

Oklahoma State University Institute of Technology

Student Rights and Responsibilities Governing Student Behavior

Fall 2024 Edition

Student Code of Conduct

I. Introduction

Oklahoma State University Institute of Technology is committed to creating and maintaining a productive living and learning community/environment which fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. By joining the OSU Institute of Technology community, students take on the responsibility to observe and help maintain standards of personal behavior that are a positive contribution to this academic community.

The purpose of Student Rights and Responsibilities Governing Student Behavior is to inform the student body of the standards of behavior expected of students in the OSU Institute of Technology community, the processes in place for enforcing the rules, and the University's response to violations. The Code of Conduct and related processes serve to educate students about their civic and social responsibilities as members of the OSU Institute of Technology community. Therefore, the primary focus of the disciplinary process is on educational and corrective outcomes; however sanctions such as suspension or expulsion from the University may be necessary to reinforce community standards and to protect the campus community. The University has a vested interest in all its students and endeavors to treat all students involved in any disciplinary matter with dignity and respect. Emphasis is placed on due process and objectivity to insure fair treatment.

II. University Disciplinary Authority

Under authority granted by Article 6, Sections 31 and 31a of the Constitution of the State of Oklahoma and Title 70, 1991 Oklahoma Statutes, Sections 3412(a), (o), Oklahoma State University Institute of Technology is granted full authority to distribute policies and procedures governing the conduct of its students.

By enrolling at Oklahoma State University Institute of Technology, students accept responsibility for compliance with all University policies and contracts. Disciplinary action may also be taken for any violation of local ordinances, state or federal law, on or off campus that adversely affects the OSU Institute of Technology community or the pursuit of OSU Institute of Technology's lawful educational mission, p roTm/111 ()-111 (t)-111 (p)-111 cas-0111 (o)-111 ver0111 (1 Tf【Tm6TT5-11o)-111 (Ue0111 (n)-111 (

3. Forgery or unauthorized use of Oklahoma State University Institute of Technology documents or records, financial aid documents, computers, electronic mail, telephones, identification, or property or the use of University equipment to perpetrate a violation of the Code of Conduct or to violate local, state, or federal law.

4. Providing false representations to the University in any form. Submission of false information or withholding information at the time of admission or readmission may make an individual ineligible for admission to, or continuation in, Oklahoma State University Institute of Technology.

5. False reporting of a bomb, fire, or other emergency.

6. Attempts and complicity: attempts to or encouraging others to commit acts prohibited by this code will be sanctioned to the same extent as if one had committed the prohibited act.

Community: Oklahoma State University Institute of Technology students are expected to build, support, and enhance their community.

7. Disruption or obstruction of normal University or University sponsored activities including, but not limited to, studying, teaching, research, University administration, or fire, police or emergency services on University premises or at officially arranged University activities off campus.

8. Violation of published University policies, rules and regulations including, but not limited to, Residential Life behavior standards, solicitation, distribution of literature, financial aid policies, etc.

9. Any act which allegedly violates federal, and/or state law, local ordinances or University policies on University premises, University sponsored or supervised activities, or off campus.

10. Misuse or unauthorized uses of firefighting, fire sprinkling systems, other safety equipment or warning devices, and/or failure to evacuate building or area when alarm system is activated.

11. Unauthorized entry into or use of any University building, facility, vehicle, equipment room or area. This includes unauthorized possession or use of University keys, computers, lock combinations or other special access codes, including telephone codes.

12. Parties and/or large gatherings which disturb the peace of campus residences or off-campus neighborhoods.

13. The use of tobacco in any form on University property.

14. Violation of University Information Technology policy including, but not limited to what is listed http://go.osuit.edu/administration/policies_procedures/information_technologies." The OSU Institute of Technology Data Communications network, devices other than computers must not be plugged into any network port except where approved by Technology Services. This includes, but is not limited to, hubs, switches, repeaters, routers, network modems and wireless access points. These devices may be incorrectly configured or incompatible with the Oklahoma State University Institute of Technology network causing outages and reliability problems to all or part of the network. Devices not approved or causing disruptions for use on OSU Institute of Technology's Data Communication network will be disabled to ensure the stability and availability of the network.

16. Possessing, using, or storing firearms, explosives, weapons, or dangerous chemicals on University property or in the course of any University activity, except as specifically authorized under applicable state law. This includes, but is not limited to, pellet guns, BB guns, flare guns, airsoft-type guns, archery equipment, slingshots, martial arts devices, clubs, blackjacks, loaded canes, batons, hand chains, metal knuckles, swords, bayonets, daggers, fixed blade knives, switchblade knives, spring-type knives and knives having a blade which opens automatically by hand pressure applied to a spring, button or other device in the handle of the knife. Weapons do not include devices used solely for defensive purposes, such as tasers, pepper spray, mace and electronic control devices, and do not include common pocket or kitchen knives and other similar devices. (See OSU Institute of Technology Policy and Procedure Letter 1-017, entitled "Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals".)

Social Justice: Oklahoma State University Institute of Technology students must recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

17. Fighting or physical abuse of any person, including physically restraining or transporting someone against his/her will,

Procedure Letter 1-009, entitled "Sexual Harassment" and Appendix B.)

23. Stalking – willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.

Responsibility: Oklahoma State University Institute of Technology students are expected to accept responsibility for their personal behavior both on and off campus, success in both learning and the classroom, and their actions that effect future endeavors. Student should also challenge other to do the same. Students should us proper judgment, be trustworthy, and take personal responsibility for their actions.

24. Gambling for money or other things of value on campus or at University sponsored activities except as permitted by law.



2. have access to evidentiary material in advance of the hearing;
3. be present during the entire hearing;
4. be accompanied by an adviser during the hearing (the adviser is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings);
5. a timely hearing;
6. may question the accused and material witnesses, either directly or indirectly; at the discretion of the hearing officer;
7. in the case of sexual assault, the Conduct Officer may in its discretion, exclude evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the alleged perpetrator shall be presumed irrelevant. If the accused is found responsible for violating the Code of Conduct, the victim may submit an impact statement;
8. in cases of crimes of violence or sexual assault, the right to be notified of the outcome of any disciplinary proceeding;
9. an avenue for appeal from an formal or informal hearing.

D. Re-entry Committee

Students must submit a letter of request for re-entry into the university after suspension has occurred. A committee comprised of the Chief Conduct Officer, Chief of OSUIT Police, Vice President of Student Services and the Dean of Students will review the file and make a decision on re-entry into the university.

Housing re-entry requests will be reviewed by the Director of Residential Life, Dean of Students and the Chief of OSUIT Police.

V. Appeal Procedure

Discipline decisions or grievance hearing recommendation(s) made by a Hearing Officer may be appealed to the appropriate appeals officer, or his/her designee, by the accused student or the complaint student.

An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student. The burden of proof shifts from the University to the student or group charged with the offense. The student or group must show that one or more of the listed grounds for appeal (V.2) have merit.

1. Appeals for Residential Life administrative hearings must be submitted in writing to the Director of Residential Life within five (5) University working/school days of receiving the decision of the previous lower hearing. Appeals for Student Conduct

- c. Evidence which could have substantially affected the outcome of the hearing has been discovered since the hearing.
 - d. The sanction was not appropriate for the violation.
3. The appropriate appeals officer, Director of Residential Life or Dean of Students will review the record of the original

Although not intended to be inclusive, the following are possible sanctions that may be imposed, either singularly or in combination for a student, group, club or organization.

1. **Reprimand** may be oral or written, warning that further violations of University regulations could result in additional disciplinary action.
2. **Restriction** upon a student's privileges for a period of time and may include but not be limited to denial of use of facilities or access to parts of campus, denial of the right to represent the University, denial of participation in extra-curricular activities.
3. **Voluntary project, community service or education class** or project beneficial to the individual, campus or community may be prescribed.
4. **Restitution** for loss, damage, or injury to University property or other owners, or injured parties. Restitution shall be limited to the actual cost of repair or replacement and/or damage to property or person, such as medical bills.
5. **Enrollment Hold** is a "hold" on enrollment privileges for failure to meet with the Student Conduct Officer or other hearing officer or for failure to comply with assigned conditions or complete assigned sanctions. This hold can prevent the adding or dropping of classes and enrolling for subsequent terms.
6. **Cancellation of Enrollment** can be implemented where a previous hold has been cleared with the condition that the enrollment will be cancelled for failure to meet the conditions of the clearance. If cancelled, the refund of tuition or fees will be subject to the University's normal withdrawal policy.
7. **Graduation Hold** for failure to respond to a request to meet with the Student Conduct Officer or other hearing officer, or for non-compliance with disciplinary sanctions. The Dean of Students may place a hold on a student's participation in graduation exercises and/or diploma.
8. **Conduct Hold** is a "hold" that will require a student to seek re-entry as a result of a hearing, before any business can be conducted.
9. **Conduct Probation** is a specified period of time during which the student is warned that s/he is not in good standing with University, and that further violations of University regulations will subject him/her to suspension or expulsion from the University. Probation may include additional conditions or sanctions. The probationary status and conditions are documented in writing.
10. **Disciplinary Suspension** is written notification of the termination of a student's status with the University for a specified period of time and includes a student's total separation from the University. Conditions for re-admission shall be stated in the written notification, including approval of the Student Conduct Office. Suspension will be recorded on the front of the academic transcript during the period of suspension and shall become a permanent part of the student's disciplinary record. Upon readmission to the University, the suspension notation shall be moved to the back of the student's transcript. Any refund of tuition or fees will be subject to the University's normal withdrawal policy.
11. **Disciplinary Expulsion** is written notification of permanent separation of the student from the University. Expulsion will be recorded on the front of the academic transcript and becomes a permanent part of a student's disciplinary record. Any refund of tuition or fees will be subject to the University's normal withdrawal policy.

IX. Academic Policies, Rights and Responsibilities

A. General Statement



and should not be tolerated by either the teacher or the student. Knowledge of any dishonest act should be reported and dealt with through orderly procedures as established by the University.

Students should maintain a sense of responsibility when planning degree programs and class schedules. It is their responsibility to become informed of degree requirements and to meet those requirements satisfactorily.

Students should enroll in courses with the intention of devoting the effort necessary to complete all their requirements satisfactorily. It is the responsibility of the student to conform to conduct conducive to learning by being prepared, engaged, and courteous in the learning environment, and by conforming to policies set by the faculty member to maintain an academic decorum.

D. Grievance Procedure on Spoken English Proficiency of Teaching Personnel

It is the policy of Oklahoma State University Institute of Technology that all persons employed as members of the faculty or for any other assignments involving oral instruction be proficient in spoken English. Students are encouraged to file such complaints initially with the academic dean of the school in which the course is taught. All complaints of this nature received by academic deans shall be investigated and dealt with as appropriate. Any student at Oklahoma State University Institute of Technology may file a complaint regarding the English language ability of any instructional employee with the Vice President of Academic Affairs. The Vice President or his/her designee shall investigate the complaint and make such disposition as may be warranted. The academic dean shall report the name of the person against whom the complaint was received; the name of the person making the complaint, the course number, section, and semester involved; and the nature and disposition of the complaint.

E. Non-Academic Criteria for Admission

OSRHE: 3.9.10 Non-Academic Criteria for Admission

A. In addition to the academic criteria used by institutions in the State System as the basis for student admission, the OSUIT Nonacademic Admissions Committee (NAC) shall consider the following non-academic criteria in deciding whether a first-time applicant or a transfer student shall be granted admission:

1. Whether an applicant has been expelled, suspended, denied admission or denied readmission, or facing current disciplinary charges at any college, university, or school or by any other educational institution.
2. Whether an applicant has been
3. Whether an applicant has
4. Whether an applicant's conduct has been such that if, at the time of the conduct in question, the applicant had been a student at the institution to which application is made, the course of conduct would have been grounds for expulsion, suspension, dismissal or denial of readmission.

B. If the Nonacademic Admissions Committee finds that an applicant has any of the above, then the Nonacademic Admissions Committee shall deny admission to applicant if it decides that any of the events indicates the applicant's unfitness, at the time of application, to be a student at the institution to which application is made. The Nonacademic Admissions Committee may also:

Admit the applicant,

Admit the applicant with restrictions and/or conditions,

Classify the applicant as Pending,

Defer the applicant's admission application for a specified period of time,

Void an admission that was obtained through fraud or omission,

Place a hold on the ability of a student to register until specified conditions are met,

C. In making its determinations, the Nonacademic Admissions Committee should look to the following criteria:

Patterns of behavior,
Indicia of recidivist tendencies (including how recently the applicant engaged in misconduct),
Potential for rehabilitation,
Contribution,
Potential for educational success,
Ability to conform to college expectations,
Letters of recommendation,
Investigation or interview findings,
Falsification of the application, omission, or delivery of partial records,
The applicant's personal statement,
The overall safety of the college,
Demeanor in interactions with college personnel,
Psychological evaluations findings,

D. If an applicant is denied admission on any of the foregoing grounds, there must be substantial evidence supporting the basis for denial. In addition, the applicant must be afforded adequate procedural safeguards, including the following:

1. Be advised of the ground of the denial.
2. Be informed of the facts which form a basis of the denial.
3. Be afforded an opportunity to be heard.

If a person indicates on the Application for Admission that he/she may not meet any of the Non-Academic Criteria for Admission, the student will be required to complete a Non-Academic Review Request form with a letter of explanation. The Non-Academic Review Request form and letter of explanation must be submitted to the Office of Admissions. The person's enrollment will be placed on hold until the Nonacademic Admissions Committee reviews the application. The student will be notified of the committee's decision.

The Nonacademic Admissions Committee membership will be comprised of the standing members of the Behavioral Consultation Team.

1. Appeal Procedure

Decisions or recommendation(s) made by the Nonacademic Admissions Committee may be appealed to the Vice President of Student Services, or his/her designee, by the person seeking admission. An appeal is not a new hearing, but is a review of the original record. It serves as a procedural safeguard for the person. The person must show that one or more of the listed grounds for appeal have merit.

- a. Appeals for Nonacademic Admissions must be submitted in writing to the Vice President of Student Services within ten (10) University working/school days of receiving the decision of the Nonacademic Admissions Committee. Failure to file an appeal, within the prescribed time constitutes a waiver of any right to an appeal.
- b. The appeal must cite at least one of the following criteria as the reason for appeal and supporting argument(s).
 - i. The Nonacademic Admissions Committee was not conducted in conformity with prescribed procedures.
 - ii The evidence presented to the Nonacademic Admissions Committee was not "sufficient" to justify a decision against the person.
 - iii. Evidence which could have substantially affected the outcome of the Committee has been discovered since the time the Nonacademic Admissions Committee met.

The Vice President of Student Services will review the record of the Nonacademic Admissions Committee, including documentary evidence. It is the appeals officer's discretion to change any decision imposed to a lesser action, to rescind any previous decision, or to return a decision to the Nonacademic Admissions Committee for review and/or reconsideration. If there is new evidence which is believed to substantially affect the outcome, or evidence presented at the lower previous hearing(s) was "insufficient" to justify a decision against the person, or the Appeals Officer finds that

procedural error did occur, the matter may be remanded to the Nonacademic Admissions Committee with instruction for either a rehearing of the entire matter or reconsideration of specific issues.

The final decision may be communicated in writing by the Vice President of Student Services to the appealing person, with a copy sent to appropriate offices. The decision will normally be communicated within ten (10) working/school days of receiving the written recommendation, but may take longer during University recesses or in a complex case.

The decision of the Vice President of Student Services shall be final.

X. Academic Dishonesty-Definitions and Discipline Procedures

The definitions of academic dishonesty and misconduct and the procedures to be followed are listed in the following sections.

A. Categories of Misconduct

Students will be held accountable for, and face possible disciplinary action, should their behavior fall into one of the following categories.

1. Academic Dishonesty: Behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another person.
2. Academic Misconduct: Academic misconduct differs from academic dishonesty in that there is not intent to deliberately obtain undeserved intellectual credit by fraudulent means. Even unknowingly allowing other students to see examination answers or to see term projects or papers are possible acts of academic misconduct. Students are required to actively protect their work against misuse by others.

B. Acts of Academic Dishonesty and Misconduct

Any student found responsible of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct include, but are not limited to, the following actions:

1. Plagiarism: The representation of previously written, published or creative work as original. Work belonging to someone else or previously used in a paper, report, oral presentation, or similar academic project, must be made explicitly clear by citing the appropriate references or sources. The reference wording must fully indicate the extent to which any part or parts of the project are attributed to others. Paraphrased materials must be acknowledged in the same manner as material that is used verbatim.
2. Unauthorized Use of AI-Generated Content: The representation of written, visual or digital materials generated through the use of tools powered by artificial intelligence (AI) as one's original work.
3. Unauthorized Collaboration on Projects: The representation of work as solely one's own when it is the result of an unauthorized joint effort.
4. Cheating on Examinations: The covert gathering of information before or during an examination from other students or use of unauthorized notes or other unapproved aids. It is the responsibility of the faculty member to indicate what testing aids, if any, are authorized for use during an examination.
5. Unauthorized Advance Access to Exams: The submission of materials prepared at leisure, as a result of unauthorized advance access to an examination or examination materials, as if the materials were prepared under the rigors of the exam setting.
6. Fraudulent Alteration of Academic Materials: The alteration of graded papers, research data, computer materials/records,

course withdrawal slips and trial schedules, or the falsification of any academic documents in order to receive undeserved credit or advantage—to include forging signatures and/or altering transcripts.

7. **Knowing Cooperation with Another Person in an Academically Dishonest Undertaking:** Failure by a student to prevent misuse of his/her work by others. A student must actively protect his/her own work by exercising reasonable care that exam answers are not seen by others, or term papers or projects are not plagiarized or otherwise misused by others. Even passive cooperation in such an act is unacceptable.

8. **Examples of academic misconduct:**

a. Failure to observe the rules governing the conduct of examinations through ignorance, carelessness, preoccupation, or psychological stress (e.g., bringing study notes into a closed-book examination but without the intent or act of consulting them during the examination, or failure to stop when time is called at the end of an examination);

b. Failure to observe strict requirements for the proper identification and citation of sources and supporting ideas in reports and essays (e.g., inadvertently incomplete or erroneous attribution of ideas to bibliographically identifiable sources);

c. Excessive reliance on the ideas and/or work of others in a group effort (e.g., uncritical acceptance of calculations - perhaps erroneous - in joint laboratory reports in which it is understood that the reports will be prepared jointly);

Faculty members have the authority to set reasonable standards in their classes within the definitions provided. Clearly communicated and consistently enforced standards regarding academic dishonesty and misconduct will be upheld by the Academic Appeals Board.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

4. be accompanied by an adviser during the hearing (The adviser is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings.);
5. review the evidence;
6. may question his/her accuser, either directly or indirectly; at the discretion of the Vice President of Academic Affairs;
7. may question witnesses, either directly or indirectly; at the discretion of the Vice President of Academic Affairs;
8. present material witnesses (those with firsthand knowledge of the incident);
9. a written notification of the outcome of the hearing;
10. an avenue for appeal from a formal or informal hearing.

D. Academic Dishonesty/Misconduct Procedures

Acts relating to alleged incidents of academic dishonesty or misconduct are responded to as set forth in OSU Institute of Technology Policy and Procedures. Alleged incidents of academic dishonesty or misconduct are administered by the Office of the Vice President of Academic Affairs. (Also see, Section IX, Academic Policies, Rights and Responsibilities).

E. Evidentiary Standards for Academic Dishonesty

In cases of academic dishonesty, the burden of proof rests with the faculty member to demonstrate by “clear and convincing evidence” that the alleged act(s) occurred. “Clear and convincing evidence” requires a level of proof greater than a “preponderance of the evidence” but less than “proof beyond a reasonable doubt”.

Experience of the Academic Appeals Board has indicated that the standard of proof requires more than a mere assertion that a student has been involved in dishonesty. Academic dishonesty requires intent to deceive. However, even this represents a state of mind. A person’s behavior in context can provide clear and convincing evidence of intent.

In most circumstances, evidence supporting the faculty member’s assertion of academic dishonesty should be presented in the form of: (1) documentary evidence, or (2) corroborating testimony from University faculty, staff, or other witnesses. Only in instances in which no other supporting evidence is available should faculty members use other students as witnesses in support of an allegation of academic dishonesty. Because the student accused of academic dishonesty has the right to cross-examine the witnesses against him or her, written statements by persons not present at the Academic Appeals Board hearing normally will not be considered by the Board.

F. Alleged Academic Dishonesty Procedure

1. Instructor of Record: The instructor of record is the individual responsible for the grade assignment. Other faculty members who are participating in a course (such as in team-taught courses) are also expected to participate in an appropriate way in assessing any penalties for misconduct or dishonesty and in any appeal.

2. Instructor Procedures: In instances where the instructor of record has clear and convincing evidence that a student has engaged in dishonest academic behavior, the following procedures will be used:

a. Within ten (10) working/school days of the discovery of an illegal act, the instructor of record shall: notify the student, explain the allegation and reasons for it, the disciplinary action(s) being considered, and provide the student the opportunity to respond to the allegation. In cases where the instructor is unable to contact a student (e.g., at the end of a semester), the instructor shall turn in an “N” grade until such time as the instructor and student can meet and resolve the matter. In such instances, the student should be notified by letter of the “N” grade and the reasons for the grade.

b. If, after consultation with the student, the instructor of record decides to initiate disciplinary action, she or he may do one or more of the following.

- i. Require the student to complete a substitute assignment or examination.
- ii. Award a reduced grade for the examination, assignment or course.
- iii. Award a grade of “zero” or “F” for the assignment or examination.
- iv. Award a grade of “F” for the course.

warranted, such action may be initiated through the Office of Student Conduct. When such additional disciplinary action is contemplated, the student will be afforded the right of due process and appeal.

When a student is officially notified of a charge of academic dishonesty with a recommendation for more stringent disciplinary action, and if the academic dean involved agrees that the alleged offense merits such a measure, she or he will write a memorandum to the Registrar requesting that the student's transcript/diploma be withheld until a decision can be made concerning that recommendation.

G. Alleged Academic Misconduct Procedures

The factor distinguishing academic misconduct from academic dishonesty is the lack of intent to obtain intellectual advantage by fraudulently violating specific rules and accepted academic standards.

1. Instructor Procedure(s): If after consultation with the student the instructor of record decides to take academic disciplinary action, he or she may do one or both of the following:

- a. Require the student to complete a substitute assignment or examination; or
- b. Award a reduced grade, a "zero" or an "F" for the assignment or examination.

The student must be clearly notified in writing of any penalty within ten (10) working/school days of the discovery of the alleged act of misconduct. These penalties can be severe (e.g., receive a zero on an examination) if the student has been properly instructed in the rules and warned of the consequences of violating them. Such a warning is the responsibility of the instructor and calls for care in the writing of the course syllabus.

2. Burden of Proof of Alleged Acts of Academic Misconduct: Grade reductions for reasons of academic misconduct make no allegation of moral shortcomings and require no further notification of University officials. Student appeals in such cases are to be seen as generally comparable to grade appeals. In such instances, the burden of proof rests upon the student to establish his or her case. This may be done by showing that: the student was not clearly notified of the non-permissibility of the behavior in question, the penalty was inconsistently administered, or the non-permissible behavior did not occur. If the student wishes to argue the third alternative, she or he should be prepared to present corroborating evidence in support of the claim.

H. Academic Appeals Board:

The Academic Appeals Board is authorized by the President of the University to review appeals of alleged academic dishonesty or misconduct, and to decide upon the appropriateness of all sanctions except suspension or expulsion.

Composition

The Academic Appeals Board consists of faculty members—including a Chair and Alternate Chair—who are appointed by the Executive Vice President of the University, and students who are appointed by the President of the Student Government Association. In convening an appeals hearing, the Chair will ensure a minimum quorum of three faculty and three students. The Chair only votes in cases involving ties.

Duties

The Academic Appeals Board will determine: whether or not the parties involved acted within the prescribed policies and procedures for academic dishonesty or misconduct, whether or not the allegations of academic dishonesty or misconduct are valid, and whether or not the instructor's action was appropriate.

The Academic Appeals Board has the final authority to sustain, reduce or dismiss the disciplinary action (except suspension or expulsion) taken by the instructor of record. All decisions involving possible suspension or expulsion will be the responsibility of the Student Conduct Officer. The procedures for the Academic Appeals Board afford the student his or her right of due process by providing:

1. Written notification of the time and place of the hearing of the appeal;
2. A copy of the Grade Appeal form;
3. The right to appear in person and present her or his case (Note: Either party may elect not to appear. In such an instance, the hearing shall be held in his or her absence. Failure to appear must be noted without prejudice.);
4. The right to meet with the Board at the same time, so no further allegations can be made against the student without the student's knowledge or against the instructor without the instructor's knowledge;
5. The right to be accompanied by an advisor, colleague or friend;
6. The right to call witnesses to assist in establishing facts of the case;
7. The right to ask questions and refuse to answer questions;
8. The right to an explanation of the reasons for any decision rendered;
9. The decisions of the Academic Appeals Board and its justification are communicated in writing within five (5) working/school days to the student, instructor of record, instructor's dean, the Office of the Vice President of Academic Affairs, and the Office of Student Conduct.

Any current student or faculty member of the Academic Appeals Board involved in an academic dishonesty or misconduct must excuse him- or herself as a voting member in that hearing. The Alternate Chair will coordinate and preside over any case in which the Board Chair is a party.

I. Student Appeal of the Final Grade to the Academic Appeals Board:

The following statements regarding appeals of a final grade are excerpted from the official University policy. For a detailed copy of this policy and the procedure governing grade appeals (Policy and Procedure Letter 2-016, entitled "Appeal of Final Grade Not Involving Allegation of Dishonesty or Misconduct") and/or for assistance with the filing of an appeal, contact the Office of the Vice President of Academic Affairs.

1. It is the responsibility of the faculty members of Oklahoma State University Institute of Technology to communicate to students early in the term a clear statement of the grading practices and procedures that will be used to determine the student's final grade. If a student believes those practices and procedures were not consistently and accurately followed when the faculty member determined the student's final grade, the student shall have the right to appeal the case to the Academic Appeals Board within four months after the grade was assigned, or six weeks after the student begins a new semester, whichever comes first.

2. In hearing a case, the Academic Appeals Board shall base its decision of changing or not changing the assigned grade solely upon whether the grade was assigned fairly within the grading system adopted by the faculty member. In all other instances, the case will be referred back to the school level for resolution.

3. The Academic Appeals Board has the authority to instruct the Registrar to change a final course grade.

XI. Conduct Rights and Obligations of Student Clubs and Organizations

As individual students are asked to uphold certain expectations, organizations and their officers are under obligation to the University and larger community to maintain high standards of ethics and conduct. This includes proper maintenance of financial records and sponsorship of events and activities that uphold the standards of the University. Any activities that encourage the improper conduct of student members which violate the prohibitions contained within the Student Rights and Responsibilities Governing Student Behavior may cause the charter of the organization to come under judicial review by the Director of Student Life.

A. Benefits Afforded Student Recognized and Registered Clubs/Organizations

Recognized clubs are clubs with 4 to 9 members and have the following privileges:

- Within limits, use of the OSUIT n

- c. time and place of regularly scheduled meetings;
- d. the purpose of the organization.

Changes during the school year need to be reported promptly.

2. Participation: All clubs/organizations will be represented at the monthly Round Table Luncheon.

3. Advisors: All clubs/organizations must have an advisor who is a full-time faculty or staff member. Exceptions to this rule may be granted by the Office of Student Life. Sponsors are ultimately held accountable for actions taken by the club/organization. Advisors responsibilities include:

- a. attending group meetings and sponsored activities;
- b. assisting in program and/or project development;
- c. serving as a resource to the club/organization with regard to University Policy and procedures;
- d. advising the club/organization on financial matters.
- e. serving as the point of contact between the club/organization and Student Life.

4. Financial Obligation: All funds of recognized clubs/organizations must be kept on deposit with the University. All funds must be deposited with the Bursar within 24 hours of receipt. Funds of clubs/organizations may not be used to purchase alcohol or beer.

5. Meetings: It is the responsibility of the student club/organization to schedule its meetings and activities in accordance with the policies of the University, campus, student activities, and the building being scheduled. All student club/organization activities shall be properly organized and supervised. All student activities must be approved through the Student Life Office. Copies of approved Campus Activity Requests will be forwarded to the appropriate offices.

To assure sponsored activities meet all requirements, the following procedures must be observed:

- a. Authorized student club/organizations planning an entertainment activity, project, or activities for raising funds must complete and submit a Campus Activity Request to the Student Life Office for approval prior to advertising, scheduling, making commitments, or related arrangements. Activity requests should be approved seven days prior to the activity and should be announced in Student Life activity announcements during the week of the event.
- b. The sponsor is to assist the student group in completion of Campus Activity Request forms and will be responsible for arrangements and supervision of the activities. All school activities sponsored by a campus club should have two faculty and/or staff members as chaperons. For club recreational activities off-campus, the number of chaperons assigned, in addition to sponsor(s), shall be at the discretion of the Director of Student Life and Dean of the School.

6. Poster and Posting Regulations: Distribution of handbills, pamphlets, flyers, etc., is a privilege granted only to students of recognized clubs/organizations. All such literature must bear the name of the club/organization on the front page of the material distributed and be approved by the Office of Student Life. Such material may be distributed only in those areas

Student Life Office for approval prior to purchase.

C. Student Clubs/Organizations Misconduct

It is not possible to list every potential situation which might result in a determination that a student club/organization has violated the policies of the University. Advisor/students violating University Policy will be referred to a Hearing Officer. If it is found more likely than not that advisors/students were in violation of University Policy while representing their club/organization, the Director of Student Life will make a determination regarding the club/organization's status which could result in probation or suspension of the registration as a recognized club/organization by the University. Any appeals of the decision made by the Director of Student Life shall be made to the Dean of Students.

D. Code of Ethics for Student Clubs/Organizations

1. Relationship of student club/organizations to the University: Registration of a club/organization does not mean that the University supports or adheres to/by registered student groups. Responsibility for any action which violates federal, state, or local laws or University regulations is assumed by the individual groups, their officers and members.

2. Introduction of Code of Ethics: The extension of privileges by the University as detailed in this document requires registered student clubs/organizations to conduct their organizations and activities as responsible bodies in their relationships with their members, other students, the community and the University. Clubs/organizations and their members are subject to being governed and sanctioned by the same rules and regulations established for individual students. In addition to statutory obligations, this Code of Ethics has been established for the students by the students as a set of guidelines for all registered student club/organizations. Each registered student club/organization is encouraged to adopt and abide by this Code of Ethics.

3. Specific Standards of Ethics:

a. Academic: In accordance with the larger mission of the University, the Code of Ethics encourages a portion of a club's/organization's activities reflect a conscious effort to enrich each member's academic development.

b. Character Development: The moral conduct and personal behavior of each member affects the organization's image. This makes it important for the individual to act at all times with self-respect and integrity. University policy prohibits students from cheating, using alcohol on campus, providing fraudulent information, or in any way misrepresenting themselves in interactions with the campus or larger communities.

c. Community Relations: Supportive, communicative and positive relations with the community will result in mutual benefit. The impression made by a club/organization on the community reflects upon the University as a whole. All organizational members will conduct themselves so as to support a positive relationship with the community.

d. Financial Management: Members shall handle both institutional and private funds judiciously, recognizing the annual transfer of debt responsibility. Members shall not incur debts (either individually or in the name of the organization) which result in organizational disability.

e. Health and Safety: Members shall take basic precautionary measures to ensure individual and group safety. An appropriate program would encompass a concern for mental, emotional and physical well-being.

f. Leadership Development: The continuing existence of the organization requires a regular succession of effective leaders. An appropriate program would provide for the development of the members' leadership skills for future positions of service and authority.

g. Legal Responsibility: Each club's/organization's members have a responsibility to know and uphold all relevant federal,

2. Private Enterprise: No private enterprise will be permitted to solicit business on grounds, in academic buildings, or in the University Physical Plant service facilities.

Special permission may be granted for sales and solicitation from tables in approved non-academic public spaces. A rental fee may be assessed by Student Life. Door-to-door sales to students' rooms are not permitted; however, deliveries may be made to rooms.

D. Charitable Fund Drives on Campus

Solicitation of funds for charitable purposes wherein such solicitation involves the personnel of one School must be cleared in advance by the School Dean. Solicitation involving the residence halls must be cleared in advance by the Director of Residential Life. Solicitation involving broader segments of the student body must be cleared with the Dean of Students.

E. Distribution of Literature

Distribution of handbills, pamphlets, etc., is a privilege granted only to students of recognized and registered clubs and organizations. All such literature must bear the name of the club or organization or responsible individual on the front page of the material distributed. Such material may be distributed only in those areas designated as distribution areas by the Office of Student Life or Residential Life, as appropriate. A copy of the literature to be distributed must be filed in the Office of Student Life. Special permission may be granted to other groups by the Office of Student Life for distribution only on designated public boards.

Once approved, the Office of Student Life will stamp the approved information with a special permit stamp. Any materials posted without the special permit stamp will be removed.

Sponsoring groups must remove all posted information after the advertised event. Flyers, posters, signs, etc. without a special permit stamp, those left after the expiration date, or those posted in an unauthorized area will be removed.

Information may not be posted on walls (interior or exterior), trees or shrubs, trash cans, elevators, or any other area other than the areas specified as approved posting areas on campus. Any group or individual that does not follow the above mentioned guidelines for posting information on campus will be in violation of University policy.

1. The privilege of distribution which is accorded to any free student publication shall be equally accorded to all free student publications.

2. For buildings other than organized living units, the Director of Student Life shall determine, after consultation with the administrative occupants, the places of distribution.

F. Use of Tobacco in Academic Facilities

OSUIT Policy #1-008, Tobacco Free Campus, prohibits the use of tobacco on all non-leased buildings and grounds owned or under the control of OSUIT. Smoking and the use of all tobacco products is prohibited on the OSUIT campus and in parked and moving vehicles while on grounds owned or under the control of OSUIT. If a vehicle is on university property, then the OSUIT Tobacco Free policy applies.

Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device, e-cigarettes, the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or any other form of smokeless tobacco.

This policy applies to all students, faculty, staff and visitors.

G. Extracurricular Use of University Facilities, Areas, or Media for the Purpose of Expression

University recognizes and protects free inquiry and free expression as indispensable components of the critical examination of philosophies and ideas. Accordingly, the Board of Regents has adopted a policy statement governing the use of University facilities, area, or media for the purpose of expression. A complete copy of this policy statement is annexed as "Appendix A" to this document.

H. Sexual Harassment and Discrimination

Oklahoma State University Institute of Technology prohibits discriminatory practices in any of its academic offerings or benefits or in employment situations based upon the gender of a person. Sexual harassment of faculty and staff is prohibited in the workplace and in the recruitment, appointment, and advancement of employees; sexual harassment of students is prohibited in and out of the classroom and in the evaluation of the students' academic performance. It is also policy of the University that accusations of sexual harassment, which are made without good cause, shall not be condoned. It should be remembered that accusations of sexual harassment are indeed grievous and can have serious far-reaching effects upon the careers and lives of individuals. This policy is equally applicable to faculty, staff and students. This policy is in keeping with the spirit and intent of various federal guidelines, which address the issue of fair employment practices, ethical standards and enforcement procedures. Grievance procedures consistent with the principles of due process have been developed and implemented for faculty, students, and staff; the latter includes both administrative and professional employees and classified staff. (Complaints and grievances concerning sex discrimination will be reviewed under the appropriate grievance procedures for the accuser. Complaints and grievances concerning disciplinary action will be reviewed under the appropriate grievance procedures for the person accused.) Grievance procedures for students (OSU Institute of Technology Policy and Procedure Letter 4-007, entitled "Student Grievance Procedures") and employees are available in the Office of the Vice President of Student Services, Student Life, or in the Office of Human Resources. Sexual misconduct policy and procedures may be found in OSU Institute of Technology Policy and Procedure Letter 4-006, entitled "INTERIM TITLE IX - SEXUAL MISCONDUCT POLICY" and in the Appendix page 34 of this document. Sexual harassment and misconduct complaints against students should be filed with the Office of Student Conduct. Sexual harassment and misconduct complaints against OSU Institute of Technology employees should be filed with the Office of Human Resources.

I. Other Student Discrimination Grievances

In addition to the prohibition of discrimination on the basis of gender (Section H, above) it is the policy of Oklahoma State University Institute of Technology to provide equal opportunity to all students enrolled at the University without discrimination because of race, age, status as a veteran, sexual orientation, national origin, religion, or qualified disability. Oklahoma State University Institute of Technology students shall have available to them certain procedures for resolving complaints and grievances regarding alleged illegal discrimination as well as alleged invidious, arbitrary, and/or capricious acts of discrimination, which may arise in areas related to admission or treatment while enrolled at the institution and non-academic complaints related to employees, campus living, and student life not otherwise covered by applicable University policy.

All students enrolled at the University who have a non-gender discrimination complaint related to an area as previously described that cannot be resolved informally between the parties involved will also have procedures for resolution of the complaints and grievances.

Discrimination complaints against students will be filed with and administered by the Student Conduct Office and will be resolved following due process procedures as described in Section IV (Disciplinary Responsibility) of Student Rights and Responsibilities Governing Student Behavior. Discrimination complaints against OSU Institute of Technology faculty or staff should be filed with the Office of Human Resources. The policy and procedures are available in the Office of Student Conduct, the Office of Human Resources/Affirmative Action and at the Student Services reception/front desk area.

These grievance procedures neither supersede nor take precedence over established University procedures of due process for any and all matters related to Academic Appeals, Traffic Appeals, and Disciplinary Appeals.

J. Student Complaints Regarding Faculty or Non-faculty Staff

Students who believe that they have been unfairly treated by employees of the University have the right to seek redress

N. Drug Free School and Workplace Programs

Oklahoma State University Institute of Technology complies with the provisions of federal Drug Free Workplace Act of 1989 and Drug Free School and Communities Act Amendments of 1990. University policies adopted to implement these federal requirements provide for the possibility of serious disciplinary action in the event of alcohol abuse or illicit drug use on campus or in connection with University functions, or for mandatory referral to approved rehabilitation, assistance programs. Copies of the University's policy statements are annexed to this document as "Appendix G" (Drug Free Workplace Act) and "Appendix H" (Drug Free Schools and Communities Act Amendments).

O. Financial Aid Policies and Procedures

Oklahoma State University Institute of Technology complies with all federal laws and administrative regulations concerning the availability and disbursement of financial aid. A synopsis of the University policies and procedures affecting financial aid is annexed to this document as "Appendix I".

Appendices

A goal of the faculty, students, administration, staff, and Board of Regents, is for Oklahoma State University Institute of Technology to be a superior educational center for the preservation, transmission, and discovery of knowledge. The wide variety of extracurricular activities at Oklahoma State University Institute of Technology represents one way this goal is achieved. Therefore, these activities are an integral part of the total educational mission of the University.

In fulfilling this mission, the University must recognize and protect free inquiry and free expression as indispensable components of the critical examination of philosophies and ideas. Given the unique mission of educational institutions in a democratic society, this inquiry should be more open and vigorous, and should consequently have greater protection than in society at large, provided that such inquiry

or responsibility on the University or any of its officials or employees to exercise any form of limitation or control of expression. Rather, because of its educational mission, it is the responsibility of the University and its officials to actively encourage free and open inquiry by avoiding and resisting limitations of expression.

1. Expression may be limited or restricted with respect to time, place or manner only as provided for in this policy statement and other related statements of policy such as the statement of Student Rights and Responsibilities Governing Student Behavior. Such limitations shall be narrowly tailored to serve a significant interest (such as avoiding disruption of regular classes, avoiding the scheduling of two events at the same time in the same facility, and the protection of the public order) and to assure compliance with applicable local, state and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that they shall be applied without regard to the content of the expression or the purpose of the assembly.

2. Limitations may include requiring (a) scheduling and planning with the appropriate authorized designee for facilities, (b) restricting or prohibiting the use of certain areas, (c) limiting certain forms of expression in specific areas, and (d) reimbursing the University any cost associated with the use of a facility, area, or medium.

1.

requestor that a request for an additional period of time has been submitted. The Dean of Students shall promptly notify the requestor and the authorized designee of his/her decision.

c. Deny the request because it was not submitted in a timely manner. The authorized designee should take this action only if he/she can document that the time between the filing of the request and the date by which a final response is necessary is so short that adequate review and action cannot be reasonably completed by the University [See Section III (B)];

d. Deny or limit the request based on time, place or manner considerations [See Section III (B)];

e. Recommend that the request be denied or limited based on content considerations [See Section III (C)];

proceeding within the three-day period, the request shall be deemed granted.

4. If the Campus Review Committee determines that the recommended denial or limitation would not be valid, then the request shall be granted. Alternatively, a determination that the recommendation is valid shall result in the request being denied or limited.

At a meeting or event where the expression is to occur the user shall publicly make or post a statement to the effect that the views or opinions stated within the context of the expression do not necessarily reflect the views of the Board of Regents, the University, its administration, staff, faculty, student body, or any individual member of these constituencies. Alternatively, such a statement may be included in advertisements for the meeting or event.

Organizations or individuals not affiliated or connected with the University shall contact the authorized designee for the purpose of requesting the use of any University facility or area. Such requests shall be governed by this policy and other relevant regulations.

The person or persons who have the authority to schedule the use of a particular campus facility or area.

Any communication, discussion, acquisition, manifestation, representation or indication, whether clear or unclear, ambiguous or unambiguous, of attitudes, information, ideas, beliefs, opinions or ideas on any subject by any student, faculty or other member of the academic community, outside speaker or act, process or instance of representation in any media. The media of expression may include, but shall not be limited to speech, publications, literature or documents, art, cinema, theater or music, electronic emissions, audio or visual recordings in any medium or media, or recordings in any medium or media that combine audible, visible or other sensory expression, whether expressed, transmitted, presented or sponsored individually or by a group.

1. Composition: The committee shall be composed of the: Vice President of Academic Affairs, Vice President of Student Affairs, Director of Marketing and Communications, and the Dean of Students serves as Chairperson. Three members of the Committee shall constitute a quorum. When appropriate, the Committee shall be provided administrative assistance and the services of the University's Legal Counsel.

2. Duties: The Committee shall convene and conduct hearings in accordance with the Procedural Standards stated in Appendix A, Section III, and Appendix E (3.06). In the conduct of such hearings, the Committee shall have access to any information relevant to the issue involved and shall permit the parties to provide related additional information and oral testimony.

The Committee shall also be responsible for resolving issues concerning the applicability of this policy and to recommend compliance with the Principles and Standards stated in Section II.

All activities outside the University's instruction, research, extension and related academic functions.

The following are currently recognized by the United States Supreme Court as categories of speech or expression which are unprotected and can be barred or limited:

1. Clear and Present Danger

Preparing a group for imminent lawless action, and steeling it to such action, as opposed to the abstract teaching of the moral propriety or even moral necessity for a resort to force and violence; AND there must not only be advocacy to action, but also a reasonable apprehension of imminent danger to the essential functions and purposes of the University. Such imminent lawless action shall include the following:

- i. The violent overthrow of the government of the United States, the State of Oklahoma, or any political subdivision thereof;
- ii. The willful damage or destruction, or seizure and subversion, of the institution's buildings or other property;
- iii. The forcible disruption of, or interference with, the institution's regularly scheduled classes or other educational functions;
- iv. The physical harm, coercion, intimidation, or other invasion of lawful rights of the Board of Regents, institutional officials, faculty members, staff members or students; or
- v. Other campus disorder of violent nature.





OVERVIEW

for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force, or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability, or incapacitation due to the use of drugs or alcohol.

d. **Dating Violence** – dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors:

- i. The length of relationship;
- ii. The type of relationship;
- iii. The frequency of interaction between the persons involved in the relationship.

Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating Violence does not include acts that meet the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

e. **Decision-Maker** – the individual(s) charged with determining whether or not a Respondent violated this Policy.

f. **Domestic Violence** – domestic violence is felony or misdemeanor crime of violence committed by a:

- i. current or former spouse or intimate partner of the victim;
- ii. person with whom the victim shares a child in common;
- iii. person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;
- iv. person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma;
- v. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic /TT

this Policy.

1. **Sexual Assault** – an offense that meets the definition of rape, fondling or indecent exposure.

necessarily, require medical or other professional treatment or counseling.

- r. **Supportive Measures** – non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to OSUIT’s education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or OSUIT’s educational environment, or deter Sexual Harassment. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

REPORTING INCIDENTS AND/OR FILING A FORMAL COMPLAINT

2.01 DISTINCTION BETWEEN

Kamie Crawford
Title IX Coordinator
Covelle Hall
918-293-5456
kamie.crawford@okstate.edu

Devin DeBock
Dean of Students
Student Union
918-293-4944
Devin.debock@okstate.edu

- a. **Campus Security Authorities** – In compliance with the Clery Act, some employees are identified as a Campus Security Authority (“CSA”). CSAs are identified through the Clery Act and outlined in the OSUIT’s Annual Safety Report, available on the OSUIT’s website. These individuals are required to report instances of Sexual Misconduct, along with other misconduct, to OSUIT Police Department for statistical purposes. CSAs must report all relevant details about the allegations shared by the victim, including names, date, time, and specific location of the alleged incident to the OSUIT Police Department and to the Title IX Coordinator or the Dean of Students.
- b. **Responsible Employees** – Responsible Employees are those who are mandated to report to the Title IX Coordinator or the Dean of Students when they become aware of an incident of Sexual Misconduct. OSUIT employees in a supervisory role over employees or students are considered Responsible Employees. Employees with supervisory authority include, but are not limited to: unit heads, academic administrators, faculty members engaged in supervising student workers, intercollegiate athletic administrators and coaching staff members. Responsible Employees who become aware of developing situations, or who desire assistance in appropriately responding to such situations, may seek assistance from the Title IX Coordinator or the Dean of Students. Failure by a Responsible Employee to promptly report or seek assistance regarding Sexual Misconduct may result in corrective action.

All Employees – When an incident of Sexual Misconduct is reported to any OSUIT employee, the employee is strongly encouraged, if not required, to report the incident to the Title IX Coordinator or the Dean of Students.

- b. **Reporting to Law Enforcement** – OSUIT strongly encourages individuals to report Sexual Misconduct that may be a criminal offense, and any other criminal offenses, to the police. Reporting to the police does not commit a victim to proceed with prosecution, but will allow the gathering of information and evidence, which can preserve future options regarding criminal prosecution, OSUIT conduct/grievance actions, and/or civil actions against the perpetrator.

On-campus incidents should be reported to the OSUIT Police Department, North end of the Work Force Oklahoma Building, or by phone to 918-293-5000. If the incident happened anywhere else, it can be reported to local law enforcement with jurisdiction in the location where it occurred.

2.03 FILING A FORMAL COMPLAINT

Complainants may file a Formal Complaint with the Title IX Coordinator or the Dean of Students. In order for corrective or disciplinary action to be taken against an OSUIT employee or student, it may be necessary for a signed Formal Complaint to be filed and for the Complainant to cooperate with OSUIT’s investigative process. However, even without filing a Formal Complaint, a Complainant will be offered individualized Supportive Measures. A signed Formal Complaint can be provided to the Title IX Coordinator or Dean of Students by mail, email or in person. The Formal Complaint must include the specific allegations and name of the Respondent(s).

SUPPORTIVE MEASURES

- 3.01** OSUIT offers Supportive Measures for students and employees impacted by an occurrence of sex-based misconduct. A Formal Complaint does not need to be submitted for Supportive Measures to be put in place. OSUIT will maintain confidentiality to the extent possible. Supportive Measures are non-disciplinary and non-punitive measures that do not unreasonably burden the other

party. Supportive Measures may include, but are not limited to:

- **Assistance in reporting:** Support in filing a complaint with OSUIT and/or the appropriate law enforcement agencies.
- **Emergency Protective Order:** Support in filing for an Emergency Protective Order in court. This is a court-ordered petition that prohibits contact between the Complainant and Respondent.
- **No contact order:** A no contact order can be put into place between the Complainant and the Respondent, to prohibit contact or limit contact between both parties through any means of communication, as well as prohibit others from making contact on their behalf.
- **Safety measures:** Coordination of any reasonable arrangements that are necessary for ongoing safety. This includes

advise both parties of their right to have an Advisor of their own choosing. Finally, the notice will include information related to the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy 3.06, Non-Retaliation.

a. **Employee Respondents**

b. At the discretion of the Title IX Coordinator or Director of Human Resources the following are additional grounds for dismissal:

i.

parties to see and hear each other during the hearing process.

- b. **Attendance at Title IX Hearing** – While information from the Complainant, Respondent, and witnesses to the incident may be included in the Investigation Report, if a party or witness does not appear at the Title IX Hearing to be available for cross-examination, the decision maker may consider statements made by parties or witnesses that are otherwise permitted under these regulations, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility in the Title IX grievance Process. The Decision Maker may not draw an inference about the determination regarding responsibility based solely on the absence of a party or witness. It is the responsibility of the parties to arrange for the attendance of any witnesses; OSUIT cannot compel or mandate attendance at the Title IX Hearing.
- c. **Title IX Hearing Process** – At the beginning of the hearing, the Decision Maker shall set forth the rules of procedure for the hearing. Each party is allowed a reasonable time to present their opening statement. The Complainant will present their case first in all phases of the hearing.

Each party is allowed to ask relevant questions of their respective witnesses, followed by cross-examination by the other party's Advisor. Cross-examination must be conducted by the other party's Advisor. The parties may not under any circumstances conduct cross-examination. If necessary, a party will be allowed additional time for follow-up questions of their witness, followed by additional time for cross-examination by the other party's Advisor. The Decision Maker will determine whether questions asked during cross-examination by an Advisor are relevant.

The Decision Maker may also ask questions of the parties and witnesses for clarification.

The process will be repeated until all testimony is concluded.

The party's Advisor may only participate to the extent set forth above.

- d. **Standard of Evidence** – The standard of evidence to be used to make a determination is Preponderance of the Evidence.
- e. **Title IX Hearing Determination** – Following the hearing, the Decision Maker will issue a written determination, generally within ten (10) business days. In the event circumstances require more time to issue a written determination, the Decision Maker will notify the parties. This document will include the following elements:
 - i. the allegations made against the Respondent;
 - ii. a description of the procedural steps undertaken, including notifications to parties, interviews and site visits, methods used to gather evidence, and hearings;
 - iii.

_____ , unless addressed with the following additions:

Upon the conclusion of an investigation involving a student as a Respondent, the Complainant and Respondent will be notified in writing with the name and contact information of a trained Decision Maker assigned to conduct a live hearing that will be recorded by audio or audio visual means. The Complainant and Respondent will be provided the scheduled date, time and location of the hearing, as well as written information regarding the hearing process. Within ten (10) business days of receipt of the notification, both parties may provide the Decision Maker with the name and contact information of their Advisor for the hearing, supporting evidence and a list of witnesses. If either the Complainant or Respondent is unable or chooses not to name an Advisor, one will be provided by OSUIT. At any time during the process, requests for extensions to provide information or to reschedule hearings may be made and approved by the Decision Maker in their sole discretion. Any request for an extension must be in writing, no later than two (2) days prior to the applicable due date. All parties and Advisors will be notified of approved extensions in writing.

- a. **Title IX Hearing Location** – The privacy of both parties is taken into consideration when determining the location of the hearing. A request by either party may be made that both parties will participate in the hearing from separate rooms. The designated rooms will be furnished with audio and visual equipment to allow both parties to see and hear each other during the hearing process.
- b. **Attendance at Title IX Hearing** – While information from the Complainant, Respondent, and witnesses to the incident may be included in the Investigation Report, if a party or witness does not appear at the Title IX Hearing to be available for cross-examination, the decision maker may consider statements made by parties or witnesses that are otherwise permitted under these regulations, even if those 3witness ce(3wit) 5-1 66.9146nessss ced6 (to 5-

- i. the allegations made against the Respondent;
- ii. a description of the procedural steps undertaken, including notifications to parties, interviews and site

outcome, the matter may be remanded to the original Title IX Hearing Decision Maker.

- iv. If the Appellate Officer finds that the Director of Human Resources, investigator(s), or Decision Maker had a conflict of interest or bias for or against the parties (generally, or specifically in this matter) that affected the outcome of the matter, the case may be remanded to a new Title IX Hearing.

6.02 APPEALS OF VOLUNTARY STUDENT RESPONSES

- a. **Time for Appeal** – A Complainant or Respondent may appeal in writing either a dismissal of a Formal Complaint or the Title IX Hearing Determination within ten (10) days of notification of such determination on the grounds set forth in Section 6.02(b).
- b. **Grounds for Appeal** – A Complainant or Respondent may appeal either a dismissal of a Formal Complaint or the Title IX Hearing Determination for the following reasons:
 - i. A procedural irregularity occurred that affected the outcome of the matter;
 - ii. New evidence that was not reasonably available at the time the Title IX Hearing Determination or dismissal was made, that could affect the outcome of the matter;
 - iii. The Title IX Coordinator, Dean of Students, investigator(s), or Decision Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
 - iv. The sanction is not appropriate for the violation. This provision is intended to be utilized when a

in accordance with applicable procedures. Any person who believes they have been subjected to retaliation is encouraged to promptly notify the Title IX Coordinator or Dean of Students. OSUIT will promptly investigate all claims of retaliation.

RECORDKEEPING

8.01 RECORDS

In implementing this Policy, records of all complaints, investigations, and resolutions will be kept by the Title IX Coordinator (or designee) depending on the nature of the complaint. The records will be kept for a minimum of seven (7) years following final resolution.

8.02 OSUIT ANNUAL SECURITY REPORTS

and foster parents, (b) children, including grandchildren, stepchildren, adopted children and foster children, and (c) persons otherwise related by blood or marriage living in the same household. "Intimate partner" means: (a) current or former spouses, (b) persons who are or were in a dating relationship, (c) persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time, and (d) persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner, but is never a necessary condition.

22 Okla. Stat. § 60.1.

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- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- b. forcible sodomy, as defined in Section 888 of [Title 21].

21 Okla. Stat. § 142.20.

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

- 1. Where the victim is under sixteen (16) years of age;
- 2.

body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or

7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.
8. Sodomy committed upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. "person responsible for a child's health, safety or welfare" shall include, but not be limited to: (a) a parent, (b) a legal guardian, (c) a custodian, (d) a foster parent, (e) a person eighteen (18) years of age or older with whom the child's parent cohabitates, (f) any other adult residing in the hold of the child, (g) an agent or employee of a public or private residential home, institution, facility or day treatment program as defined in Section 175.2 of Title 10 of the Oklahoma Statutes, or (h) an owner, operator or employee of a child care facility, as defined by Section 402 of Title 10 of the Oklahoma Statutes.

21 Okla. Stat. § 888 (effective June 6, 2016).

Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

F. For purposes of this section:

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by

with the express written consent of the owner or lessee of the motor vehicle.

21 Okla. Stat. § 1173.

1.01 This letter contains the University's Policy and Procedure relative to the Family Educational Rights and Privacy Act of 1974 (FERPA), known as the "Buckley Amendment."

2.01 It is the policy of Oklahoma State University Institute of Technology that current and former students and parents of students, where appropriate, have the right to review educational records maintained about them by the institution, except for material to which the student has waived right of access or for material specifically determined to be confidential by law. Rights afforded to "students" in this letter may also be claimed by parents and/or legal guardians who are assigned such rights by law - i.e., who claim the student as a dependent for federal income tax purposes. Students shall be informed of their rights each year.

2.02 It is the policy of Oklahoma State University Institute of Technology that information contained in educational records is confidential but may be reviewed by "school officials" who have a "legitimate educational interest" in the student without prior consent of the student. "School official" is defined as an individual currently serving as a member of the Oklahoma State University Institute of

identifiable information—i.e., disclosure to persons other than school officials who have a legitimate educational interest in the students (see 2.02 above)—shall be maintained in such student’s file, and such a record may be reviewed by the student.

2.07 It is the policy of Oklahoma State University Institute of Technology that a student may challenge the content of the educational record if such records are believed to be inaccurate, misleading, or in violation of the privacy or other rights of the student.

3.01 Each year, the Registrar shall publicly notify students of their right to review their own educational records, and students seeking access to their own educational records should present themselves to the appropriate central office (see Section 2.05 above) and make their request to a member of the office staff. Positive identification will be expected.

a. The staff member will satisfy himself or herself that the student is the student to whom the records pertain.

b. The staff member will review the educational record file and remove any material to which the student does not have the right of access. The staff member may request that the student make an appointment to review the record, with such appointment being within the legal maximum period of forty-five days (45) days. No reason for the delay needs to be given.

c. The student shall review the record in the Office under the supervision of the office staff, and under no circumstances shall the student remove or alter any part of the record.

3.02 OSU Institute of Technology “Directory Information” consists of the following information that may be released and is subject to change provided the change is effective only in the subsequent year (i.e., fall term) and provided the change(s) is/are appropriately publicized.

a. student’s name, local and permanent address

b. telephone number and electronic (e-mail) address assigned/provided by the institution or provided to the University by the student

c. date and place of birth

d. program of study

e. dates of attendance at OSU Institute of Technology

f. degrees, honors, and awards granted or received

g. academic classification such as 1st year, 2nd year, etc.

h. gender

i. class schedule

j. educational institutions previously attended

k. degree(s) held, date(s) granted, and institution(s) granting such degree(s)

l. advisor

m. participation in officially recognized clubs, organizations and activities

n. parents’ names and addresses

o. student picture

Students who want directory information kept confidential shall complete the form designated for that action, doing so in the Office of the Registrar on or before the date established by and publicized by that Office.

3.03 Faculty who wish to post grades as a convenience to students may do so only with the prior written consent of each student. It is suggested that faculty who wish to post grades circulate a paper in class which states that (a) students who sign the paper give permission to the specific faculty member in the specific course to post examination and/or quiz grades, and (b) such postings will not list students in any personally identifiable manner. In posting grades, faculty may not use student names, student ID numbers, or student Social Security numbers. Such information represents “personally identifiable information,” the use of which in managing educational record data is restricted under the federal Family Educational Rights and Privacy Act. Posting grades by other codes such as the last four digits of the student’s ID number, a number or code randomly assigned to the student, a code provided by the student, or some other system to which the student agrees is permissible. Code words or randomly assigned numbers known only by the individual student and faculty member are the most secure and are in keeping with FERPA guidelines. (If the code used is the last four digits of the student’s ID number, the list should not be organized in alphabetical order.) Plans for posting grades should be clearly specified in the course syllabus, students should be given the opportunity to object to the posting mechanism, and such objections should be honored through the provision of alternate codes or grade notification procedures.

3.04 A student who wants a copy of information contained in the educational record shall make such request in writing to the official

responsible for maintaining the record. The request shall clearly identify what material is to be copied. Fees for copies are as follows: Copies of transcripts shall be provided at the rate established by the Registrar for all such requests; copies of other records shall be provided at a per page rate equal to that established for photocopy machines housed in the University Library.

3.05

Health Information Officer. The University Health Information Officer shall act as a liaison with public health officials and University constituencies to assist in obtaining an awareness of any threatening health conditions that could adversely affect members of the University community. When adverse health conditions are detected or foreseen, the University Health Information Officer shall cause

and Okmulgee residents.

3.08

conviction as required by the pertinent statute and regulations. The project director's notification shall be made in a timely manner so that the Office of Human Recourses may comply with the time requirement set forth herein.

Oklahoma State University Institute of Technology Drug-Free Workplace Statement

To All Employees:

In accordance with the Drug-Free Workplace Act of 1988, Oklahoma State University Institute of Technology hereby notifies all employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace. Any employee found to have violated this prohibition may be subject to disciplinary action up to and including dismissal or be required to satisfactorily participate in a drug abuse assistance or rehabilitation program as a condition of continued employment. The drug abuse assistance/rehabilitation program shall be one that has been previously approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency. The imposition of such disciplinary action or requirement to satisfactorily participate in a drug abuse assistance rehabilitation program is premised solely upon a violation of this prohibition and does not require a criminal conviction.

As a condition of employment at Oklahoma State University Institute of Technology, all employees will:

- 1.** Comply with the terms of this statement; and
- 2.** Notify the University (through either their immediate supervisor, other supervisory administrator or project director) of any criminal drug statute conviction for a violation occurring in the workplace in writing no later than five days after such a conviction. Such conviction may, of course, result in the employee being disciplined or required to satisfactorily participate in a drug abuse assistance/rehabilitation program as specified above. Failure of an employee to report his/her conviction, as required herein, constitutes grounds for dismissal.

referral to approved chemical dependence treatment agencies.

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance of any kind. This policy is adopted by Oklahoma State University Institute of Technology to comply with this statutory directive.

As set forth in local, state, and federal laws, and the rules and regulations of the University, Oklahoma State University Institute of

you will also forfeit your driving privileges in the event you are convicted of such an offense.

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

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs.

Further information regarding these local, state, and federal laws may be found at the Human Resources office, OSU Institute of Technology Police Department and the Dean of Students where copies are available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

Alcohol and other drug use represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects are below.

Alcohol impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior.

Even short-term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

Barbiturates (depressants, Quaaludes, Valium, Zanax, etc.) depress central nervous, cardiovascular, and reparatory functions.

Barbiturate use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with barbiturate use. Combining the consumption of barbiturates with alcohol or 3.2 beer is especially dangerous.

Cocaine/Crack are powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exists whether cocaine is ingested by inhalation

users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

! arcotics (heroin, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

! icotine (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive and, according to the Surgeon General, the major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

Steroids (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles, reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.

Stimulants (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants and diet aids) are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

Reference: National Institute on Drug Abuse, National Institutes of Health www.nida.nih.gov

Oklahoma State University Institute of Technology offers counseling and referral to resources for OSU Institute of Technology students and employees.

Counseling Services

Student Union, OSU Institute of Technology
Student Union Services Suite, room 145
OSU Institute of Technology
(918)-293-4988

Infirmary

Student Union, OSU Institute of Technology
(918) 293-4946

Additional treatment and informational resources appear below.

Center for Substance Abuse Treatment Information and Referral Line

1-800-662-HELP (4357) or <https://findtreatment.samhsa.gov>

! ational Council on Alcoholism and Drug Dependence Hope Line

1-800-622-2255, 24 hours a day

! ational Institute on Drug Abuse

National Institutes of Health
1-888-NIH-NIDA (644-6432)
www.nida.nih.gov

Reach-Out Hotline

1-800-522-9054

Alcohol, drug, domestic violence, sexual assault, rape crisis intervention and mental health referral.

OSU Institute of Technology Area Resources

Muscogee (Creek) ! ation Behavioral Health and Substance Abuse Services

(Native Americans only)

100 W. 7th Street

Okmulgee, OK 74447

(918) 758-1910

St. John Medical Center

4720 S. Harvard

Tulsa, OK 74135

(918) 748-9868

(918) 744-3900 (Inpatient)

12 & 12

6333 E. Skelly Drive

Tulsa, OK 74135

(918) 664-4224

Palmer Drug Abuse Program

Suite 219

5319 S. Lewis AVE

Tulsa, OK 74112

(918) 832-7763

Creoks Mental Health Services

1803 S. Wood DR

- d. How the institution distributes aid among students;
- e. The rights and responsibilities of the student receiving financial aid at the institution.
- f. How and when financial aid will be disbursed.
- g. The terms and conditions of any employment that is part of the financial aid award.
- h. The terms and schedules of repayment of student loans.
- i. The criteria the institution uses for determining whether or not a student is maintaining satisfactory academic progress and the procedure by which a student, who has failed to meet satisfactory academic progress, may re-establish eligibility for federal aid.
- j. Information on availability of community-service Work-Study jobs.
- k. The names of associations, agencies, or governmental bodies that accredit, approve, or license the institution and its programs.
- l. The cost of attending the institution, including tuition and fees, books and supplies, estimates of typical room and board costs or typical commuting costs, and any additional costs associated with the program in which the student is enrolled or has expressed an interest.
- m. The institution's policy regarding funds and on distributing financial aid information.

2. Access to the Financial Aid File: The Office of Student Financial Services keeps all financial records collected in support of a student's application on file. This information is considered confidential by the Office since the documents can include copies of federal income tax returns of the student and/or parents. Students have the right to review documentation in their files with the following exceptions:

- a. Students who are by federal definition "dependent" are not permitted to review or request photocopies of their parent's financial records, i.e. federal income tax returns, social security statements, et. al., without the written consent of their parent(s). This statement must be notarized.
- b. Students who are independent by federal definition are assured of not having their financial records, i.e. federal income tax returns, social security statements, et. al. released to their parent(s) without their written consent. This statement must be notarized.

It should also be noted that each student has the right to request, in writing, that financial information be released to governmental agencies, scholarship programs, etc. In addition, the student aid applicant must realize that the Office of Student Financial Services can and in many cases must release directly, upon request, financial information that is held in common by other agencies. For example, if a student applies for financial assistance through OSU Institute of Technology and a state grant agency, it is legal for the agency and the Office to share and compare application data without the prior consent of the student or the parents where applicable.

3. Access to a Professional Counselor: The Office of Student Financial Services recognizes that the application for financial assistance can be highly complex and paper intensive. Therefore the Office believes that it is the right of every applicant to be able to speak with a professional counselor on an appointment basis, or by telephone. It is not, however, the right of any student to be seen "upon demand" by any professional staff member.

4. Understanding the Appeal Process: As noted under Part One (1) (Consumer Information) students have the right to know what constitutes satisfactory academic progress and the mechanism by which eligibility can be restored if students fail to make progress at any point in time.

If a student does not meet the conditions of the Satisfactory Academic Progress policy and is in fact determined to be ineligible in a given term, the student has the right to a written appeal. The appeal must be submitted by the student within 30 days of the date of the notice of academic suspension. The appeal is reviewed by the Financial Aid Appeals committee and a final decision is made. Within ten (10) days the student is notified in writing of the decision concerning the appeal and his/her financial aid status.

It is the responsibility of all student aid applicants to be responsive to requests made by the Office of Student Financial Services. It must be understood that the Office is dedicated to providing quality services to those students who take an active role in their own financial matters and who are willing to comply with all rules and regulations relative to the various assistance programs. Some of the



A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.