they are placed on or about the campus of Northeastern State University. A list of the regulations regarding all posting/advertising locations on the NSU campus can be obtained in Student Affairs.

POLITICAL CAMPAIGNING

Enrolled students running for local or state government positions may display campaign materials only in the University Center and residential halls. All posters, including signs, fliers, handouts, etc., must have prior approval from Student Affairs before they are placed in pre-approved designated areas. Such material may not be displayed on educational buildings, trees, sidewalks, handrails or grounds. (RUSO Policy 5.11)

EMPLOYMENT

STUDENT EMPLOYMENT

All student employment at NSU is coordinated through Student Financial Services. Work-study, institutional, and job location and development (off campus) positions are available.

The Federal Work-Study program allows undergraduate and graduate students with financial need to work part-time on or off campus to earn money to help pay for educational expenses. The program encourages on-campus work related to your course of study and a flexible work schedule. If awarded work-study you may work up to 15 hours a week, depending on your class schedule and academic progress. Work-study earnings are at least minimum wage. To apply for work-study complete the Free Application for Federal Student Aid (FAFSA) and indicate your interest in work study.

Institutional employment assists undergraduate and graduate students to find part-time employment on campus. Average hours are 15 to 20 per week at minimum wage. Student Financial Services will post job opportunities and assist you in finding a part-time job on campus that will work around your class schedule. All jobs pay at least minimum wage and you do not have to be on financial aid to apply.

The Job Location and Development (JLD) Program allows area businesses to hire NSU students. Student Financial Services will post job opportunities and assist you in finding the right part-time job. All jobs pay at least minimum wage. You do not have to be on financial aid to qualify for this program.

CAREER SERVICES

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.

CAMPUS SERVICES

CAMPUS PARKING

PERMITS

All vehicles parking on any NSU Campus must obtain a valid parking permit. Permits types include visitors, student, faculty and staff. One-day visitor permits may be obtained at the University Police Department at no cost. All permits allow you to park in the designated parking spaces according to your purchased permit.

Employees and students must park only in the parking areas reserved for your 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.

Any person who persists in repeating violations of the Northeastern State University Parking Regulations, damages property or commits any act detrimental to the safety of others or to the best interests of the University community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.

Only parking permits issued or authorized by designated NSU personnel are valid and will be honored. Such substitutes as signs or decals issued by others, hand written notes left on the exterior of a vehicle, etc., are unacceptable and will not be honored by enforcement personnel.

Students who park vehicles on campus are required to immediately purchase and display a parking permit. Students must register their vehicles by the first week of class. Housing residents must register their vehicle upon moving in. All parking permits expire on August 31 of each year. Parking permits can be mounted on either a hanging tag and placed on the inside rear view mirror with identification facing the front of the vehicle in plain view, or placed on the lower left side of the back window of the vehicle.

Students should obtain their parking permit at the Office of Business Affairs in the Administration Building. Students must present their NSU ID card with NSU ID number at the time of permit registration. 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.

Students will be issued a parking permit that allows parking in any area signed and designated for student parking or multipurpose parking. Apartment residents will be issued a parking permit that allows parking in lots signed and designated for students, resident and multipurpose parking.

Disabled Parking

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

Temporary physical disability permits will be issued only to persons who have purchased and displayed a regular NSU permit. This will be valid for 2 weeks only. Temporary disabled permits for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled permit and the length of time it is needed. Persons needing a temporary disabled permit for a period longer than thirty (30) working days will need to apply for a state issued permit. Temporary disability permits will allow persons to park in any legal parking space, other than Physical Disability marked space. By law, Physical Disability marked spaces are reserved for state issued permits only.

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.

Bicycles

NSU does not require that bicycles be registered with University Police; however, operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Students, faculty and staff must park bicycles in designated bicycle areas.

Parking Citation

Parking citations may be given when there are violation(s) of parking guidelines.

Parking Citation Appeal

An appeal for a citation must be made in writing at the University Police Office located at the corner of Grand and Crafton Streets within **twenty (20) business days** from the date of the citation. Appeals **will not** be accepted after the twenty (20) day period. An Appeal Form may be obtained at this same location and also at the Office of Business Affairs.

DINING SERVICES

NSU Dining provides an exciting and innovative dining services program for the entire NSU community. You'll find great food, honest values and a comfortable atmosphere in which to enjoy it all. You have a variety of restaurants to choose from, all conveniently located within walking distance of on-campus housing, labs/classrooms and many off-campus apartments.

Dining on campus provides the social experience essential to campus life. It gives you the opportunity to gather with friends, take study breaks, hang out, relax and unwind after a hard day of classes and activities. Come dine at NSU restaurants and enjoy the comfort, convenience, outstanding food and inviting atmosphere all designed especially for you.

Market Café

Market Cafe' is located on the ground floor of the University Center and offers a variety of entrees in a semi-traditional cafeteria setting.

Essentials / Pizza Hut Express

Essentials is a convenience store combined with a Pizza Hut Express. Make a quick stop for sodas, candy, chips, pizzas and wings! Located in the Leoser complex.

Flo's Coffee Shop

Located on the first floor of historic Wilson Hall, Flo's offers a "sidewalk café meets coffeehouse" menu with a more upscale feel than the normal sandwich shop. Enjoy timeless architectural surroundings while sipping on Starbucks coffee or cappuccino and checking your e-mail or shopping on-line.

Underground Food Court

Located in the University Center basement, the Food Court provides NSU students, faculty and staff with fast food alternatives to the more traditional atmosphere of the Market Café.

Seminary Suites Grill

Seminary Suites Club House offers a convenience store and grill to serve the northwest side of campus. Traditional convenience store items are available as well as a nice little Grill concept offering burgers, hot and cold sandwiches, soups, and pizza. With indoor, outdoor, or even poolside dining The Grill is calling your name.

CAMPUS POST OFFICE

The Drop Zone

The NSU Drop Zone is a full-service Post Office. Located conveniently in the University Center (in the Lower Level), the Drop Zone also has USPS Outgoing and Campus mail slots located on the wall next to the Drop Zone window for after hours drop-off.

The Drop Zone offers the following services:

- Stamp sales
- Special mail processing (Certified; Insured; etc)
- Priority Mail Services and supplies
- Outgoing domestic mail services
- International mail services
- USPS Express Mail Services and supplies
- Incoming and Outgoing Fax
- Boxes and envelopes
- Package wrapping

Hours are: Monday - Friday 8:00 a.m. - 5:00 p.m.

Telephone: (918) 456-5511, ext. 2610

Mail deposited before 3:15 p.m. M - F will be sent out the same day.

Mail deposited after 3:15 p.m. will be picked up on the next scheduled day.

BOOKSTORE

The NSU Bookstore is called the RiverHawk Shoppe and is located in the University Center on the Tahlequah campus and Building A on the Broken Arrow campus. The RiverHawk Shoppe is managed by Barnes and Noble bookstore. Textbooks, trade books, apparel and gift merchandise are sold in the RiverHawk Shoppe.

CAMPUS LIFE

UNIVERSITY HOUSING

All new freshmen students, under the age of 21, are required to reside in on-campus housing their freshmen year (or until they have accumulated 30 credit hours). All exceptions must be granted by the

Director of University Housing or his/her designee. This requirement is founded on the belief that living on campus provides students with the educational and social groundwork necessary for continued personal academic success. Students requesting an exemption from this policy should contact University Housing before classes begin. ***You must be currently enrolled at Northeastern State University to be eligible to live in residential facilities.*** For fall and spring semesters a student must be enrolled in a minimum of six (6) hours, three (3) for Intersession or Summer Session. If a student drops below the required credit hours, they must apply in writing to the Director of Housing and Residence Life or his/her designee, for permission to remain in residency.

University Housing administrative offices are conveniently located in Leoser Center. The office is open from 8 a.m. until 5 p.m., Monday through Friday. University Housing consists of administrative staff whose responsibilities include reviewing housing contracts, making room assignments, meal plan supervision, hall activities, staff supervision, student well-being and discipline, policy information & enforcement, housing accounts and much more.

INVOLVEMENT

RECOGNIZED STUDENT ORGANIZATIONS

Student Affairs provides opportunities for student involvement and participation through student organizations, student activities and campus programming. These opportunities ensure students are encouraged to become involved in all aspects of campus life.

Organizations recognized by the University will be afforded the following privileges: use of campus facilities for no or minimal charge; the opportunity to set up an on-campus account, if available; access to a mailbox specifically for that organization; to participate in the Northeastern Student Government Association; access and permission to have a web page linked to the official University web site; to have the opportunity to participate in University activities; and the ability to use "Northeastern State University" as part of the organization name (organizations not recognized may not use "Northeastern State University or NSU" as part of the organization name).

University recognition in no way implies that Northeastern State University condones or supports any or all activities of a recognized student organization.

LEADERSHIP AND COMMUNITY ENGAGEMENT CENTER

The Center for Leadership and Community Engagement (CLCE) is located in the University Center basement. CLCE is designed to serve as a leadership and service resource for the campus community. Leadership library and community service contacts may be found in the CLCE. In addition, leadership seminars and campus-wide community service projects are coordinated through the CLCE and Student Affairs.

THEATER

The NSU Theatre Company is active throughout the academic year. Students interested in auditioning or assisting with productions should contact the College of Liberal Arts for information.

SEQUOYAH INSTITUTE

The mission of The Sequoyah Institute is to develop, foster and provide cultural enrichment beyond the classroom and promote the understanding of the fine arts as experiences central to the lives of our community: the students of Northeastern State University, the residents of Tahlequah, Oklahoma, and the surrounding areas. The Sequoyah Institute continually works to achieve one overriding goal - unite our community through the arts. We work toward the following: providing our community with quality arts experiences that explore the dynamic relationship between performers and audience; educating and engaging our community in promoting the vital role that the arts play in our lives; supporting and nurturing artists in our community and the community at large; promoting and encouraging the celebration of cultural diversity in our community through the arts.

NORTHEASTERN ACTIVITIES BOARD

The Mission of the Northeastern Activities Board is to enhance the college experience by opening the door of opportunity to getting involved on campus through student activities and entertainment. NAB plans and produces a wide variety of special programs and events for students by students allowing for hands-on experience, working with diverse groups of people, expanding creative horizons, challenging life knowledge and leadership skill development.

NORTHEASTERN STUDENT GOVERNMENT ASSOCIATION

The governing organization for the student population is the Northeastern Student Government Association (NSGA), which operates under a constitution and by-laws approved by the student body. Senate representatives are elected from all segments of the campus community. As the official voice of the student body, they allocate funding and ensure the needs of students are met.

INTERNATIONAL STUDENT PROGRAMS

The Office of International Programs is dedicated to help make your transition to the U.S. as easy and as uncomplicated as possible. With students from over 50 countries throughout the world, we take great care to provide a safe, engaging and academically relevant experience for each of our international students. We offer you a comprehensive, career-oriented curriculum, a vibrant and stimulating campus community and a really beautiful place to live.

Office of International Programs
Northeastern State University
600 N. Grand Avenue
Tahlequah, Oklahoma 74464-2399
USA
Telephone: +1.918.444.2050
E-mail: international@nsuok.edu

VETERANS

The Veteran Affairs staff, located in the Center for Admissions and Student Enrollment (CASE) building, serves as a liaison in certifying veterans, dependents, reservist/guardsmen, and disabled veterans for Veterans educational benefits. NSU proudly supports veterans.