



Student Code of Responsibilities and Conduct
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THE BOARD OF REGENTS OF THE UNIVERSITY OF OKLAHOMA oversees The University of Oklahoma, Cameron University, and Rogers State University and is charged by the statutes of the State of Oklahoma with the government of Rogers State University. Nothing in this Code shall be construed to prevent the Regents from establishing or amending rules or procedures in order to fulfill such responsibilities.

TITLE 1 SHORT TITLE

These rules shall be known as the Rogers State University Student Code and shall apply to individual students, student groups, and organizations.

TITLE 2 STUDENT RIGHTS AND RESPONSIBILITIES

Students of Rogers State University are guaranteed certain rights by the Constitutions of the United States and the State of Oklahoma. Those documents are controlling and any questions of student rights must be decided on the language contained in those documents. Among other rights, the following apply:

- 1 A student has the right to be considered for membership in any student organization or group open to all students without regard to race, color, place of national origin, religious creed, political belief, gender or disability.
- 2 A student has the right to petition the government for redress of grievances.
- 3 A student has the right to judicial due process, including a speedy trial, confrontation of plaintiff or his witness, presumption of innocence, protection against cruel punishment, and appeal.
- 4 A student has the right to bring suit within the regular judiciary structure for any alleged violation of rights guaranteed by these student regulations.
- 5 A student has the right to establish and/or disseminate publications free from any censorship or other official action controlling editorial policy on content.
- 6 A student has the right to invite and hear any person of his/her choice on any topic of his/her choice subject to regulations of this Code.
- 7 A student has the right to form, join, and participate in any organization for any lawful purpose.
- 8 A student has the right to use campus facilities, subject to uniform regulations governing the facilities.
- 9 A student has the right of assembly to demonstrate, inform, or protest, provided, however, that the University has the right to regulate the time and place of such demonstrations and the normal workings of the University are not disrupted.
- 10 A student has the right to be secure in personal possessions and against invasion of privacy and unreasonable search and seizure.

The above provisions are general restatements of the rights of all citizens and do not create additional or special rights beyond those afforded by the constitutions and laws of the United States and the State of Oklahoma.

Enrollment in the University creates special obligations beyond those attendants upon membership in the general society. In addition to the requirement of compliance with general law, the student assumes the obligation to comply with all University policies and campus regulations.

TITLE 3 RIGHT OF PRIVACY

- 1 Students have the same rights of privacy as any other citizens and surrender none of these rights by becoming members of the academic community. These rights of privacy extend to residence hall living.
- 2 When the University seeks access to a student's room in a residence hall to determine compliance with provisions of applicable multiple dwelling unit laws or for improvement or repairs, the University shall in all cases give as early as practicable advance notice to the occupant. There may be entry without notice in emergencies where immediate danger to life, safety, health or property is reasonably feared or during fire drills.

- 3 Limited inspections of residence hall rooms may be performed to determine compliance with regulations concerning the use of institutional property, provided the institution gives advance notice as early as practicable to the occupant(s).
- 4 A search may not be conducted of a student's room in a University housing unit to determine compliance with federal, state, or local criminal law or University regulations unless authorized by a valid authorization for search based upon probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists where the body issuing the authorization for search has reasonably trustworthy information that would warrant a person of reasonable caution to believe that an offense has been or is being committed. The Vice President for Student Affairs/Dean of Students or his/her designee may issue such authorization for search as may be properly authorized by them as appropriate administrative officials. Nothing in this section shall be construed as an attempt to limit the ability of police officials to seek and secure search warrants from any court of competent jurisdiction.

TITLE 4 DEFINITIONS

When used in this Code...

- 1 The terms "University" and "RSU" mean Rogers State University, and collectively, those responsible for its control and operation.
- 2 The term "student" includes all persons taking courses at the University, both full-time and part-time.
- 3 The term "faculty" means any person hired by the University to conduct classroom activities. In certain situations, a person may be both "student" and "faculty." Determination of status in a particular situation shall be controlled by the surrounding facts.
- 4 The term "registered" used in conjunction with student organization refers to compliance with the registration process.
- 5 The term "publication" means any printed, written, typewritten, or duplicated material published or disseminated, whether by students or non-students, that consists of other than primary promotional or advertising content, though publications may contain some advertising.
- 6 The term "shall" is used in the imperative sense.
- 7 The term "may" is used in the permissive sense.
- 8 The term "public place" for the purpose of restricting distribution and solicitation shall be solely limited to designated common areas. Soldier's Field shall be considered a building.
- 9 The term "day" shall be limited to any day on which Rogers State University holds regularly scheduled class(es). "Regularly scheduled" shall include intersession (if any), the regular summer school period, and regularly scheduled final examination days.
- 10 All other terms have their natural meaning unless the context dictates otherwise.

TITLE 5 PROCEDURES FOR THE RELEASE OF STUDENT RECORDS AND INFORMATION

Information about students and former students gathered by Rogers State University is of two types: (1) directory, and (2) confidential. Any office gathering such information, and/or having custody of it, shall release it only in accordance with this policy.

When a student enters a university and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the university as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While the University fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes.

With these considerations in mind, Rogers State University adopts the following policy concerning the release of information contained in student records:

1. Directory Information: This is information that routinely appears in student directories and alumni publications and may be freely released. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of Enrollment Management, second floor of Markham Hall. In accordance with the Family Educational Rights and Privacy Act of 1974, RSU identifies the following items as directory information:

1. Academic classification
2. Student's current name
3. Campus or local address
4. Campus or local telephone number
5. Academic major
6. Student's permanent address
7. Student's email address
8. Current enrollment (verify or deny only)
9. Dates of attendance at RSU
10. Degree(s) conferred, and date(s) of graduation

2. Confidential Information: This is all other information contained in the student's educational record and can be released only upon the written consent of the student, with the following exceptions as defined in the Family Educational Rights and Privacy Act of 1974, as amended, which waive prior student consent.

- a. Other school officials within the university who have legitimate educational interests. Other school officials are defined as:
 - a person employed by the University in an administrative, supervisory, academic, research, or support staff position, including health and medical staff;
 - a person appointed to the Board of Regents;
 - a person employed by or under contract to the University to perform a special task, such as an attorney or auditor;
 - a person who is employed by the Campus Police; or
 - a student serving on an official committee such as a disciplinary or grievance committee, or who is assisting another school official in performing tasks.

A school official has a legitimate educational interest if the official is:

- performing a task related to the student's education;
- performing a task related to the discipline of a student;
- providing a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid; or
- maintaining the safety and security of the campus.

- b. Officials of schools to which the student seeks to transfer.
- 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. State and local officials or authorities to whom such information is specifically required to be reported under State statute adopted prior to November 17, 1974.
- f. Organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
- g. Accrediting organizations.

- h. Parents or legal guardians of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954. (Parents or legal guardians of international students are excluded.)
- 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. In connection with an emergency when such information is necessary to protect the health or safety of the student or other persons.
- k. The result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

Confidential information shall be transferred to a third party, however, only 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.

Original credentials with which a student applies for admission or readmission to Rogers State University become the property of the University, are assembled in a permanent student folder, and are made available only to those persons properly authorized to receive confidential information and then only in consultation with a professional staff member in the Office of Enrollment Management.

Although the permanent academic record is a cumulative record compiled by the student, the Registrar is the officer of the University charged with the responsibility of its accuracy and safekeeping. Accordingly, the student folder and the permanent cumulative academic record are not available to anyone for removal from the Registrar's assigned depository.

While the release of an official transcript is limited to the student, or any party to whom he/she has assigned permission to request it, the student may place a hold on the release of his/her own transcript to anyone without his/her specific permission by filing a request in writing with the Registrar.

More information concerning this policy may be obtained by contacting the Office of Enrollment Management.

NOTIFICATION OF STUDENT RIGHTS TO PRIVACY UNDER FERPA

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

- (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.

A student should submit to the Registrar, written requests that identify the record(s) he/she wishes to inspect. The Registrar 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 person to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

- (2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student should contact the Office of Enrollment Management of Rogers State University to request the amendment of a record. The student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading, or in violation of his or her privacy rights.
2. If the University decides not to comply with the request, the University will notify the student of the decision and advise the student of his or her right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of the student's privacy rights.
3. Upon request, the University will arrange for a hearing and notify the student reasonably in advance of the date, place and time of the hearing.
4. The hearing will be conducted by a hearing officer who is a disinterested party; however, the hearing officer may be an official of the University. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. One or more individuals may assist the student, including an attorney retained at his or her expense. The University may be represented by University Legal Counsel.
5. The University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the University decides that the information in the student's record is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If the University decides that the challenged information is not inaccurate, misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement from the student will be maintained as a part of the student's education records as long as the contested portion is maintained. If the University discloses the contested portion of the record, it must also disclose the student's statement.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Rogers State University to comply with the requirements of FERPA. The name and address of the office that administers FERPA compliance is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

LIMITATIONS ON RIGHT OF ACCESS

The University reserves the right to refuse to permit a student to inspect the following records:

1. The financial statement of the student's parents or legal guardians.
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were maintained before January 1, 1975.

3. Records related to an application to attend Rogers State University or a component unit of the University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.

REFUSAL TO PROVIDE COPIES

Rogers State University reserves the right to deny students copies of their educational records, including transcripts, not required to be made available by the FERPA in the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.
3. The education record requested is an exam or set of standardized test questions.

FEES FOR COPIES OF RECORDS

Fees for transcripts and other copying charges are published by the Office of Enrollment Management.

RECORD OF REQUESTS FOR DISCLOSURE

The University maintains a record of all requests for and/or disclosure of information from a student's education record. The record indicates the name of the party making the request, any additional party to whom the University knows it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record. The student may sign a release authorizing another party to have access to his or her educational record.

PARENTAL ACCESS TO STUDENT ACADEMIC RECORDS

Parents or legal guardians of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents or legal guardians who claim the student as an exemption on their federal tax return.

Requests for specific grade or other academic information can be addressed to the appropriate office maintaining that information. Each request must include a copy of the top portion of the parents' or legal guardians' most recent tax return showing the student, by name and social security number, listed as a dependent. Academic information can also be obtained by providing the appropriate office with written consent of the student.

TRANSCRIPTS

Official transcripts are released by the Office of Enrollment Management upon the written request of the student, except that the University reserves the right to withhold an official transcript for any student with financial indebtedness to the University or an unresolved disciplinary action.

TITLE 6 CAMPUS EXPRESSION

- 1 Campus expression shall be understood to mean any communication of attitudes or opinions on any subject by any student by any means. Such expression shall not be limited, registered, restricted, or require any official approval with the following exceptions:
 - .1 Where that form of expression might include individuals from outside the University Community.
 - .2 Where the method of communication might violate this Title of the Student Code.
 - .3 Any form of political activity will be subject to the provisions of the Student Code.
- 2 Discussion and expression of all lawful views is permitted within the University in public places subject to requirements for the maintenance of order, and to applicable state, federal, and local laws. The University retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.

- 3 Orderly picketing and other forms of peaceful expression are permitted in public places on University premises so long as there is neither interference with ingress or egress at University facilities, interruption of classes, damage to property, or disruption of the operation of the University, nor blocking vehicular or pedestrian traffic, unless such traffic is diverted by previous arrangement with the Campus Police.
- 4 Registered student organizations and groups may invite and hear any person(s) of their own choosing subject to requirements for use of University facilities.
 - .1 In order to protect the rights of all concerned individuals, any students or student organizations wanting to hold a peaceful protest must register with the Office of Student Affairs by filling out a "Campus Expression Form" at least three (3) days prior to the event. A meeting will be arranged with the event organizers, Office of Student Affairs and the Office of Campus Police to facilitate the event. Under special circumstances exceptions to the three-day regulation may be granted by the Vice President for Student Affairs/Dean of Students or his/her designee.
- 5 All outdoor activities where individuals or groups plan to use a public address system or equipment such as tables, booths, or vehicles, must be scheduled with the Office of Student Affairs and must follow the policies applicable to use of University facilities.
- 6 The University shall assume initial responsibility for maintaining order by using its internal enforcement agencies although the University recognizes that city, county, and state enforcement bodies are available.

TITLE 7 PUBLICATIONS

- 1 Prior to dissemination, publications by students or student organizations shall register with the Vice President for Student Affairs/Dean of Students or his/her designee the name of the publication, its place of publication, name(s) of its principal agent(s) and, if sold, the price per issue or other rate established; provided, however, that this section shall not apply to publications containing the above information in each issue for the purpose of recording.
- 2 All publications disseminated on or broadcast from the campus shall conform to the applicable regulations of the Federal Communications Commission and/or to applicable laws. The University shall not by previous restraint forbid the distribution of a publication, but the publishers will be legally responsible for the contents of their publications.
- 3 All communications using, either explicitly or implicitly, the name of the University or any of its divisions shall explicitly state on the editorial page or in the broadcast that the opinions expressed are not necessarily those of the University or its student body.

TITLE 8 DISTRIBUTION OF INFORMATION, SOLICITATION, PROSELYTISM

- 1 Distribution of free literature which does not occur in conjunction with solicitation shall be permitted in such public places as specified by the Vice President for Student Affairs/Dean of Students or his/her designee. It is the responsibility of the individual or organization to rid the campus of debris caused by the distribution of such materials.
- 2 Solicitation shall be prohibited on campus except:
 - .1 Solicitation by registered student organizations or branches of the Student Government Association (SGA) which occurs in conjunction with regular student activities and campus events with the approval of the Office of Student Affairs.
 - (a) Student organizations as branches of SGA shall follow basic University policies for revenue producing activities.
 - (b) All student organization funds must be deposited in the appropriate account daily, upon receipt, in accordance with state laws.
 - .2 Solicitation by academic departments in conjunction with regular departmental activities and campus events with the approval of the Vice President for Academic Affairs and notification to Student Affairs. Solicitation by other University departments in conjunction with regular

departmental activities and campus events with the approval of the Vice President for Student Affairs/Dean of Students or his/her designee.

- .3 Commercial groups or individuals wishing to solicit on campus shall contact the Office of Student Affairs for approval.
- .4 Areas for solicitation by students and student organizations, by commercial groups or individuals, or by academic departments or individuals must be approved by the Vice President for Student Affairs/Dean of Students or his/her designated representative.
- 3 All advertising, promotional, or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval by the Office of Student Affairs.
- 4 Permission to operate a soundtrack or a public address system at any time on the University campus must be secured from the Office of Student Affairs. The use of loudspeakers on the University campus and near student residences is prohibited from 7:30 am to 3:00 pm, Monday through Friday and 8:00 am to noon Saturday, except as authorized by the Office of Student Affairs.
- 5 Door-to-Door proselytizing in University approved or operated housing is prohibited during established quiet hours and during those hours when visiting is not permitted.
- 6 Any person distributing or soliciting on campus except as provided by this Article is liable to prosecution.
- 7 University facilities or properties may not be used for personal profit.

TITLE 9 CAMPUS POLICE DEPARTMENT

Rogers State University Campus Police are commissioned peace officers who meet the standards of the Oklahoma Council for Law Enforcement Education and Training (CLEET). RSU officers have the power to arrest or issue citations to any person violating the law on University property. RSU cooperates with local police agencies in the exercise of their responsibilities. It is RSU's practice to encourage accurate and prompt reporting of all crimes. The Office of Campus Police is located at the west entrance of Post Hall. Any student, faculty member or employee of the University may report problems and other emergencies on campus by dialing 343-7624. Rogers State University Campus Police have developed policies and regulations for the safety and convenience of everyone on the University campus.

Rogers State University Campus Police should be notified immediately of any emergency on campus. This includes such emergencies as medical and fire. Officers can help assist in notifying the proper authorities, if necessary. In case of inclement weather or a fire, faculty will advise students as to where to proceed.

No student shall possess any firearm, including a licensed concealed handgun, on the premises of the University.

Protections of Rogers State University facilities are through a number of mechanisms, including: the limitations on the hours of operation, policies on keys, restriction of access to individuals not bearing appropriate identification, and the provision of adequate lighting. Campus Police perform building checks and secure all university buildings. Normally, buildings are closed by 11:00 PM. Authorized students may be in a building after hours, if under the direct supervision of or written permission from an authorized faculty or staff employee.

Crime prevention and safety presentations may be available by the Campus Police Officers, upon request, to residence halls and the campus community. Presentations are made by student organizations that sponsor speakers or panel discussions on topics related to safety and security. These topics include

the role and services of the Campus Police, crime prevention, community policing strategy, alcohol awareness, date rape and sexual assault prevention, domestic abuse, and illegal drugs.

Emergency Phone Numbers:

Ambulance: 911

Claremore Police: 911

Fire: 911

Campus Police: 343-7624

The Campus Police and the Office of Student Affairs will help locate students to deliver an emergency message. The Campus Police serve as the main lost and found collection point on campus. They will also assist students with reporting and filing a complaint in regard to harassment.

TITLE 10 VEHICLES AND PARKING

All vehicles on campus must be registered with the Campus Police for the current semester and must display a parking (hangtag) permit, obtained from the Office of Student Affairs in the Student Union or from the Office of Campus Police after the required parking fee payment has been made at the Office of the Bursar.

Student parking is permitted on all Rogers State University parking lots except designated visitor parking, handicapped (unless appropriate documentation is displayed) parking, and the residence hall parking lot. Only residents are allowed to park in the residence hall parking lot.

Temporary handicapped permits are available for medical reasons. These temporary permits are available from the Campus Police Office with a letter from a medical doctor certifying the type of injury and the amount of time needed.

All drivers on campus are required to observe the laws of the State of Oklahoma, the City of Claremore, and appropriate regulations found in this Code, which pertain to the operation and registration of vehicles. Drivers must obey and observe posted traffic signs, control signs, and directions by Campus Police Officers.

Pedestrians have the right-of-way at all times.

Rogers State University does not assume responsibility for any loss or damage to a vehicle (or its contents) parked or operated on University property. Accidents occurring on University property should be reported to the Campus Police.

The registered permit holder is responsible for the correct parking of the vehicle when it is on campus, regardless of who is driving it. University parking and traffic regulations apply to anyone driving a vehicle on campus.

Motorcycles and/or motorized bicycles must be driven on the roadways and follow the flow of motor vehicle traffic. Bicycles are not permitted on campus walks. All vehicles, including motorcycles and bicycles, must yield the right-of-way to pedestrians and must be parked clear of ramps, sidewalks, and building entrances.

Parking vehicles on University property, except for the residence hall parking lot, is prohibited between midnight and 6 a.m. Disabled vehicles should be reported immediately to the Campus Police. Special arrangements may be made with campus police to park a vehicle on University property overnight. Individuals leaving the vehicle overnight must sign a Release of Liability form and let the Campus Police know when they expect to remove the vehicle. Abandoned vehicles left on University property more than twenty-four (24) hours without special arrangements may be towed.

Citations may be issued for violations of University policy or state or local laws. Such citations include:

- Improper Parking - Use of designated handicapped space without permit, improper use of visitor space, utilizing more than one space per vehicle, parking in a fire zone, etc.
- Driving violations - As prescribed by municipal ordinances and state statutes.
- Parking permits - Parking in a lot designated for use other than specified on the permit.

Appeal process for Rogers State University citations:

A letter of appeal must be submitted to the Director of Campus Police,
1701 W. Will Rogers Blvd.,
Claremore, OK 74017.

The Campus Police must receive the appeal letter within 10 days of the date of the citation. The appeal letter must include the driver's name, driver ID number, and automobile tag number, copy of citation and address and telephone number where the director can reach the driver. The Director of Campus Police, or his/her designee, will stamp and date the letter when it arrives.

Note: A driver's right to an appeal may be forfeited if the appeal letter is not received by the Director within (10) days of the date of the citations, and a fine may be posted to the driver's account.

The Director of Campus Police has 10 days to review the citation and help resolve the appeal. If an agreement is not reached, the driver may appeal the citation to a Parking Appeals Committee. Note: The driver has the burden of proof rebutting the citation with clear and convincing evidence.

The Parking Appeals Committee will consist of one student and two staff members appointed by the Vice President for Business Affairs. When needed, the Parking Appeals Committee will meet the second Thursday of the month to consider all appeals submitted. The Committee will deny or approve the appeal, and a copy of the appeal and the disposition of the appeal will be sent to the driver. If the appeal is approved, the driver's account will be credited according to the terms set forth by the Committee. Failure to pay the Office of the Bursar for citation fines will result in a hold on all future enrollments and transcripts until the charges are cleared.

TITLE 11 INDIVIDUALS WITH DISABILITIES

1 General Statement

Rogers State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Rogers State University ensures that no "qualified individual with a disability" will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of disability under any program or activity offered by Rogers State University.

2 Policy on Reasonable Accommodation

- .1 Rogers State University will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program, or activity or undue financial or administrative burdens. The term reasonable accommodation is used in its general sense in this policy to apply to students.
- .2 A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. The Office of Student Affairs then will assess the impact of the disability on the student's academic program and record the required academic accommodations in a memo to the faculty member. All diagnostic information is confidential; therefore, memos can be sent only at the student's request.

- .3 Individuals who have complaints alleging discrimination based upon a disability may file them with the Employment and Benefits Office in accordance with prevailing University discrimination grievance procedures. Contact the Employment and Benefits Office or the Office of Student Affairs to obtain a complete copy of the University's Reasonable Accommodation policy.

TITLE 12 CODE OF ACADEMIC CONDUCT

1 General Provisions

.1 Basic Principle of Honesty

Honesty is a fundamental precept in all academic activities, and those privileged to be members of a university community have a special obligation to observe the highest standards of honesty and a right to expect the same standards of all others. Academic misconduct in any form is inimical to the purposes and functions of the University and therefore is unacceptable and rigorously proscribed.

.2 Definitions

.1 Academic Misconduct. Any act which improperly affects the evaluation of a student's academic performance or achievement. The following terms illustrate but do not delimit or define academic misconduct:

- a) Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;
- b) Plagiarism: the representation of the words or ideas of another as one's own, including:
 - 1) direct quotation without both attribution and indication that the material is being directly quoted; e.g. quotation marks;
 - 2) paraphrase without attribution;
 - 3) paraphrase with or without attribution where the wording of the original remains substantially intact and is represented as the author's own;
 - 4) expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;
- c) Fabrication: the falsification or invention of any information or citation in an academic exercise;
- d) Fraud: the falsification, forgery, or misrepresentation of academic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery or misrepresentation of other academic records or documents, including admissions materials and transcripts; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;
- e) Destruction, misappropriation, or unauthorized possession of University property or the property of another;
- f) Bribery or intimidation;
- g) Assisting others in any act proscribed by this Code; or
- h) Attempting to engage in such acts.

.2 Course Dean. The dean of the school in which the academic unit offering the course at issue is assigned.

.3 Code. The Code of Academic Conduct of Rogers State University.

.4 Date of Service.

- a) When service is in person, the date the notice is actually delivered to the student, as noted on the return copy;
- b) When service is by mail, the date determined as follows:
 - 1) if notice is "signed for," the date the notice was "signed for" as indicated on the return mail receipt; or
 - 2) if notice is not "signed for," the date of return to the Vice President for Academic Affairs

of the mail receipt, unless notice was sent to an address other than that last provided by the student to the Office of Admissions and Records as his or her current address.

.5 Instructor. The faculty member or other person primarily responsible for instructing a particular course.

.6 Regular Class Day. Any day, Monday through Friday, on which the University holds regularly scheduled classes, or regularly scheduled final examinations, except for Intersession classes.

.7 Student's Dean. The dean of the school to which the student has been admitted.

.3 Responsibility for Knowing the Code

It is the responsibility of each instructor and each student to be familiar with the definitions, policies, and procedures concerning academic misconduct, and unfamiliarity with the Code shall not alter any rights or responsibilities provided herein.

2 Reporting Academic Misconduct

.1 Who May File

Any University administrative, faculty, or staff member may bring a complaint of academic misconduct by submitting a written report as provided hereafter. Students who identify an act of academic misconduct should report that act to an administrative, faculty, or staff member so that a complaint may be filed.

.2 Investigation of Misconduct

Before imposing a grade penalty or filing a complaint of academic misconduct, the faculty or staff member shall initiate a preliminary inquiry to determine whether misconduct has occurred. During the course of this inquiry, the faculty or staff member may discuss the matter with the student suspected of misconduct and with others who may have relevant information.

.3 Action by Instructor: Admonition

.1 An Instructor may conclude that an incident that meets the definition of misconduct under Sec.

1.2.1 nevertheless merits an admonition rather than a disciplinary sanction as defined in Section 7 of this Code. In particular, an Instructor might conclude (but is not required to conclude) that the incident is more appropriately treated as an instructional rather than a disciplinary matter. When the Instructor concludes that an admonition is the more appropriate action, the Instructor may elect to reduce a student's grade and/or require additional, remedial academic work without first filing a charge of academic misconduct, subject to the following limitations and conditions:

- a) The admonition option is intended for assignments and examinations that do not involve a semester-long activity and when the incident in question is not of an egregious nature. The instructor may not use the admonition option for an incident of misconduct on a final examination, a term paper, or term project;
- b) An Instructor who elects to use the admonition option may impose no grade penalty greater than loss of all credit for the assignment; and,
- c) An Instructor who elects to use the admonition option must do the following before imposing the grade reduction or other requirement:
 - 1) inform the student of the nature of and basis for the misconduct;
 - 2) give the student an opportunity to explain;
 - 3) admonish the student and explain the grade reduction or other requirement to be imposed;
 - 4) where appropriate, instruct the student to resolve any confusion the student may have had regarding what constitutes proper academic conduct; and
 - 5) inform the student how to appeal the decision. Notice of procedures for appeal shall be provided in writing; such notice shall be presumed adequate if provided in the course syllabus with a reference to the information published by the Vice President for Academic Affairs on the consequences of accepting the admonition and the procedures for appeal.

.2 Unless the Vice President for Academic Affairs imposes a disciplinary sanction as described below, a student who accepts an admonition and resulting grade penalty under this subsection shall not be deemed to have admitted guilt for an act of academic misconduct; provided, the record of

the admonition may be used in any subsequent academic misconduct proceeding, as appropriate, to establish the student's prior familiarity with the fundamental rules of academic integrity.

- .3 The Instructor shall notify the Vice President for Academic Affairs of the admonition, ordinarily within fifteen regular class days of discovery. The Vice President for Academic Affairs shall forward notice of the admonition to the Course Dean and, the Student's Dean, ordinarily within fifteen class days of receipt of notice from the Instructor.
- .4 In cases of repeated offenses or otherwise as appropriate, the Vice President for Academic Affairs may announce a disciplinary penalty as provided in Section 7. Prior to imposing such a sanction, the Vice President for Academic Affairs shall send notice to the student, ordinarily within fifteen class days of receipt of notice from the Instructor, but in no case more than thirty regular class days after discovery of the incident. Notice of the Vice President for Academic Affairs's intent to impose a sanction shall be treated as a "complaint" for purposes of notice and hearing as provided in Sections 3 and 4 of this Code, and the disciplinary sanction shall not be imposed until the student is permitted the opportunity to respond as provided in Sections 4 and 5 of this Code.
- .5 The student may contest the admonition by contacting the Vice President for Academic Affairs within fifteen regular class days from the date of the Instructor's notice to the student and scheduling a meeting as provided below in Section 3. Provided, where the Vice President for Academic Affairs announces a disciplinary sanction, the student may contest the complaint and any fact alleged therein by contacting the Vice President for Academic Affairs within fifteen regular class days of receiving notice of the proposed disciplinary sanction, notwithstanding the student's prior acceptance of the admonition. If the admonition or complaint is contested, the student retains all rights afforded under this Code to any student against whom a complaint is filed, including without limitation the right to representation, hearing, appeal, and the assignment of a neutral grade while the matter is pending.

.4 Notice to the Vice President for Academic Affairs

All complaints shall be made in writing, ordinarily within fifteen regular class days of discovery, to the Vice President for Academic Affairs. This written complaint must contain the following information, and may be more specific than what was provided in Section 2.3.3. Complaints shall include the name of the student, the class in which the misconduct occurred if applicable, and the date on which the incident was discovered, a brief description of the incident, and the grade penalty to be imposed if applicable.

3 Notice to the Student

.1 Notifying the Student

Ordinarily within fifteen regular class days of receipt from the complaining party, but in no event more than thirty regular class days from discovery of the incident, the Vice President for Academic Affairs shall notify the student of the complaint in writing, which shall be served on the student in person or by mail.

.1 Contents of Notice

The notice shall include a summary of the allegations, notification of the mandatory meeting described in Section 4.1, and a description of the student's right

- a) to a hearing with adequate notice; and
- b) to have counsel by an attorney at the student's expense;
- c) to refrain from further discussing the matter or from making any further statement regarding the matter.

.2 Receipt of Notice by Mail

When service is by mail, the Vice President for Academic Affairs shall enclose the notice of charges in an envelope, postage prepaid, and mail the letter by certified mail, return receipt requested, to the student at the student's permanent or local address (as appropriate) on file in the Office of Enrollment Management. When the above steps have been taken, the return receipt, whether signed or not, shall be deemed sufficient evidence that the student has been properly

served and it shall be presumed that the student has received and read the notice.

.2 Scheduling of Conference with Vice President for Academic Affairs

Within five (5) regular class days of the date of service, the student shall contact the Vice President for Academic Affairs and schedule a conference to discuss the matter as provided in Section 4.1.

.3 Default

If the student fails to respond within the prescribed time or fails to meet as directed, the student shall be in default and thereby waives the right to all University hearings, appeals, and challenges. In the event of a default at this point, the Vice President for Academic Affairs shall notify the Student's Dean, who shall confirm imposition of grade penalty and make recommendations for disciplinary sanctions.

.4 Continued Enrollment Pending Resolution

A student may continue his or her regular enrollment in the University pending administrative resolution of misconduct allegations. However, while a question of academic misconduct exists, a student may not graduate or receive a transcript without approval of the Vice President for Academic Affairs or his/her designee, and any transcript released during such period shall bear a notation that academic misconduct proceedings are ongoing.

4 Response by Student

.1 Conference Between Student And The Vice President for Academic Affairs

A student charged with academic misconduct shall meet with the Vice President for Academic Affairs or his/her designee. The Vice President for Academic Affairs shall describe the academic misconduct process, possible sanctions, and the student's rights and responsibilities under this Code. At the conclusion of the conference, the student may:

- a) deny the charges--If the student denies the charges and wishes a hearing to contest them, the student must submit a written request for such a hearing to the Vice President for Academic Affairs within fifteen regular class days of the conference with the Vice President for Academic Affairs. The Vice President for Academic Affairs shall forward the request to the Academic Misconduct Board (AMB) within fifteen regular class days. Failure to request a hearing within the prescribed time shall waive the student's right to any University hearings, appeals, or challenges of the charges or of any sanctions imposed as a result of the academic misconduct.
- b) admit the charges--If the student admits the charges, the Vice President for Academic Affairs will inform the Student's Dean, the Course Dean, and the Instructor; also, the Department Head of the Instructor's academic unit, where applicable. The Instructor shall thereafter impose a grade penalty, and the Student's Dean shall make his or her recommendation to the Vice President for Academic Affairs for further sanctions, if any. Provided, however, that if the student admits the charges but wants to confer with the Student's Dean or to submit written statement concerning extenuating circumstances affecting disciplinary sanctions, the student may do so only if done within five regular class days of the date of admission of the charge. Failure to do so within the five regular class days will result in the Dean making his or her recommendation without such information.

.2 Optional Meeting Between Student and Person Initiating the Charge

Nothing herein is intended to preclude the student from discussing the incident with the person initiating the charge, if that person agrees; in fact, such a discussion is encouraged. However, once a charge is filed, such a meeting should be scheduled only after the student and the complainant confer with the Vice President for Academic Affairs, who will arrange the meeting if agreeable to the parties involved. It should be understood that any such meeting shall not extend the period of time for requesting a hearing. If, after the student meets with the charging party, the student wishes:

- a) To contest the charges and has not already done so, the student must comply with the requirements for submitting the written request to the Vice President for Academic Affairs, as set forth in Section 4.1(a) above.
- b) To admit to the charges and has not already done so, the student may do so by so informing the

Vice President for Academic Affairs, who will then initiate the action as outlined in Section 4.1.b above.

.3 Withdrawal of Charge

It should be understood that the person initiating the charge of academic misconduct may withdraw the charge at any time prior to commencement of a hearing by the Academic Misconduct Board or, if no hearing is held, imposition of a final sanction. This is affected by sending written notice to personnel who notified the Vice President for Academic Affairs of the charge in the first place. The personnel shall then inform, in writing, the Vice President for Academic Affairs and any others who need to know that the charge has been withdrawn.

5 Academic Misconduct Hearings

.1 Academic Misconduct Board

An Academic Misconduct Board, (AMB), consisting of one student and two faculty members will hear each case. Membership of the Board shall be drawn from the Academic Integrity Committee.

.2 Scope of Hearing

The focus of inquiry shall be the guilt or innocence of those accused of academic misconduct. The AMB will consider the information and arguments presented, make findings of facts of matters in dispute, and determine whether the student did engage in academic misconduct. The AMB will also hear all evidence and argument concerning extenuating circumstances that may affect decisions about what disciplinary sanctions, if any, should be imposed.

.3 Hearing Procedures

- a) Once a request for a hearing has been received by the Vice President for Academic Affairs, the AMB shall convene within twenty regular class days, excluding Intersession, except that the Vice President for Academic Affairs or his or her designee may grant extensions of this time upon receipt of a request from the student, the complainant, or the Course Dean.
- b) If the Vice President for Academic Affairs grants the request, release of transcripts during the extension shall be permitted as follows:
 - 1) If the request was made by the student, the provisions of Section 3.4 regarding graduation and the release of transcripts shall remain in effect.
 - 2) If the request was made by the complainant or the school, notwithstanding the provisions of Section 3.4, during the extension period the student may receive transcripts without notation of the pending case.
- c) Written notification of a hearing must be distributed by the Vice President for Academic Affairs to the AMB, Dean, and parties involved in the hearing at least five regular class days in advance of the hearing date, and should include:
 - 1) The authority for the hearing and the hearing body;
 - 2) Reference to the specific rule or rules involved;
 - 3) Date, time, nature, and place of the hearing;
 - 4) A brief factual statement of the charges and issues involved.
- d) Students who fail to appear after proper notice will be deemed to have pled guilty to the charges against them.
- e) Parties must provide, upon request by the Vice President for Academic Affairs, the AMB, or the opposing party, the name of any counsel who will be present at the hearing and a list of witnesses to be called in the hearing, along with the nature of their expected testimony, and must allow examination of any documents to be submitted in the hearing. Failure to disclose such information in a reasonable and timely manner may be grounds for delaying the hearing, suspending the provisions of this section concerning transcripts and graduation, and, in the case of repeated or egregious noncompliance, dismissing the case or declaring guilt by default. The AMB holding the hearing may adopt such other procedural rules as it deems necessary and proper to expedite hearings and promote fairness.

- f) Hearings will be closed to the public and shall be confidential, although an open hearing may be held at the discretion of the AMB, if agreed by all parties.
- g) The presiding officer of each AMB shall exercise control over the hearing to avoid needless consumption of time and to prevent harassment or intimidation.
- h) Hearings shall be tape recorded.
- i) At the beginning of the hearing, any party may challenge any AMB member, one at a time, on the grounds that he or she is unable to give the student a fair and impartial hearing. The remaining members of the hearing body shall decide the challenge by secret ballot. However, if the entire AMB is challenged, the entire AMB shall rule on the challenge. The hearing will continue if at least two faculty members and one student remain.
- j) Witnesses shall be asked to affirm that their testimony is truthful.
- k) Prospective witnesses other than the complainant and the student may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during AMB deliberations.
- l) The burden of proof shall be upon the complainant, who must establish the guilt of the respondent by a preponderance of the evidence.
- m) Formal rules of evidence shall not be applicable in these proceedings. The presiding officer of each AMB shall give effect to the rules of confidentiality and privilege.
- n) The AMB shall not receive or consider arguments about the legality of any provision under which a charge has been brought or the legality of the procedures under which the hearing is proceeding. Such questions should be presented in writing to the Vice President for Academic Affairs.
- o) All parties shall have reasonable opportunity to question witnesses and present information and argument deemed relevant by the AMB.
- p) Final decisions of the AMB shall be by majority vote of the members present and voting. The final decision of the AMB shall contain a written statement setting forth with reasonable particularity, findings of fact, the decision on each of the charges, its recommendations for disciplinary sanctions, and the reasoning behind these decisions. These materials shall be transmitted as described in Section 5.4, together with the AMB's record of the proceedings and a summary.
- q) Depending upon the gravity of the case, the AMB, at its discretion, may require the parties to submit written briefs and responses, including supporting documents, setting forth the respective positions dealing with all issues.

.4 Results of the Hearing

.1 Dismissal of Charges by the AMB

If the AMB finds that the facts do not support the allegation, the charges will be dismissed. The chair of the AMB shall transmit the decision in writing to the appropriate deans and the Vice President for Academic Affairs within fifteen regular class days of the conclusion of the hearing. All other AMB records of the case shall be destroyed after twenty regular class days of such transmittal. The Vice President for Academic Affairs shall then notify the student in writing of the decision of the AMB. The matter is then ENDED.

.2 When Facts Support Allegations Against the Student

.1 AMB Action

If the AMB finds that the facts support the allegations against the student, the student shall be found guilty. After a finding of guilt, it is the duty of the AMB to recommend appropriate disciplinary sanctions. Some relevant factors the AMB may consider in determining a sanction recommendation include, but are not limited to:

- a) The facts that have been presented to the AMB at the hearing;
- b) Any mitigating or extenuating circumstances that have been presented by any party during the hearing;
- c) Prior academic misconduct on the part of the student.

After weighing all factors it considers relevant, the AMB shall recommend disciplinary sanctions to the Student's Dean. The AMB's findings and recommendations shall be made in writing within fifteen regular class days of the conclusion of the hearing.

.2 Dean's Action

- a) Based upon the facts of the case and any relevant factors, the Student's Dean shall determine if any disciplinary sanction is to be recommended to the Vice President for Academic Affairs. If the recommendation of the Student's Dean differs from that of the AMB, the Student's Dean shall provide in writing the reasoning for his or her recommendation.
- b) The Student's Dean shall, within fifteen regular class days of receipt of the AMB's report, send to the Vice President for Academic Affairs in writing:
 - 1) the AMB's record of proceedings, including a summary;
 - 2) the written decision and recommendation of the AMB holding such a hearing; and
 - 3) the recommended sanction of the Student's Dean.
- c) Within fifteen regular class days of receipt of the AMB's report, the Student's Dean shall also notify the appropriate parties of the AMB's findings and recommendations. These parties may include the student, the counsel for the student (if any), the Course Dean, (if different from the Student's Dean), the faculty or staff member who notified the Course Dean of the incident, the counsel for the University, and the Vice President for Academic Affairs.

6 Grade Penalties

.1 Imposition of Grade Penalties

An Instructor has an obligation to impose grade penalties once the charge is upheld. These penalties may include, but are not limited to:

- a) Requiring the student to complete a substitute assignment or examination.
- b) Awarding the student a failing grade on the examination or paper or on those portions of it on which the student was engaged in academic misconduct.
- c) Lowering the student's final grade in the course or award a failing grade of "F" in the course. The weight of the grade penalty as calculated in the final grade may exceed the weight of the work in which the misconduct occurred.

7 Disciplinary Sanctions

The disciplinary sanctions noted below may be recommended by the AMB and/or the Student's Dean to the Vice President for Academic Affairs. The examples are illustrative of each category of disciplinary sanctions, are not intended to be totally inclusive, and omission of a particular act shall not be construed as indicating that such an act is acceptable or appropriate. Furthermore, the acts described do not need to result in the disciplinary sanctions noted if judgment suggest otherwise.

.1 Censure

A written reprimand for violation of acceptable standards of academic conduct. This action takes formal notice of the student's act of academic misconduct and provides a formal warning that a further act of academic misconduct will result in far more severe action. Censure shall not be noted on a student's transcript, but will be noted in the Student Affairs Office. Copies of the letter of censure shall be provided to the student, the Student Affairs Office, the Student's Dean, the Course Dean (if different than the Student's Dean), and, if applicable, the head of the department in which the course is taught, and the Instructor. The sort of academic misconduct which might result in censure might be a case in which a student has copied on an examination and in which it seems that the cheating was the result of momentary panic. There would be no reason to suppose that the student had planned to cheat and there would be no prior record of academic misconduct.

.2 Community Service Alternative

In appropriate cases, a student may be allowed to perform voluntary community service in lieu of suspension and may, upon satisfactory completion, receive a lesser sanction. No student may be compelled to perform community service as part of any sanction imposed under this Code. In the event that a student refuses community service the student will receive the harsher sanction of

limited or permanent notation suspension. In the event that a student accepts a community service alternative, the terms and duration of such service shall be approved by the Vice President for Academic Affairs. The sort of academic misconduct which would result in the offer of the community service option would be a case in which mitigating factors counsel against the imposition of a limited notation suspension.

.3 Limited Notation Suspension

Suspension from classes and other privileges for a period of not less than one full semester. During this period, the student will not be allowed to earn credits for transfer to Rogers State University from any other institution. Any credits earned at another institution during a period of suspension shall not be recorded in the student's RSU transcript and shall not count in any manner. A notation of suspension for academic misconduct shall be made on the student's transcript. However, in the case of limited notation, such transcript notation shall be removed upon the student's graduation from the University or four years from the date of the suspension, whichever comes first. The sort of academic misconduct that might result in limited notation suspension might be a case of classroom cheating involving some prior planning, or some cases of plagiarism in which it seems that the plagiarism may have occurred partially because of mitigating circumstances.

.4 Permanent Notation Suspension

Suspension from classes and other privileges for a period of not less than one full semester. During this period the student will not be allowed to earn credits for transfer to Rogers State University at any other institution. Any credits earned at another institution during a period of suspension shall not be recorded in the student's RSU transcript and shall not count in any manner. A notation of suspension for academic misconduct shall be made on the student's transcript. In the case of permanent notation, there will be no time limit to such transcript notation. The sort of academic misconduct which might result in permanent notation suspension might be a case in which knowing and substantial plagiarism has occurred, or a case of classroom cheating in which it is determined that extensive collaboration or planning was involved, or other cases substantially involving one or more aggravating factors such as planning, collaboration, or concealment.

.5 Expulsion

Termination of student status for an indefinite period, usually intended to be permanent. A notation of expulsion for academic misconduct shall be made on the student's transcript. Such notation shall be a permanent notation. If a student is reinstated after an expulsion, it is only after a complete reconsideration of his or her case. The sort of academic misconduct which might result in expulsion might be a case in which the student has been involved in a prior incident of academic misconduct; the student has submitted to the University forged documents such as transcripts; a student has taken someone else's examinations or arranged for someone else to take his/hers; commercial term papers have been submitted; examinations, grade books, grade sheets, or other instructor possessions have been stolen, copied, or otherwise utilized; or destruction of the academic work of others or intimidation has been used in an attempt to influence the academic process.

.6 Records of Sanctions and Admonitions

Records shall be maintained as follows:

- a) Records of admonitions and the sanction of Censure shall be maintained for four years, subject to review as provided in part (c) of this section. Records of grade penalties shall be maintained permanently.
- b) Records of disciplinary sanctions other than Censure shall be maintained permanently, subject to review as provided in part (c) of this section.
- c) Students and former students who have received a disciplinary sanction for academic misconduct may at any time request that the record be removed from their student file. This is an extraordinary step requiring a showing of good cause by the student. The request, along with the reasons therefore, must be submitted in writing to the Vice President for Academic Affairs.

.7 Determination of Disciplinary Sanction and Its Implementation

It shall be the responsibility of the Vice President for Academic Affairs to review the materials sent by the Student's Dean and to determine and implement the appropriate action and disciplinary sanctions. Implementation of the appropriate action or disciplinary sanctions by the Vice President for Academic Affairs shall end the process. The Vice President for Academic Affairs shall attempt to inform the student in writing of the action being taken. A letter to the student at the address last provided the University by the student shall be sufficient to meet this requirement. Copies of the letter may also be provided other parties who have a legitimate need to know of the action.

8 Post-Sanction Procedures

.1 Grounds for Appeal

The recommendation of the AMB as to the facts shall be appealable within the University to the Academic Vice President if;

- a) it can be established that specified procedural irregularities were so substantial as to effectively deny the student a fair hearing; or
- b) new and significant evidence becomes available which could not have been discovered by a reasonably diligent student before or during the original hearing.

.2 Rehearing and Petition for Review

Findings of fact shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. A copy of the order shall be delivered or mailed to each party and his/her attorney of record. For questions of procedures and/or rehearing, see the Oklahoma Administrative Procedures Act. In all cases, the President and the Board of Regents of the University reserve the right to review, at their discretion, any decision of a hearing body for manifest error or inequity.

TITLE 13 FINAL GRADE APPEAL PROCESS

The responsibility for academic evaluations of students rests with the faculty. If a student feels s/he has received a prejudiced or capricious final grade by an instructor, and if s/he is unable to resolve the matter in an informal conference with the instructor or Department Head, a more formal process is provided except for those cases that arise where specialized policies and procedures shall apply at the department/program level.

1 Students may appeal a final grade through an informal or formal procedure after it has been posted.

Students wishing to informally appeal a final course grade must adhere to the following steps:

- a) The student must first discuss the grade with the Instructor. Ideally, this process is grounded on the premise that resolution should occur at the level of the Instructor and student relationship. However, if the issue is still unresolved, the Instructor and/or student may find it necessary to consult with the Department Head. (If the Instructor is the department head, the appointment must be made with the Dean of the School in which the course is offered).
- b) If dissatisfied at this point, the student must next make an appointment with the Dean of the School in which the course is offered. The student must bring a written statement of the problem(s) to this meeting. If the Instructor is the Dean, the appointment must be made with the Vice President for Academic Affairs.
- c) The Vice President for Academic Affairs will research the issues presented and may elect to hold a conference with both the Instructor and the student to mediate the problem(s). If the Instructor involved is the Dean, the Vice President for Academic Affairs will mediate the student's request.

2 If no satisfactory resolution results from the informal grade appeal (this informal process must be completed within thirty regular class days, excluding summer sessions, of the grade being officially posted) the student may file a formal grade appeal to be considered by a Grade Appeal Board (GAB) appointed from the Academic Integrity Committee. The GAB will consist of two faculty members, at least one of whom must be from the School in which the appeal is filed, and a student. The appeal form must be filed with the Dean of the School in which the course is offered within thirty regular class days, excluding summer sessions, of the grade being officially posted. Appeal forms are

available in the Registrar's Office, the Office of Academic Affairs, and the School Dean's office. The following steps will be followed:

- a) The Vice President for Academic Affairs will contact the student to complete a formal grade appeal form. The student will provide all necessary documentation to the Vice President for Academic Affairs with the formal grade appeal form, including the following:
 - 1) Written statement of the problem(s) discussed with the Dean;
 - 2) Any records, documentation (such as medical records) or evidence supporting the grade appeal claim.
- b) The GAB will then review the grade appeal documentation within the scope of whether the request has met at least one of the following criteria:
 - 1) Did the Instructor communicate to the class the method by which the grade would be determined?
 - 2) Was the method communicated to the class followed by the Instructor in calculating the grade?
 - 3) Was the calculation of the grade mathematically correct?
 - 4) Was the student graded in the same manner as other members of the class?
 - 5) If the method of determining the grade was altered after the semester began, was the method communicated and applied uniformly?
 - 6) Is the student alleging extraordinary extenuating circumstances beyond his/her control, for which documentation is submitted?
- c) The GAB will review written documentation submitted by the student and any documentation received from the Instructor. The GAB will have ten regular class days following the committee review meeting to render a recommendation. The GAB does not take into consideration approving or disapproving an Instructor's teaching methods or choice of assignments. At the conclusion of this review, the GAB will propose one of the following courses of action:
 - 1) Render a judgment of upholding the posted grade; or
 - 2) Recommend an appeal hearing to review and render a decision.
- d) If the GAB decides to hold a formal hearing (within 10 regular class days), the Vice President for Academic Affairs is responsible for notifying all concerned parties of the time, date, and place of the hearing. The GAB will hold a closed hearing with the student, the Instructor, and any witnesses. Names of witnesses must be submitted to the Vice President for Academic Affairs at least 48 hours before the hearing. Neither the student nor the Instructor should discuss the appeal with the GAB members, opposing witnesses, or each other before the hearing.
- e) The GAB will submit its recommendation in writing within five regular class days of the conclusion of the hearing to the Chair of the Academic Integrity Committee and to the Vice President for Academic Affairs. The Registrar's Office, the student, the appropriate Dean's office, and the Instructor will be notified of the decision within five regular class days.
- f) If the appeal results in a decision to change a grade, the Vice President for Academic Affairs is responsible for notifying the Instructor to modify the grade. Once the grade change is submitted, the Registrar's Office, the student, and the appropriate Dean's office will be formally notified.
- g) All decisions of the Vice President for Academic Affairs in consideration of the GAB recommendations will be final. In all cases, the President and the Board of Regents of the University reserve the right to review, at their discretion, any decision of a hearing body for manifest error or inequity.

TITLE 14 NON-ACADEMIC CODE OF CONDUCT

1 Distinction Between Academic and Non-Academic Student Discipline

Academic conduct is generally considered to be related to the actions of students that are associated with the learning environment. Non-academic conduct includes all other forms of student behavior on

University premises and University sponsored functions or generally related to the University community.

2 Student Code of Conduct

The University's basic standard of behavior requires a student (a) not violate any municipal, state, or federal laws, or (b) not interfere with or disrupt the orderly educational process of Rogers State University. A student is not entitled to greater immunities of privileges before the law than those enjoyed by other citizens.

3 Authority

.1 Authority is vested in the University of Oklahoma Board of Regents and the President of the University. This includes authority to control and regulate various aspects of student behavior through disciplinary means. Disciplinary authority and judicial latitude necessary to accomplish the discipline are delegated to the Vice President for Student Affairs/Dean of Students. The decision of the Vice President for Student Affairs/Dean of Students shall be final and not appealable except in cases of interim suspension, suspension or expulsion, which may be appealed to the Committee on Student Conduct.

.2 Generally, institutional discipline shall be applied only in response to conduct which adversely affects the University community's pursuit of its educational objectives, violates or shows disregard for the rights of individuals within the University community; damages property; and/or violates local, state or federal law.

4 Prohibited Conduct

Each student shall maintain the highest standards of integrity, honesty, and morality and shall obey the University rules and regulations. The following is a non-exhaustive list of conduct that is prohibited and subject to disciplinary action.

.1 Violations of local, state, or federal laws including: gambling; malicious mischief (the injury or destruction of property of another); drunken behavior or lewd, indecent conduct, hazing or any action taken or situation created which is intended to produce mental or physical discomfort, embarrassment, harassment, ridicule, or suffering; theft; arson; harassment of any sort; stalking.

.2 Disorderly Assembly: No group of students shall gather in such a manner as to disturb the public peace, do violence to any person or property, disrupt the function of the University or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.

.3 Disturbing the Peace: No student, organization, or group of students may disturb the peace.

.4 Alcoholic Beverages or Illegal Narcotics: The consumption or possession of alcoholic beverages, or illegal narcotics in any form, on the campus, in university housing, or at any activity on the campus sponsored by or for a student organization is forbidden.

.5 Threats of Violence and/or Harassment: No student, organization, or group of students may make threats of physical abuse, violence, or harassment towards any faculty, staff, student, or visitor to the University.

.6 Possession or use of weapons, knives, objects capable of being used as dangerous weapons, fireworks, chemicals, and explosives by students is prohibited in any University-owned facility except when used in officially approved University programs.

.7 The operation on campus of student organizations not properly recognized and registered.

.8 Refusal to exhibit ID cards to school officials, faculty, staff, or security personnel when required to do so on campus or at University sponsored events.

.9 Misuse of University property to include, but not limited to, fire alarms, fire equipment, elevators, tampering with fire/safety equipment such as fire extinguisher, smoke detectors, pull stations or sprinklers; misuse of vehicles, educational equipment; and mutilation or defacement of educational support materials.

.10 Littering on University property.

- .11 Defacement by writing, drawing, or marking of any kind upon any permanent interior or exterior wall, sign, or similar vertical surface, in any medium, including chalk, paint, felt marker, etc., or any writing, drawing, or marking of any kind in any medium upon any sidewalk, wall, patio, terrace, or street, except as authorized.
- .12 Any advertisement that promotes the use, purchase, or giveaway of drugs, including alcohol, in University-supported publications, flyers, or handbills.
- .13 Unauthorized entry into or occupation of University facilities without reservations through the appropriate University procedures.
- .14 Falsification, alteration, fabrication or misuse of University forms, documents, records or identification.
- .15 False reporting of an emergency: False alarms or the false report of a bomb, fire, or other emergency on University premises or at activities sponsored by or affiliated with the University.
- .16 The possessing of animals on University property, in University residence halls or other buildings (other than service animals assisting individuals with disabilities) is prohibited. This provision, though, does not prohibit the presence of laboratory animals in University buildings where their presence is pursuant to a University-sanctioned experiment or research.
- .17 Illegal discrimination.
- .18 Failure to comply with the request of a University official.
- .19 Destruction of Property: No student, organization, or group of students may destroy, molest, deface, or remove University property.
- .20 Attempts to commit, conspiring to commit, or assisting in the commission of acts prohibited by this Title.

5 Investigation

The Office of Student Affairs will review with the student the nature of the complaint. Student cooperation is requested in collecting and interpreting information bearing on the allegations or reports made about behavior relating to the complaint. When the investigation is complete, the Vice President for Student Affairs/Dean of Students or his/her designee shall determine whether it has been shown by preponderance of the evidence that the student engaged in misconduct. If the Vice President/Dean or designee concludes that misconduct has not been shown by a preponderance of the evidence, he or she shall notify the student in writing by registered letter within thirty (30) days of the alleged event or action of his/her finding, and all records regarding his investigation shall be destroyed within twenty (20) regular class days of such transmittal. If, by a preponderance of the evidence the Vice President/Dean or designee determines that an infraction of prohibited conduct has occurred, then the Vice President/Dean or designee shall determine what sanctions, if any, are warranted. If the Vice President for Student Affairs/Dean of Students or his/her designee determines that the conduct in question threatens the welfare or safety of the University community, immediate suspension, expulsion or other appropriate action may be taken.

6 Sanctions

- .1 The Vice President for Student Affairs/Dean of Students or his/her designee may impose one or more of the following sanctions upon students found to have engaged in non-academic misconduct:
 - (a) Warning.
 - (b) Specified restrictions, including but not limited to, letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, evaluation of any referral assessment, counseling, or eviction from residence halls.
 - (c) Conduct Probation. Conduct probation is a formal probation. The record of conduct probation is kept in the student's personal folder in the Office of the Vice President for Student Affairs/Dean of Students.
 - (d) Restitution: Reimbursement by a student for damage or misappropriation of property.

- (e) Fines. A monetary fine may be levied and will be charged directly to the student's bursar account.
- (f) Interim Suspension: Exclusion of a student from Rogers State University as set forth in the notice of interim suspension, pending final determination of an alleged misconduct.
- (g) Suspension. Suspension will be for a specific amount of time not to exceed three years. The student may apply for readmission at the close of the period for which the student was suspended.
- (h) Expulsion. A record of expulsion will be made part of the student's transcript. A student who is expelled will not be allowed to reenter the University.

- .2 A disciplinary hold may be placed on a student's record who has been placed on conduct probation, suspended, or expelled.
- .3 A student charged with an offense for which he/she is suspended or expelled shall be entitled to an appeal hearing as provided below.

7 Notification of Sanctions

When the Vice President/Dean or designee has determined that an infraction of prohibited conduct has occurred and has determined the appropriate sanctions, if any, to impose, the Vice President/Dean or designee may send the student a written notification via certified mail outlining his/her findings and the sanctions to be imposed.

8 Appeals

If the Vice President/Dean imposes a sanction of suspension or expulsion a student may appeal that decision to the Committee on Student Conduct. Any student wishing to appeal such a sanction must submit a written and signed notice of appeal to the Vice President for Student Affairs/Dean of Students within forty-eight (48) hours from receipt of the sanction letter.

9 Committee On Student Conduct

The Committee on Student Conduct will be composed of three faculty members, two staff members, and two students. The President shall appoint the staff members. The Faculty Senate shall appoint the faculty members. The Student Government Association shall recommend two student members for approval by the Vice President for Student Affairs/Dean of Students. Any act by a properly constituted Committee, where at least five members (one of whom must be a student) of the committee are present, shall be binding. The Presiding Officer of the Committee will be responsible for all correspondence with a student that has submitted an appeal.

10 Scope Of Hearing

The focus of inquiry shall be the sanction imposed on a student accused of non-academic misconduct. The Committee will consider the information and arguments presented, make findings of facts on matters in dispute, and determine whether the student did engage in non-academic misconduct. The Committee will also hear all evidence and argument concerning extenuating circumstances that may affect decisions about the disciplinary sanction.

11 Appeal Hearing Procedures

- .1 Once a request for an appeal hearing has been received by the Vice President for Student Affairs/Dean of Students, the Committee on Student Conduct shall convene within fifteen (15) regular class days, excluding Intersession.
- .2 Written notification of a hearing must be distributed at least five (5) regular class days in advance of the hearing date, and should include:
 - (a) The authority for the hearing and the hearing body;
 - (b) Reference to the specific rule or rules involved;
 - (c) Date, time, nature, and place of the hearing;
 - (d) A brief factual statement of the charges.
- .3 Parties must provide a list of witnesses to be called in the hearing, along with the nature of their expected testimony, and a signed statement from each witness that he or she consents to be a witness. Parties must allow examination of any documents to be submitted in the hearing.

Failure to disclose such information in a reasonable and timely manner may be grounds for delaying the hearing and, in the case of repeated or egregious noncompliance, dismissing the case or declaring guilt by default. The University may adopt such other procedural rules as it deems necessary and proper to expedite hearings and promote fairness.

- .4 Hearings will be closed to the public and shall be confidential.
- .5 A student who fails to appear after proper notice will be deemed to have pled guilty to the charges against them.
- .6 The Vice President for Student Affairs/Dean of Students will be present to provide evidence and testimony and respond to questions involving the sanctions in question.
- .7 The Committee will elect a presiding officer. The presiding officer of each committee shall exercise control over the hearing to avoid needless consumption of time and to prevent harassment or intimidation.
- .8 Hearings shall be tape recorded.
- .9 At the beginning of the hearing, any party may challenge any Committee member, one at a time, on the grounds that he or she is unable to give the student a fair and impartial hearing. The remaining members of the hearing body shall decide the challenge by secret ballot. However, if the entire Committee is challenged, the entire Committee shall rule on the challenge.
- .10 Witnesses shall be asked to affirm that their testimony is truthful.
- .11 Prospective witnesses may be excluded from the hearing during the testimony of other witnesses. All parties and witnesses shall be excluded during Committee deliberations.
- .12 Formal rules of evidence shall not be applicable in these proceedings. The presiding officer shall give effect to the rules of confidentiality and privilege.
- .13 The Committee shall not receive or consider arguments about the legality of any provision under which a charge has been brought or the legality of the procedures under which the hearing is proceeding. Such questions should be presented in writing to the Vice President for Student Affairs/Dean of Students.
- .14 All parties shall have reasonable opportunity to question witnesses and present information and/or argument deemed relevant by the Committee.
- .15 Depending upon the gravity of the case, the Committee, at its discretion, may require the parties to submit written briefs and responses, including supporting documents, setting forth the respective positions dealing with all issues.
- .16 When the presiding officer has determined that all necessary information has been presented and questions answered, the Committee will go into closed session and all other persons will be excused. The Committee will determine whether the sanction(s) determined by the Vice President for Student Affairs/Dean of Students Officer is reasonable. The Committee hearing will result in one of three recommendations:
 - (a) The Vice President for Student Affairs/Dean of Students' sanction is upheld; or
 - (b) The case be referred back to the Vice President for Student Affairs/Dean of Students for further investigation and factual determination, or
 - (c) The Vice President for Student Affairs/Dean of Students' sanction should be modified in accordance with the Committee's recommendation.
- .17 The Committee shall transmit its recommendation to the President within fifteen (15) regular class days of the conclusion of the appeal hearing. If it is the recommendation of the Committee to make changes to the sanction the Vice President/Dean has imposed, then both the original Vice President for Student Affairs/Dean of Students' recommendation and the recommendation of the Committee shall be forwarded to the President for final action. The recommendation shall be in writing and in the case of expulsion shall include findings of fact and conclusions of law, separately stated. Findings of fact shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. A copy of the order shall be delivered or mailed to

each party and his/her attorney of record. For questions of procedures and/or rehearing, see the Oklahoma Administrative Procedures Act.

.18 The President's decision shall be final.

TITLE 15 HEALTH RELATED POLICIES

1 Use Of Tobacco

In keeping with the University's intent to provide a safe and healthful work environment, the use of tobacco in any University facility is prohibited except in those locations that have been specifically designed for such use. It shall be the policy of Rogers State University that there shall be no use of tobacco in any building or within 25 ft. of any entrance to a building.

2 University Policy On Infectious Diseases

The purpose of this policy is to establish procedures to be followed when a University student is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, AIDS, whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

The University is committed to providing a working and learning environment free of health hazards for its students. So long as medical evidence supports, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, or through airborne transmittal, those areas will not be considered to be hazardous as a result of the presence of an infected student.

The University will comply with all federal and state laws applicable to students with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected. As long as a student with a communicable disease is able to pursue his or her education within the established academic standards and medical evidence indicates that his or her condition is not a threat to themselves or others, the student is to be treated consistently with other students.

Discrimination against or harassment of the employee or student infected with a communicable disease is prohibited. The University will make educational materials on communicable diseases available for students through the Office of Student Affairs.

Individuals with a communicable disease shall be required to inform the proper University personnel that they have a communicable disease. Failure to do so may cause a student to be administratively withdrawn from classes.

A student will inform the Vice President for Student Affairs/Dean of Students if he or she has been diagnosed as having a communicable disease. It will be the responsibility of the Vice President for Student Affairs/Dean of Students to notify the appropriate administrator(s) within the normal channel of communication of this situation. In the event the student is a minor and the minor's parents or legal guardians are aware of the disease, the student's parents or legal guardians shall have a concomitant duty to so inform the Vice President for Student Affairs/Dean of Students. The University shall request from the student (or if the student is a minor, from the parents or legal guardian of the minor), a medical report from a licensed physician, which may be reviewed by a physician designated by the University. The University reserves the right to request that the student be examined a second time by a physician designated by the University. The medical report or medical evidence will be used to assess each reported illness on a case-by-case basis.

Those evaluating the case will include the Vice President for Student Affairs/Dean of Students and appropriate administrative personnel, in conjunction with the student (the student's parents or legal guardians if the student is a minor) and, if requested by the student, the student's physician. A

determination shall be made, based on medical evidence concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk, and the probability that the disease will be transmitted and will cause varying degrees of harm. If, upon the request of the Vice President for Student Affairs/Dean of Students, the student refuses or otherwise fails to provide the medical report, the student will not be allowed to return to the University until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided not less than every six (6) months as required by the University.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to himself/herself or to others.

3 Policy On Alcohol & Substance Abuse

- .1 Rogers State University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students. The University's program includes this policy, which prohibits illegal use of drugs and alcohol on Rogers State University property or as part of activities sponsored by Rogers State University.
- .2 Under this policy, the possession and/or consumption of 3.2 beer or other alcoholic beverages is not allowed in or on the property (including the leased property) of Rogers State University. All students must abide by this policy as a condition of enrollment. Continued enrollment following receipt of this policy constitutes acceptance of this policy by the student. The following policy is established to meet this intent and to ensure compliance with both the "Drug-Free Work Place Act of 1988" (P.L. 100-690 Title V, Subtitle D) and the "Drug-Free Schools and Communities Act Amendments of 1989" (P.L. 101-226).
- .3 Rogers State University strictly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs and alcohol in the work place, on Rogers State University property, or as a part of Rogers State University-sponsored activities. Violations of applicable local, state, and federal laws may subject a student to a variety of legal sanctions, including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements.
- .4 It is important to understand the very serious risks incurred through the use of drugs or the abuse of alcohol. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol can be obtained from the Office of Student Affairs. Various treatment options, both on and off campus, are available to members of the University community who have problems with drugs or alcohol.
- .5 Rogers State University will impose disciplinary sanctions on students who unlawfully manufacture, distribute, possess, or use illegal drugs or alcohol on Rogers State University property, or as part of an event sanctioned or sponsored by Rogers State University. Any violation of this policy can result in required participation in a substance abuse educational component, satisfactory completion of an approved drug or alcohol rehabilitation program, and/or disciplinary action up to and including suspension or expulsion from Rogers State University. Judicial action will be based on a preponderance of the evidence presented. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.
- .6 The University will review this policy and program biennially to determine its effectiveness, to make needed changes, and to review the consistency of the policy's enforcement and the imposition of required sanctions. This policy shall be interpreted consistently with the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

TITLE 16 UNIVERSITY POLICY PROHIBITING HAZING

The University reserves the right to take disciplinary action against individual students and/or groups involved in hazing activities. Such disciplinary action may be taken independently of state or local

prosecutorial actions and regardless of the outcome of such prosecutorial actions. Hazing on the part of students, faculty, or staff is strictly forbidden, whether on or off campus.

Section 1190 of Title 21 of the Oklahoma Statutes reads as follows:

- 1 No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or University of higher education in this state shall engage or participate in hazing.
- 2 Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any University of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participated in such activity.
- 3 A copy of the policy or the rules and regulations of the public or private schools or Universities of higher education which prohibits hazing shall be made available to each student enrolled in the school or University and shall be deemed to be part of the bylaws of all organizations operating at the public school or the University of higher education.
- 4 Any organization sanctioned or authorized by the governing board of a public or private school or of a University of higher education in this state which violated subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year of all rights and privileges of being an organization organized or operating at the public or private school or at the University of higher education.
- 5 Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
- 6 For purposes of this section:
 - .1 “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 University of higher education in this state;
 - .2 “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, low-point beer beverage as defined in Section 163.2 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; and
 - .3 “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 adversely affect the mental health or dignity of the individual.

TITLE 17 EQUAL OPPORTUNITY

Rogers State University and the Board of Regents of the University of Oklahoma, in compliance with the applicable provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, the Americans With Disabilities Act and other federal and state laws and regulations do not discriminate on the basis of race, color, national origin, sex, age, religion, disability, political beliefs or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

TITLE 18 DISCRIMINATION POLICY

The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including those on temporary or part-time status, who believes that he or she has been discriminated or retaliated against should file a complaint as provided under the Racial and Ethnic Harassment Policy. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy. Complaints should be filed with the Employment and Benefits Office: Markham Hall, 918-343-7886.

TITLE 19 EQUAL OPPORTUNITY GRIEVANCE PROCEDURE

1 Who May Use Procedure

The grievance procedure embodied herein shall be available to any person who, at the time of the acts complained of, was employed by, was an applicant for employment with, or was enrolled as a student at the University.

2 Filing of Complaint

This procedure applies to persons who have complaints alleging discrimination based upon race, color, national origin, sex, age, religion, disability, political beliefs, or status as a veteran or complaints alleging sexual harassment, or retaliation. Such persons may file their complaints in writing with the University Equal Opportunity Officer.

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist (e.g., sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance of which the complainant knows or should have reasonably known at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the complainant will be advised by the University Equal Opportunity Officer or his or her designee about the appropriate procedure(s) to utilize.

3 Timing of Complaint

Any complaint must be filed with the University Equal Opportunity Officer within 180 calendar days of the act of alleged discrimination, harassment, or retaliation. The University Equal Opportunity Officer may reasonable extend all other time periods.

TITLE 20 AFFIRMATIVE ACTION

The Affirmative Action Plan at the University serves to supplement the Regents' policy on equal opportunity as it pertains to employment, and it is an integral part of the employment policies of the Board. The principal objectives are:

- 1 to assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, political beliefs, national origin, sex, age, or status as a veteran;
- 2 to meet institutional responsibilities under the applicable provisions of the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375;
- 3 to take positive actions in the recruitment, placement, development, and advancement of women and racial minority members in University employment.

TITLE 21 SEXUAL HARRASSMENT POLICY

- 1 The Board of Regents and the University affirm their commitments to ensuring an environment for all students which is fair, humane, and respectful - an environment which supports and rewards student performance on the basis of relevant considerations such as ability and effort. Sexual harassment by any member of the University community, including students, faculty, and staff, is a violation of both law and Board policy, and will not be tolerated. Sexual harassment is a particularly sensitive issue

which may affect any member of the University community and, as such, will be dealt with promptly and confidentially by the University administration. The Board reserves the right to deal administratively with sexual harassment issues whenever it deems it appropriate to do so.

- 2 Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature in the following context:
 - .1 when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
 - .2 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
 - .3 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.
- 3 Conduct prohibited by this policy may include, but is not limited to:
 - .1 unwelcome sexual flirtation; advances or propositions for sexual activity;
 - .2 continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;
 - .3 sexually degrading language to describe an individual;
 - .4 remarks of a sexual nature to describe a person's body or clothing
 - .5 display of sexually demeaning objects and pictures
 - .6 offensive physical contact, such as unwelcome touching,
 - .7 pinching, brushing the body;
 - .8 coerced sexual intercourse or sexual assault;
 - .9 actions indicating that benefits will be gained or lost based on response to sexual advances.
- 4 Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.
- 5 Violations of this policy may result in disciplinary action taken by the appropriate authority. Sanctions may range from reprimands to suspension, expulsion or termination. Sanctions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus complaint procedures.
- 6 Complaints alleging violation of the sexual harassment policy will be reviewed and investigated by the appropriate University office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:
 - .1 Complaints against students or student organizations shall be filed with the Employment and Benefits Office for review and investigation. The Employment and Benefits Office, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures. Complaints against faculty or staff shall be filed with the Employment and Benefits Office. The Employment and Benefits Office or its designee may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff.
 - .2 Complaints against visitors or guests should be directed to the Campus Police.

TITLE 22 RACIAL AND ETHNIC HARASSMENT POLICY

Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. Rogers State University supports diversity and therefore is committed to maintaining employment and educational settings which are multicultural, multiethnic and multiracial. Respecting cultural differences and promoting dignity among all members of the University community are responsibilities each member must share.

Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property to anonymous, malicious intimidation, most often directed toward persons whose race and ethnicity is readily identifiable. In employment, racial/ethnic harassment is race discrimination which interferes with an employee's ability to perform his or her duties or creates a hostile or intimidating work environment. It is prohibited by law under Title VII of the Civil Rights Act of 1964. In the educational context, racial/ethnic harassment is race discrimination which interferes with the students' opportunities to enjoy the educational program offered by the University, prohibited by law under Title VI of the Civil Rights Act of 1964.

- 1 This policy is premised on the University's obligation to provide a nondiscriminatory environment which is conducive to employment and learning. The University will vigorously exercise its authority to protect employees and students from harassment by agents or employees of the University, students, and visitors or guests. Specifically,
 - .1 Agents or employees of the University, acting within the scope of their official duties, shall not treat an individual differently on the basis of race, color, or national origin in the context of an employment or educational program or activity without a legitimate nondiscriminatory reason, so as to interfere with or limit the ability of the individual to participate in or benefit from the services, activities, or privileges provided by the University; and,
 - .2 The University shall not subject an individual to different treatment on the basis of race by effectively causing, encouraging, accepting, tolerating or failing to correct a racially hostile environment of which it has notice.
- 2 Violations of this policy shall result in corrective action(s) or remedy(ies) designed to reestablish an employment or educational environment which is conducive to work or learning. Corrective actions or remedies will include disciplinary action directed by the executive officer having responsibility for the offender, where appropriate. Remedies or corrective actions will be tailored to redress the specific problem and may range from apologies, mandatory attendance at specific training programs, reprimands, suspension, or demotion, to expulsion or termination. Remedies or corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus grievance procedures.

Violations of this policy by students will be considered as violations of the Student Code and will subject student offenders to the remedy(ies) and corrective action(s) provided by the Code.

- 3 The University recognizes its obligation to address incidents of racial/ethnic harassment on campus when it becomes aware of their existence even if no complaints are filed; therefore, the University reserves the right to take appropriate action unilaterally under this policy.

With respect to students, the Vice President for Student Affairs/Dean of Students or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University community. Any student so affected must be granted due process.

With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

- 4 Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.
- 5 Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate University office. Complaints may be resolved informally or may

proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

- .1 Complaints against students or student organizations shall be filed with the Employment and Benefits Office for review and investigation. The Employment and Benefits Office, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures. Complaints against faculty or staff shall be filed with the Employment and Benefits Office. The Employment and Benefits Office or its designee may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff.
- .2 Complaints against visitors or guests should be directed to the Campus Police.

TITLE 23 COMPUTER USE POLICY

Freedom of expression and an open environment to pursue scholarly inquiry and for sharing of information are encouraged, supported, and protected at Rogers State University. These values lie at the core of our academic community. Censorship is not compatible with the tradition and goals of the University. While some computing resources may be dedicated to specific research, teaching, or administrative tasks that would limit their use, freedom of expression must, in general, be protected. The University does not limit access to information due to its content when it meets the standard of legality. The University's policy of freedom of expression applies to computing resources.

Concomitant with free expression are personal obligations of each member of the University community to use computing resources responsibly, ethically, and in a manner which accords both with the law and the rights of others. The campus depends first upon a spirit of mutual respect and cooperation to create and maintain an open community of responsible users.

- 1 These guidelines set forth standards for responsible and acceptable use of University computing resources. They supplement existing University policies, OneNet Acceptable Use agreements (located at www.onenet.net) and state and federal laws and regulations. Computing resources include, but are not limited to, host computer systems, University-sponsored computers and workstations, communications networks, software, and files.

Computing resources are provided to support the academic research, instructional, and administrative objectives of the University. These resources are extended for the sole use of University faculty, staff, students, and other authorized users ("users") to accomplish tasks related to the user's status at the University, and consistent with the University's mission. Users are responsible for safeguarding their identification (ID) codes and passwords, and for using them for their intended purposes only. Each user is responsible for all transactions made under the authorization of his or her ID. Users are solely responsible for their personal use of computing resources and are prohibited from representing or implying that the content constitutes the views or policies of the University.

Violation of these guidelines constitutes unacceptable use of computing resources, and may violate other University policies and/or state and federal law. Suspected or known violations must be reported to the appropriate University computing unit. Violations will be processed by the appropriate University authorities and/or law enforcement agencies. Violations may result in revocation of computing resource privileges; academic integrity proceedings, faculty, staff or student disciplinary action; or legal action.

- 2 The following provisions describe conduct prohibited under these guidelines:
 - .1 Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources.
 - .2 Attempting to access or accessing another's computer, computer account, private files, or e-mail; or misrepresenting oneself as another individual or agent of the University in electronic communication.
 - .3 Engaging in practices that threaten the network (e.g. loading files that may introduce a virus, using procedures and/or tools to gather information about RSU's computing resources, etc.).
 - .4 Installing, copying, distributing or using software in violation of copyright and/or software agreements, applicable state and federal laws;
 - .5 Using computing resources to engage in conduct which interferes with others' use of shared computer resources and/or the activities of other users, including studying, teaching, research, and University administration.
 - .6 Using computing resources for commercial or profit-making purposes without written authorization from the University.
 - .7 Failing to adhere to individual departmental or unit lab and system policies, procedures, and protocols.
 - .8 Allowing access to computer resources by unauthorized users.
 - .9 Using computer resources for illegal activities. Criminal and illegal use may include obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access.
 - .10 Fail to adhere to Onenet Acceptable Use Policy agreement.
- 3 The maintenance, operation, and security of computing resources require responsible University personnel to monitor and access the system. To the extent possible in the electronic environment and in a public setting, a user's privacy will be preserved. Privacy is subject to applicable state and federal laws, and the needs of the University to meet its administrative, business, and legal obligations.

TITLE 24 STUDENT EMAIL POLICY

1 Account Assignment

Each student will be assigned an official University email account upon initial enrollment. The account will remain active while the student is enrolled at Rogers State University. A University assigned student email account is one of the University's official means of communication with Rogers State University students. Students are responsible for all information sent to them via their University assigned email account.

The University has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community.

The University may deny access to its electronic mail services and may inspect, monitor, or disclose electronic mail to appropriate authorities (i) when required by and consistent with law; (ii) when there is substantiated reason to believe that violations of law and/or violations of University policies have taken place; (iii) when there are compelling circumstances; or (iv) under time-dependent, critical operational circumstances.

2 Expectations regarding student email

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. Email returned to the University with "mailbox full" or

untimely access of an email account are not acceptable excuses for missing official University communications via email.

3 Privacy

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private or confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

4 Educational uses of email

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes. This "Official Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty.

Distribution of student email will be limited to communication as it relates to academic endeavors and to conduct business with the University. Email distribution lists of students for the purpose of general institutional announcements, advertisements, etc. are prohibited unless approved by the appropriate Vice President.

5 Allowable Use

Use of University electronic mail services is allowed in compliance with the Student Code of Conduct and is an encouraged subject to the following conditions:

- .1 Users of University electronic mail services are to be limited to University students, faculty, and staff for purposes that conform to the requirements of this Policy.
- .2 University electronic mail services may not be used for unlawful activities, commercial purposes not under the auspices of the University, personal financial gain, personal use, or uses that violate other University policies or guidelines. The latter include, but are not limited to, policies and guidelines regarding intellectual property or regarding sexual or other forms of harassment. It is a violation of University policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a University departmental unit, student, faculty/staff member, or any University representative.
- .3 Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the University. An appropriate disclaimer is: "These statements are my own, not those of Rogers State University."
- .4 University email users shall not employ a false identity.
- .5 University email services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of email or email systems. Such uses include, but are not limited to, the use of email services to (i) send or forward email chain letters; (ii) "spam"; that is, to exploit list servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited email; (iii) "letter-bomb"; that is, to resend the same email repeatedly to one or more recipients to interfere with the recipient's use of email; (iv) knowingly send virus infected email or virus infected attachments.

TITLE 25 TELEPHONE USE POLICY

- 1 These guidelines set forth standards for responsible and acceptable use of University telephone resources. They supplement existing University policies and state and federal laws and regulations. Charges and expenses incurred to the University for unauthorized use will result in the charges and expenses being billed to the individual, a maximum fine of \$50.00, and/or disciplinary procedures filed.

Suspected or known violations should be reported to the Office of Student Affairs. Violations will be processed by the appropriate University authorities and/or law enforcement agencies. Violations may result in revocation of telephone resource privileges, academic integrity proceedings, faculty, staff, or student disciplinary action, or legal action.

The following provisions describe conduct prohibited under these guidelines:

- .1 Altering system configurations without authorization, or disrupting or interfering with the delivery or administration of telephone resources. Line features are established by the University. Students are prohibited from attempting to change the features.
- .2 Using telephone resources for commercial or profit-making purposes without written authorization from the University.
- .3 Using telephone resources for illegal activities. Criminal and illegal use may include, but is not limited to, obscenity, child pornography, threats, harassment, copyright infringement, defamation, theft, and unauthorized access.

TITLE 26 SEXUAL ASSAULT RESOURCES

- 1 As part of the University's effort to provide an environment conducive to the conduct of its educational, research, and public service missions, the following sexual assault services are provided:
 - .1 The University provides educational programs to enhance awareness of sexual assault and the conditions which foster this offense on university campuses.
 - .2 The University conducts programs designed to educate the University community on prevention of sexual assault.
 - .3 The University provides services to survivors of sexual assaults which occur on institutional property or who are affiliated with the University.
 - .4 The University undertakes to safeguard the rights and interests of the survivor and pursues sanction against the perpetrator(s) of sexual assault. Responsibility for these functions is assigned as follows:
 - (a) The Campus Police provide emergency response for survivors immediately following assault, provides law enforcement/investigative services as applicable, pursues prosecution of the perpetrator(s) pursuant to the preference of the survivor; and conducts prevention programs to enable students, faculty, and staff to better avoid being assaulted.
 - (b) The Office of Student Affairs provides support and counseling services to sexual assault survivors following an attack, informs the survivor of and provides access to institutional disciplinary resources for prosecution of the perpetrator(s), facilitates the provision of advocates or other support to the survivor so long as s/he desires, and conducts education programs to enhance awareness of sexual assault on campus.
 - (c) The Campus Police and the Office of Student Affairs coordinate their respective efforts in education and prevention programs and services.

TITLE 27 STUDENT APPEALS CONCERNING ENGLISH PROFICIENCY OF FACULTY

- 1 It is the policy of Rogers State University that all who provide instruction at the University shall be proficient in written, aural, and spoken English so that they may adequately instruct students. Rogers State University has established procedures to ensure that faculty members have proficiency in written, aural, and spoken English.
- 2 A student who believes that a faculty member is not sufficiently proficient in written, aural, or spoken English may file a written complaint with the Vice President for Academic Affairs. The identity of the complainant(s) shall remain confidential. Anonymous complaints will not be accepted.
- 3 The Vice President for Academic Affairs shall notify the faculty member, the department head of the academic unit in which the faculty member is employed, and the dean of the school that a complaint has been received, although the identity of the complainant(s) shall remain confidential. If, after consulting with the school and department, the Vice President for Academic Affairs determines that a

formal inquiry is necessary, he/she shall appoint an independent evaluator to evaluate the English proficiency of the faculty member. The evaluator may visit the class of the faculty member named in the complaint, interview the faculty member, interview students, or engage in such other activities as necessary to evaluate the faculty member in a fair manner. The evaluator shall provide the Vice President for Academic Affairs with a written report of his/her findings as to the English proficiency of the faculty member and make recommendations of actions that should be taken.

- 4 The Vice President for Academic Affairs shall notify the complainant(s), the faculty member, the department head of the academic unit, and the dean of his/her findings as to the validity of the complaint. In the event that the faculty member is found not to be sufficiently proficient in English, the Vice President for Academic Affairs shall specify actions to be taken by the faculty member and/or the academic unit. Such actions may include but are not limited to: (1) reassignment of the faculty member to other duties; (2) re-evaluation of the faculty member for purposes of hiring, promotion, salary, or other personnel decisions; (3) appropriate remedial measures to assist the faculty member in improving his/her English proficiency; and (4) appropriate remedies for the affected students.

TITLE 28 TWO-YEAR & FOUR-YEAR GRADUATION PLAN

Students at Rogers State University may follow many diverse paths to complete the associate or bachelor degrees. Students may elect to complete their associate degree requirements within two years of their initial freshman enrollment and/or complete their baccalaureate degree requirements within four years of their initial freshman enrollment.

Rogers State University has developed a plan to help students who wish to complete an associate degree in two years and/or students who would like to complete their bachelor degree in four years. Students who elect to participate in Rogers State University's Two-Year or Four-Year Graduation Plan must work closely with their advisor(s) and faculty to insure that courses are taken in the appropriate sequence. Students who elect to participate in the agreement below can be assured that they will be able to graduate in two years or four years dependent on the appropriate degree.

By completing the appropriate documents, a student agrees to participate in the Two-Year or Four-Year Graduation Plan. Rogers State University assures the student that he/she will be able to enroll in courses that permit graduation in either two or four years. Graduation in two years or four years, dependent on the appropriate degree, will not be delayed by the unavailability of courses.

Conditions the student must satisfy:

- 1 Enter Rogers State University as a freshman.
- 2 Choose a major that qualifies for the Two-Year or Four-Year Plan.
- 3 Have the preparation to begin either a two- or four-year plan of study in a qualified major at entry to the University.
- 4 Complete a minimum of one quarter of the necessary credits per semester for the associate degree and one eighth of the credits per semester for the bachelor degree.
- 5 Meet with his/her advisor in a timely manner to discuss progress toward registration and graduation.
- 6 Enroll in available courses needed for his/her selected program of study considering that any specific course may not be available at the time or semester in which the student would prefer to take it.
- 7 Accept responsibility for monitoring his/her own progress and understanding advice given by the student's advisor so that he/she stays on track toward graduation in two or four years.
- 8 Change majors only if at the time of the change all requirements can be met within two or four years.
- 9 Remain in good academic standing as determined by the department, school, and university.
- 10 Accept responsibility for timely annual applications for financial assistance.

11 Notify the dean of the school that offers the student's major that graduation may be delayed due to the unavailability of a course. Notification must be made prior to the beginning of classes in the term in which the course is needed. Notification must be in writing.

In the event that the University does not satisfy the commitments made herein, and the student is unable to register for needed courses due to the unavailability of a course (or courses), the department and school will choose one of the following:

- 1 Allow the student to graduate in two or four years by substituting a different course (or courses), as determined by the dean of the school that offers the student's major.
- 2 Allow the student to graduate in two or four years by substituting an independent study assignment, as determined by the department and the school.
- 3 Allow the student to graduate in two or four years by waiving the requirement to be met by the unavailable course (or courses), as determined by the department and the school.
- 4 Allow the unavailability of a course (or courses) to delay the student from graduating in two or four years, in which case, the University will pay the tuition for the student to take the course(s) in a later term.

These procedures shall constitute the exclusive remedy for the Two-Year or Four-Year Graduation Plan agreement. Rogers State University is under no obligation to provide these adjustments unless the student submits a written request for accommodation to the dean of the school that offers the student's major prior to the beginning of classes in the last term of the student's two-year or four-year plan.

TITLE 29 STUDENTS WITH FELONY CONVICTIONS

Students arrested and convicted of a felony prior to making application to Rogers State University are required to disclose details regarding such arrests and convictions. The following policy will be used to review applications of students with a felony arrest background.

- 1 Upon indication on the Admissions Application of a felony arrest and conviction, the applicant must sign a release to authorize review of criminal history. In addition, the applicant must pay for a background check. The background check fee must be paid within five (5) business days of submission of the application. This fee (\$20) is payable at the Office of the Bursar. A receipt must be presented to the Director of Enrollment Management.
- 2 Upon receipt of the background check, a committee will be formed to review the documentation. It should be noted that the student may be requested to provide additional information such as court documents or other records from police agencies.
- 3 The committee will be comprised of the following: The Director of Enrollment Management, The Vice President for Student Affairs/Dean of Students, and the Vice President for Academic Affairs. The Director of Enrollment Management will call the committee, provide the background documentation to the committee members, and contact the applicant regarding the outcome.
- 4 The committee will review the documentation and render a decision on the acceptance of the application based on the following:
 - .1 The nature of the crime committed.
 - .2 The threat of danger to the campus community.
 - .3 The amount of time between conviction and application to RSU.
 - .4 Recidivism of criminal activity of the applicant.
- 5 The committee may make recommendations of conditional acceptance of the application, accept the applicant with no conditions, or deny the applicant.
- 6 The committee will render a decision within ten business (10) days to the Director of Enrollment Management as to its findings. The Director of Enrollment Management will notify the student by certified mail within five (5) business days of the decision of the committee.

- 7 The applicant may appeal the committee's decision by submitting an appeal in writing to the President within five (5) business days of the receipt of the letter outlining the findings of the committee.

TITLE 30 CASES REQUIRING ADMINISTRATIVE ACTION

Voluntary Withdrawal for Psychological Reasons

When a student initiates a voluntary withdrawal from the University for psychological reasons, the general guidelines established by the University will be followed. This process is initiated by the student, beginning with the Office of Student Affairs. Documentation is required if a student is seeking reimbursement. The evaluation will be reviewed by both the Office of Student Affairs and the Office of Academic Affairs as to the appropriateness of determining withdrawal status.

Immediate Interim Withdrawal or Interim Suspension

In cases where a student poses an imminent threat of safety to self or to others, the Vice President for Student Affairs/Dean of Students may order immediate interim withdrawal or interim suspension.