

**NWOSU**  
**Student Handbook**  
2023 - 2024

**TABLE OF CONTENTS NWOSU STUDENT HANDBOOK**  
**2023-2024**

|  |           |
|--|-----------|
| <b><i>TABLE OF CONTENTS NWOSU STUDENT HANDBOOK 2023-2024</i></b> | <b>2</b>  |
| <b>MISSION STATEMENT</b>   | <b>5</b>  |
| History  | 5         |
| Facts about NWOSU  | 5         |
| Affirmative action/non-discrimination statement                  | 6         |
| <b>TUITION AND FEE PAYMENT</b>                                   | <b>6</b>  |
| Financial assistance   | 7         |
| Scholarships   | 7         |
| Assessment   | 8         |
| Attendance   | 9         |
| Change of schedule   | 9         |
| <b>RETENTION AND ACADEMIC PROBATION POLICY</b>                   | <b>10</b> |
| ACADEMIC SUSPENSION APPEALS                                      | 10        |
| Honors and awards  | 11        |
| <b>SATISFACTORY ACADEMIC PROGRESS POLICY (SAPP)</b>              | <b>11</b> |
| Grade appeal   | 13        |
| Academic advisement policy                                       | 14        |
| <b>COMPLAINT AND GRIEVANCE PROCEDURES</b>                        | <b>14</b> |
| <b>COMPLETE WITHDRAWAL FROM NWOSU</b>                            | <b>15</b> |
| <b>MEDICAL WITHDRAWAL</b>  | <b>15</b> |
| <b>CAMPUS SERVICES</b>   | <b>16</b> |
| Academic success center  | 16        |
| <b><i>Testing Services</i></b>                                   | <b>16</b> |
| <b><i>Tutoring</i></b>   | <b>16</b> |
| Bookstore  | 16        |
| Career services  | 17        |
| Counseling center  | 17        |
| Food service   | 18        |
| campus cabinet   | 19        |
| Housing  | 20        |
| International student office                                     | 20        |
| <b><i>Travel Policy</i></b>                                      | <b>20</b> |
| J.R. Holder wellness center                                      | 21        |
| Title III / LASSO Project  | 22        |
| Library services   | 23        |
| Office of recruitment  | 23        |

|   |           |
|---|-----------|
| Student center  | 23        |
| Student support services                                | 24        |
| Veterans  | 24        |
| <b>PARKING</b>  | <b>25</b> |
| Accessible parking for students with disabilities       | 26        |
| Parking and traffic guide                               | 26        |
| <b>STUDENT RESOURCES</b>                                | <b>28</b> |
| Blackboard login information                            | 28        |
| Degree audits   | 28        |
| Email accounts  | 28        |
| Student id's  | 29        |
| SELF SERVICE  | 29        |
| NETWORKED INFORMATION RESOURCES ACCEPTABLE USE          | 29        |
| <b>CODE OF STUDENT CONDUCT</b>                          | <b>32</b> |
| <b>STUDENTS' OBLIGATIONS AND REGULATIONS</b>            | <b>32</b> |
| <b>Standard of Dress</b>                                | 33        |
| <i>Disturbing the Peace and Destruction of Property</i> | 33        |
| <i>Drugs and Paraphernalia</i>                          | 33        |
| <i>Payment of Accounts</i>                              | 33        |
| <i>Personal Behavior</i>                                | 33        |
| <i>Off-Campus</i>                                       | 34        |
| <i>Public Law</i>                                       | 34        |
| <i>Failure to Comply</i>                                | 34        |
| <i>Weapons</i>  | 34        |
| <i>Sexual Misconduct</i>                                | 34        |
| <i>Tobacco-Free Campus Policy</i>                       | 34        |
| <i>Classroom Conduct</i>                                | 35        |
| <i>Social Activities Scheduling</i>                     | 35        |
| <i>Registered Sex Offenders</i>                         | 35        |
| <b>Unauthorized File Sharing Policy</b>                 | 35        |
| Social media policy                                     | 36        |
| <i>Best Practices</i>                                   | 38        |
| <i>Social Media at NWOSU</i>                            | 39        |
| <b>SANCTIONS</b>  | 40        |
| <b>APPEAL</b>   | <b>41</b> |
| <b>Administrative Appeal</b>                            | <b>49</b> |
| Legal File Sharing Alternative                          | 49        |
| <i>Policy Review</i>                                    | 49        |
| <b>OTHER GENERAL REGULATIONS</b>                        | <b>50</b> |
| <b>INFECTIOUS DISEASE</b>                               | <b>51</b> |
| <b>DRUG-FREE SCHOOLS POLICY STATEMENT</b>               | <b>51</b> |
| <b>SANCTIONS- Drug-Free Schools Policy</b>              | <b>52</b> |

|  |           |
|--|-----------|
| HEALTH RISKS   | 53        |
| Counseling & rehabilitation                                | 55        |
| <b>SEXUAL ASSAULT POLICY AND PROCEDURES</b>                | <b>55</b> |
| <b>FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)</b>   | <b>56</b> |
| <b>PUBLIC DIRECTORY INFORMATION</b>                        | <b>57</b> |
| <b>DISCLOSURE OF EDUCATIONAL RECORDS</b>                   | <b>58</b> |
| <i>Hearing Rights</i>                                      | 58        |
| <b>PUBLICATIONS</b>  | <b>59</b> |
| <b>Time, Place &amp; Manner Restrictions</b>               | 60        |
| <b>CAMPUS INVOLVEMENT</b>                                  | <b>63</b> |
| Creating a new club or organization                        | 63        |
| <b>ORGANIZATIONS AND CLUBS</b>                             | <b>64</b> |
| Departmental and student organization social media sites   | 71        |
| Poster policy  | 73        |
| <b>VARSITY ATHLETICS</b>                                   | <b>73</b> |
| <b>OFFICIALS STUDENTS NEED TO KNOW</b>                     | <b>74</b> |
| <b>CAMPUS POLICE</b>                                       | <b>75</b> |
| <b>CAMPUS SAFETY</b>                                       | <b>76</b> |
| Activating the campus alert system                         | 76        |
| Crime prevention   | 76        |
| Reporting armed intruder & declaring a lockdown            | 76        |
| Nwosu siren policy   | 77        |
| Missing person information                                 | 78        |
| Severe weather policy                                      | 79        |
| Timely warning policy                                      | 79        |
| Firearm Storage Options                                    | 79        |
| Payments, fines and appeal procedure                       | 80        |
| <b>AMERICANS WITH DISABILITIES HANDBOOK</b>                | <b>80</b> |
| How to access services                                     | 81        |
| Services available   | 82        |
| Accessible parking permits for students with disabilities  | 84        |
| <b>EMERGENCY EVACUATION FOR STUDENTS WITH DISABILITIES</b> | <b>84</b> |
| Incident reporting procedures                              | 84        |

## **MISSION STATEMENT**

NWOSU provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

## **HISTORY**

NWOSU is a true product of the hardy spirit that filled the Cherokee Strip within a few hours after its opening. NWOSU opened its doors for the first time on September 20, 1897, with an enrollment of 68 students. The number grew to 166 by the end of the year.

The College, which started as a normal school, was increased to a four-year teachers college in 1919 and was designated NWOSU State Teachers College. In 1939, NWOSU was further expanded to include degrees in liberal arts as well as education. Its official title then became NWOSU State College. In August 1974 an act of the state legislature officially changed the name to NWOSU.

The academic program of the university is supplemented and enriched by a vital, well-organized program of out-of-classroom education and a strong effective student enrichment program. A university is just as strong as its weakest part. With this in mind every effort is made to see that the academic program, student activity program, and the climate, which prevails on the campus are in harmony. This is accomplished by use of the best and most recent knowledge and highest quality programs. The university is proud of its faculty, staff, facilities, and its future.

## **FACTS ABOUT NWOSU**

The university's main campus is located in Alva, Oklahoma, a city of 5,300 with other locations in Enid (50,000) and Woodward (12,000). The university has more than 415 acres of land with more than 36 buildings, including instructional facilities, residence halls, student center, auditorium, gymnasium, athletic facilities and wellness center, television and newspaper facilities, and a farm. The Alva campus library holds more than one hundred thousand books and bound journals.

NWOSU enrolls nearly 2,300 students annually. The majority of the student population is from Oklahoma, but nearly 40 states and a number of foreign countries are represented.

NWOSU is classified as a public four-year comprehensive regional university, offering nearly 40 bachelor degree programs in the School of Arts and Sciences, the School of Education and the School of Professional Studies. The University also offers a number of graduate programs leading to a master's degree and began its first doctoral program, the Doctor of Nursing Practice, in the fall of 2017. The fall semester begins in August and the spring semester in January. Summer courses are offered in June and July in a number of formats.

The University is accredited by the Higher Learning Commission. Many other departments have specified national accreditations including teacher education, nursing, business and accounting, and social work. NWOSU is governed by the Regional University System of Oklahoma and is a member of the Oklahoma State System of Higher Education.

NWOSU offers various types of student organizations, clubs, and activities at all three sites. Included among these are student government, intramural sports, newspaper, radio and television station, musical and theatrical performing groups, and honor societies. Approximately 70 percent of NWOSU's students are awarded academic scholarships, participation scholarships, or some financial aid.

### **AFFIRMATIVE ACTION/NON-DISCRIMINATION STATEMENT**

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to the Dean of Student Affairs and Enrollment Management, NWOSU, Alva, OK 73717, (580) 327-8415, or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550. Notes 194 195 196

### **TUITION AND FEE PAYMENT**

Tuition and fees must be paid per deadlines published in the semester class schedules and on the website. Failure to meet payment deadlines could result in cancellation of enrollment or the addition of late fees. Approved and awarded scholarships, loans, and grants will be considered when applying the payment deadlines. All questions on tuition and fee payment should be directed to the Business Office.

Students are responsible for payment of the cost of attendance for their education. Students receiving scholarships, loans, or grants are subject to all penalties if they fail to ensure that the necessary paperwork to receive such financial aid is completed on time. Student accounts that remain unpaid at the end of the semester are subject to assignment for collection. Students are responsible for any additional charges made by the collection company for this service.

Students can access their accounts by using their Self-Service login with their Username and Password at [www.nwosu.edu](http://www.nwosu.edu). Clicking on the Student Information and Review/Pay Account links will provide a summary of charges and credits on the student account.

- Credit card payments are only accepted online, and a convenience fee of 3% will be assessed (\$3 minimum)
- Mail Checks, Cashier Checks, or Money Orders:  
NWOSU Office of the Bursar  
709 Oklahoma Blvd.  
Alva, Oklahoma 73717
- In-person by check, money order, or cash

All questions on tuition and fee payment should be directed to the Business Office.

### **FINANCIAL ASSISTANCE**

Financial aid eligibility is determined by completing the Free Application for Federal Student Aid (FAFSA). This application enables access to all the Oklahoma and Federal Assistance Programs. The FAFSA can be completed at [www.studentaid.gov](http://www.studentaid.gov). The FAFSA is available for completion beginning October 1<sup>st</sup> each year and should be completed as soon as possible.

### **SCHOLARSHIPS**

Annual applications are a prerequisite for all scholarship awards. Scholarship applications are available on the NWOSU website (link below), NWOSU Office of Recruitment, and the NWOSU Financial Aid Offices. The deadline for a Continuing Scholarship Application is March 15<sup>th</sup> of each year.

<https://www.nwosu.edu/paying-for-college/scholarships>

Departmental scholarship applications are accepted through the desired department of study and are due February 15<sup>th</sup> of each year.

Scholarships for the exceptionally talented can provide tuition and partial campus housing costs. Other awards tailored to the academic credentials presented and the audition results.

Each applicant is individually evaluated by committee members involved in the applicant's stated objective or skill areas.

### **ASSESSMENT**

Assessment is continuously conducted at NWOSU. The assessment program consists of entry-level, mid-level and exit level exams, as well as, student opinion and alumni surveys.

Entry-Level Assessment: Oklahoma State Regents require any student scoring below 19 in secondary testing to ensure correct placement in college courses. NWOSU uses Accuplacer's Computerized Placement Test (CPT) to accomplish this. The CPT is a success-oriented assessment with immediate scoring capability to be used in the advising of students. There is no charge for the CPT, which is administered through the Recruiting Office. Students are allowed to retest under certain conditions. Contact the Office of Recruitment or Academic Success Center for details.

Mid-Level Assessment: Mid-level assessment is conducted as a measure of general education competencies. The ETS Proficiency Profile is administered each spring to sophomores & juniors who have completed 40-75 credit hours of course work.

Program Outcomes Assessments: (Exit Exams) Graduates will be tested in their major field of study.

Student Satisfaction Assessment: Students will be surveyed using the Ruffalo Noel-Levitz Student Satisfaction Inventory to gather opinions of the campus environment as well as to determine student satisfaction. The information gathered will be used for planning academic and campus programs and services. The survey will be conducted every third year during the spring semester.

Alumni Survey: Each graduating class will be surveyed one to three years after graduating depending on the department from which they graduated.



## ATTENDANCE

Responsibility for attending class rests upon the student. Absence does not excuse the student from the obligation to do all the work required by the professor for the course. Attendance in class is expected. Only authorized absences will entitle students to make-up work. Such make-up work shall be scheduled at the discretion of the course instructor. The Dean of Student Affairs and Enrollment Management and the instructor will determine the validity of unauthorized absences.

Faculty will provide a date of last attendance for students who withdraw, officially or unofficially, from the university. This information is critical for students receiving Federal financial aid.

The university requires 75% attendance for credit in a course. Each instructional staff member will determine his/her attendance policy between 75 - 90% for credit in his/her course.

Faculty members may not schedule required class activities which cause students to miss another class without the approval of the Vice President for Academics and Dean of Faculty.

## CHANGE OF SCHEDULE

The student assumes responsibility for the correctness of his/her study program. The appropriate form requesting change of schedule is obtained from the registrar. Students may add a class during the first 7 class days of a semester (or the first 5 days of the summer session) without an instructor's signature. Students may drop a class during the first 10 class days of a semester (or the first 5 days of the summer session) with no grade or instructor signature.

Schedule changes for summer classes of less than 8 weeks are prorated accordingly insofar as grade assignment and obtainment of instructor signature. Advisor approval is required on all class enrollments and schedule changes. Course additions are not permitted after the above stated deadline.

An AUTOMATIC 'W' will be issued during weeks 3-8 of a regular semester (2-4 during the summer session of 8-week classes, and prorated accordingly for classes of less than 8 weeks).

The approval of both the advisor and instructor are required. Instructors have the OPTION of issuing either a "W" or "F" during weeks 9-14 of a regular semester (5th - 7th week of summer for 8-week classes) and both instructor and advisor approval are required.

LAST DAY TO DROP CLASSES is two weeks prior to the end of a regular semester (or one week for the summer session of 8-week classes).

## **RETENTION AND ACADEMIC PROBATION POLICY**

All students must maintain a 2.0 GPA for the duration of the college experience except for first-year students on academic notice and academic probation. A student will be placed on academic probation if the following requirements are not met:

| <b>Credit Hours Attempted</b>         | <b>GPA Requirement</b> |
|---------------------------------------|------------------------|
| 0 through 30 semester credit hours    | 1.7                    |
| Greater than 30 semester credit hours | 2.0                    |

Students with 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice. All courses in which a student has a recorded grade will be counted in the calculation of the GPA for retention purposes excluding any courses repeated, reprieved or renewed as detailed in the State Regents' *Grading* policy, remedial/developmental (pre-college) courses, and physical education activity courses.

Any student who has not maintained satisfactory progress toward academic objective as indicated above will be placed on probation for one semester. At the end of that semester, the student must have a semester GPA of 2.0 in a minimum of 12 hours of regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, to continue as a student. Students not meeting either of these criteria will be suspended and may not be reinstated until one semester (fall or spring) has elapsed.

The Dean of Student Affairs will notify students placed on academic probation or suspension in writing following the close of each semester.

## **ACADEMIC SUSPENSION APPEALS**

The academic suspension appeal procedure allows appropriate discretion in deserving cases. Academic suspension appeal procedures require that the student meet with the Student Affairs Committee. Prior to that meeting, the student must submit a written document, which states any extraordinary personal circumstance(s) that contributed to his/her academic deficiencies. The Student Affairs Committee is responsible for the final action taken on academic suspension appeals.

## **HONORS AND AWARDS**

**PRESIDENT'S HONOR ROLL.** For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours and earn a 4.00 grade point average. For a summer term, the student must complete a grade minimum of seven (7) semester hours and earn a 4.00 grade point average.

**VICE PRESIDENT'S HONOR ROLL.** For a fall or spring semester, the student must complete a minimum of twelve (12) semester hours and earn a 3.50 grade point average. For the summer term, the student must complete a minimum of seven (7) hours and earn a 3.50 grade point average. Note: The undergraduate student's semester record must have no grade of "I" to be considered for the honor rolls.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAPP)**

Students must maintain Satisfactory Academic Progress toward a degree as stipulated in the charts below to receive financial aid at NWOSU from the following programs: Federal Pell Grant, Federal SEOG, Federal Work-Study, Oklahoma Tuition Aid Grant (OTAG), Oklahoma's Promise, Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal Direct Graduate PLUS Loan and Parent PLUS Loan.

Undergraduate students must maintain a 1.7 cumulative GPA during the first 30 hours attempted and a 2.0 at and over 31 hours attempted. Graduate students must maintain a 3.0 cumulative GPA.

(All cumulative GPA's are as calculated by the University Registrar) All students must complete 70% of all hours attempted.

Undergraduate students must complete the first bachelor's degree at or before 180 hours attempted. Graduate students must complete the first master's program at or before 48 graduate hours attempted. Please note the exceptions for the Master of Counseling/Psychology. Please note that excessive grades of "W" may result in reaching the maximum number of hours allowed before degree requirements met.

NOTE: The hours attempted shown on grade report or transcript do not include grades of W, I, S, P, N, NP, AU, CR and U as defined in the university catalog as well as specific other grades transferred to NWOSU. To accurately monitor S.A.P. progress, manually count all credit hours attempted on academic record.

### **S. A. P. Evaluation**

S. A. P. is calculated at the end of each semester, including the summer semester, if applicable.

### **Financial Aid Warning**

Any student that does not meet the cumulative GPA or % of total hours completed requirements above will receive one semester on warning status. They will continue to receive aid during their warning semester. If full compliance is not earned, the student will be placed on Financial Aid Suspension.

### **Financial Aid Suspension**

Students cannot receive funds from the aid programs listed above with a suspended status. Eligibility is reestablished after the student improves his/her scholastic record to meet the minimum standards.

### **Financial Aid Academic Plan**

Any student who has successfully appealed the suspension with approval to receive aid while on a plan to ensure progress to meet S.A.P. Student must meet the requirements of their plan each semester until satisfactory status is met.

Rules apply uniformly to all students whether aid has been received previously.  
One semester = one payment period

### **Student Responsibility**

Students are responsible for knowing S.A.P. eligibility criteria and status at the end of each semester. S.A.P. status can be viewed on the Self-Service student portal.

It is the suspended student's responsibility to notify the financial aid office upon regaining compliance and to process the proper paperwork to receive financial aid.

### **Financial Aid will NOT pay for:**

- Courses taken for audit
- Courses previously passed unless; the course grade failed the minimum grade requirement for the program of study. Only two attempts will be approved. A third attempt will not be paid by financial aid. The student's degree plan must specify the minimum course grade required.
- Credit hours earned by placement tests
- Credit hours more than the 150% maximum program limit
- Courses taken without being an eligible degree-seeking student (enrolled as non-degree seeking)

## **APPEALS**

Appeals must be in writing to the Chairman of the Appeals Committee and must explain in detail why the student failed to meet the minimum academic standards, what mitigating circumstances caused the failure, and how the situation has since improved. Examples of such circumstances might include the illness or severe injury of a student or the death of a close relative.

NOTE: Appeals for students reaching the maximum number of hours attempted without completing degree requirements must also include the student's degree audit and the student's written plan for degree completion.

The signed written appeal must contain the following statement "I authorize the University Registrar to release my academic transcript, my academic check sheet(s), my ACT test scores and my current and/or next semester's enrollment schedule to the Financial Aid Office for presentation to the committee that will evaluate my appeal.

The student will be notified of the time and place of appeal consideration. The committee will meet to determine your aid eligibility status. Your attendance at the meeting is strongly encouraged but is not required.

You will be advised of the outcome of the hearing of the appeals. All decisions of the appeal committee are final.

If approval is granted by the committee, the student will be placed on a Financial Aid Academic Plan.

Enrollment costs for the hours in which is enrolled pending the outcome of an appeal must be paid according to NWOSU payment policy regardless of the outcome of the appeals procedure.

### **GRADE APPEAL**

A student may appeal any grade received. The procedure is as follows:

1. Contact the instructor and confirm that the assigned grade is correct.
2. Submit a signed letter of appeal to the Vice President for Academic Affairs.

The Vice President of Academic Affairs will assign a date for the Academic Appeals Committee to hear the appeal. The committee will make recommendation to the Vice President for Academic Affairs who will render a decision at that time.

A student will have a maximum time limit of six months from the moment that a grade is issued to appeal that grade.

### **ACADEMIC ADVISEMENT POLICY**

Students who enroll at NWOSU can decide on a major that they may want to pursue. After the student has picked a major, they will be advised by that academic department.

Students who have not chosen a major will be placed with an advisor who works with undecided majors. When the student has selected a major, an advisor in that academic department will be assigned. The student is responsible for changing their major with the Registry office.

### **COMPLAINT AND GRIEVANCE PROCEDURES**

Students and employees may file a formal complaint for any classroom or campus incident in which they believe they have been treated inappropriately by an NWOSU student or employee, or for which the university lacks written policy.

A student or employee with a complaint is first encouraged to attempt to resolve the matter informally by bringing the issue to the attention of the person whose actions brought about the complaint. If the issue is not resolved in this way, or if such an attempt is not practical, the student/employee may bring concerns to the attention of the supervisor of the person against whom a complaint is made. This will allow all parties to participate in an informal resolution.

Students and employees also have the right to seek formal resolution of the matter. All formal complaints are reviewed by the Dean of Student Affairs and Enrollment Management and, where appropriate, forwarded to the appropriate office. These offices may include the offices of the President, the Vice President for Administration, the Vice President for Academic Affairs, the Dean of Faculty, and the Human Resources Director. If the complaint falls under the purview of the Dean of Student Affairs and Enrollment Management, the matter may be formally resolved through that office.

The formal complaint and a narrative of the resolution will be filed in the Office of Assessment and Institutional Effectiveness and will be available for review by the Higher Learning Commission. In accordance with privacy policies, the identity of individuals will be protected.

A student or employee may appeal the outcome of a formal complaint to the President, who will review previous decisions and may render a decision or make recommendations.

Formal Grievance or Complaint Reporting

Form: [https://cm.maxient.com/reportingform.php?NorthwesternOSU&layout\\_id=3](https://cm.maxient.com/reportingform.php?NorthwesternOSU&layout_id=3)

## **COMPLETE WITHDRAWAL FROM NWOSU**

Students wanting to completely withdraw from NWOSU may do so in person, over the telephone, or online. The online form can be accessed at [www.nwosu.edu/forms/complete-withdrawal](http://www.nwosu.edu/forms/complete-withdrawal). Oklahoma State Regents for Higher Education policy allows for a 100 percent refund of tuition during the first two weeks of the fall and spring semesters (first week during the summer semester). Withdrawals processed after that point will not receive a refund on tuition/fees. Title IV financial aid recipients who enact a complete withdrawal before the 60 percent point in the semester will be billed for all money required to be returned to the federal government due under the “Return of Title IV Aid Policy.” The billing amount will be equal to 40 percent or more of the student’s total tuition/fee charges for the semester. The formula for aid return is available in the Financial Aid Office located in Herod Hall on the Alva campus.

## **MEDICAL WITHDRAWAL**

Students whose physical or mental health problems may affect the health, safety, and/or welfare of the University community, or who represent a danger to themselves or others, or whose continuing presence disrupts the academic or administrative process and who fail to follow the directives of the office of Student 18 Affairs, health or psychological personnel regarding these problems may be medically withdrawn from the University. NWOSU will make the determination in a case by case manner, using a holistic approach.

The office of Student Affairs and Enrollment Management may suspend immediately any student in question pending the outcome of the specified instructions and/or examinations.

These exams must be paid for by the individual examined or by any agency other than NWOSU. Refusal by the student to submit to the instructions and/or exams or an unfavorable report from the examiner may be cause for denial for admission or retention.

Students who are diagnosed with a life-threatening illness or have been in an

accident that does not permit them to return to school may be medically withdrawn. Students must immediately notify the Office of Student Affairs and have a maximum of two weeks from the last date of attendance to initiate the withdrawal. Students who have financial aid are encouraged to check with the Office of Financial Aid before any withdrawal. Medical documentation from a licensed physician will be required.

The student has the right to appeal the decision of the office of Student Affairs and Enrollment Management for a medical withdrawal to the Committee on Student Conduct.

## **CAMPUS SERVICES**

### **ACADEMIC SUCCESS CENTER**

The ASC lab is available for any NWOSU student for studying & tutoring, and the ASC computers and printer are available for all students to use. The ASC also helps with testing accommodations when needed.

| <b>Academic Success Center Hours</b> |                       |
|--------------------------------------|-----------------------|
| Monday                               | 8:00 a.m. - 9:00 p.m. |
| Tuesday                              | 8:00 a.m. - 9:00 p.m. |
| Wednesday                            | 8:00 a.m. - 9:00 p.m. |
| Thursday                             | 8:00 a.m. - 6:00 p.m. |
| Friday                               | 8:00 a.m. -3:00 p.m.  |
| Saturday                             | Closed                |
| Sunday                               | Closed                |

### **Testing Services**

CLEP (College Level Exam Program)

MAT (Miller Analogies Test)

Residual ACT (American College Testing Program)

### **Tutoring**

Online tutoring is available for students who cannot come to the ASC in person. To request an online tutoring session.

### **BOOKSTORE**

The NWOSU Bookstore located in the Student Center on the Alva campus new and used books, available. Book prices are available online at ([www.shopnwosu.com](http://www.shopnwosu.com)) [www.bkstr.com/nwosuniversitystore/home/en](http://www.bkstr.com/nwosuniversitystore/home/en)



| <b>Bookstore Hours</b> |                       |
|------------------------|-----------------------|
| Monday                 | 8:00 a.m. - 5:00 p.m. |
| Tuesday                | 8:00 a.m. - 5:00 p.m. |
| Wednesday              | 8:00 a.m. - 5:00p.m.  |
| Thursday               | 8:00 a.m. - 5:00 p.m. |
| Friday                 | 8:00 a.m. - 5:00 p.m. |
| Saturday               | Closed                |
| Sunday                 | Closed                |

### **CAREER SERVICES**

Career Services are offered at no cost to currently enrolled students at all NWOSU campuses via tele-video, electronic mail, and phone. Career Services offers career planning, resume building, and interview tips.

The focus of career planning for NWOSU students is to assist students in decision-making by providing guidance and assessments for degree completion. NWOSU offers My Majors, a free electronic 15-minute assessment that provides an individualized summary report. The assessment gathers individual information about academic achievement, aptitude, interests, and personality and is used to determine an individual's top ten majors, information about the majors at NWOSU, and potential internships and career paths.

NWOSU has electronic job board (Handshake) for all students and alumni in search of a job. The Handshake platform is used to search and apply for internships, part-time, and full-time jobs. To create an account on Handshake, go to [app.joinhandshake.com](http://app.joinhandshake.com) and use your NWOSU student e-mail.

### **COUNSELING CENTER**

NWOSU offers free, confidential, individual counseling services to all enrolled students. NWOSU Counseling Services are not recorded as part of a student's academic record.

To schedule a *non-life-threatening* appointment, please call the counseling office at (580) 327-8547 or go to the NWOSU Counseling Services webpage.

***If you, or someone you know, poses an imminent danger to themselves or danger to someone else, immediately call 911.***

NWOSU Counseling & Career Services does not maintain 24-hour access to e-mail accounts. Please do not use e-mail in an emergency or for immediate support. If a non-

emergency, immediate response is required and you are on campus, contact NWOSU Campus Police.

**NWOSU CAMPUS POLICE**

**Alva Campus:** (580) 327-8511

**Woodward Campus:** (580) 327-8511

**Enid Campus:** (580) 213-3130

**CRISIS HOTLINE**

**National Suicide Prevention Lifeline** 1-800-273-8255

**MENTAL HEALTH HELPFUL RESOURCES**

**MindWise**

MindWise offers brief online screenings for a wide range of mental health and substance use issues. All screens are anonymous, have been clinically validated, and provide immediate feedback.

**Tao Connect**

Tao is completely private online library of behavioral health resources that includes interactive modules and practice tools to help you understand and manage how you feel, think, and act. You can learn stress management, mindfulness skills, problem solving, relationship skills and strategies to avoid dwelling on your concerns and develop more helpful thinking patterns and much more!

**Community Mental Health**

**Alva:**

Great Salt Plains Health Center (580) 596-2800

Northwest Center for Behavioral Health (580) 327-1112

**Enid:**

Great Salt Plains Health Center (580) 233-2900

Northwest Center for Behavioral Health (580) 234-3797

**Woodward:**

Northwest Center for Behavioral Health (580) 256-8615

**FOOD SERVICE**

On the NWOSU Alva campus, food service provided by Chartwells. The meal plan used in the cafeteria, where a wide variety of foods offered on an unlimited serving's basis. The flex dollars used in the Ranger Market. Students living in campus housing are required to purchase a meal plan.

| <b>Meal Plan Options</b>                 |
|--|
| 8 meals with flex dollars- per semester  |
| 12 meals with flex dollars- per semester |
| 17meals with flex dollars- per semester  |

There is a meal service plan for commuter students. This option includes a 10-meal card. The card allows for 10 meals at any time, except Sunday Brunch, at a reduced price that can be purchased in the Coronado Café.

Anybody interested in this commuter meal service plan can contact the Director of Food Services at 580-327-8622.

| <b>Ranger Market Hours</b> |                       |
|----------------------------|-----------------------|
| Monday                     | 7:30 a.m. - 5:30 p.m. |
| Tuesday                    | 7:30 a.m. - 5:30 p.m. |
| Wednesday                  | 7:30 a.m. - 5:30 p.m. |
| Thursday                   | 7:30 a.m. - 5:30 p.m. |
| Friday                     | 7:30 a.m. - 3:30 p.m. |
| Saturday                   | Closed                |
| Sunday                     | Closed                |

| <b>Cafeteria</b> |                       |                        |                       |
|------------------|-----------------------|------------------------|-----------------------|
| <b>Hours</b>     | <b>Breakfast</b>      | <b>Lunch</b>           | <b>Dinner</b>         |
| Monday           | 7:00 a.m. - 9:30 a.m. | 11:30 a.m. - 1:30 p.m. | 5:00 p.m. – 8:00 p.m. |
| Tuesday          | 7:00 a.m. - 9:30 a.m. | 11:30 a.m. - 1:30 p.m. | 5:00 p.m. – 8:00 p.m. |
| Wednesday        | 7:00 a.m. - 9:30 a.m. | 11:30 a.m. - 1:30 p.m. | 5:00 p.m. – 8:00 p.m. |
| Thursday         | 7:00 a.m. - 9:30 a.m. | 11:30 a.m. - 1:30 p.m. | 5:00 p.m. – 8:00 p.m. |
| Friday           | 7:00 a.m. - 9:30 a.m. | 11:30 a.m. - 1:30 p.m. | 5:00 p.m. - 6:30 p.m. |
| Saturday         | Closed                | 11:30 a.m. - 1:00 p.m. | 5:00 p.m. - 6:00 p.m. |
| Sunday           | Closed                | 11:30 a.m. - 1:00 p.m. | 5:00 p.m. - 6:00 p.m. |

**CAMPUS CABINET**

The Northwestern Campus Cabinet food pantry mission is to provide supplemental food and other basic necessities to alleviate food insecurity and barriers to student and employee success. The first time you come to the pantry, all students also must show proof of enrollment at Northwestern in the current semester, and employees must show proof of employment at Northwestern. After eligibility is confirmed and paperwork complete, a Campus Cabinet User's Card will be issued. You will present this card and a valid Northwestern photo ID each time you come to the food pantry.

## **HOUSING**

NWOSU has four residence halls that are staffed and equipped to provide an environment that will help students reach their highest potential both academically and socially. Coronado and Ament Hall house male students and South and Fryer Hall house female students. All residence halls at NWOSU equipped with air conditioning, television areas, lounges, ice machines, microwaves, washers, dryers, and vending machines that are accessible to all the residents.

## **INTERNATIONAL STUDENT OFFICE**

Services provided to International students by this office include:

- International Admissions
- Transportation
- Housing Assistance
- Student Visa Matters
- International Student Organization
- Personal Advising

## **Travel Policy**

### **Complimentary Shuttle Days:**

*Beginning of Semester (August/January)* – Friday, Saturday, Sunday before first day of classes. Shuttles will arrive at the destination city at approximately 12:00 p.m. and 8 p.m. The first shuttle will pick up anyone who is waiting up until 1:00 p.m. and the second shuttle will pick up anyone who is waiting up until 9:00 p.m. Arrivals after 9:00 p.m. will have to wait until the next day to be picked up by NWOSU.

*End of Semester (December/May)* – Friday, Saturday, and Sunday after last day of finals. Shuttles will leave from Alva at 6:00 a.m. and 2:00 p.m. and arrive at the destination city at approximately 9:00 a.m. and 5 p.m. Airplane/Bus/Train travel arrangements should be made after 10:30 a.m. or 6:30 p.m. to ensure enough time to board the airplane/bus/train.

PLEASE NOTE: Transportation will be provided on the dates listed ONLY. You must notify the Student Affairs office ten (10) working days in advance of arrival/departure for travel arrangements to be made.

If traveling by airplane, you will be required to provide flight documentation (copy of ticket) including airline, flight number, and time of arrival/departure (U.S. Central time). If traveling by bus/train, you will be required to provide bus/train documentation (copy of ticket) including name of bus line, and time of arrival/departure (U.S. Central time). If flight/bus/train confirmation is not given, transportation will not be provided. Transportation will be to/from Wichita, Kansas and Oklahoma City, Oklahoma airports and/or bus/train stations.

Flights departing before 9:00 a.m. – Transportation will occur the day before: You must make your own overnight arrangements in Oklahoma City or Wichita.

It is your responsibility to contact the Student Services office and your driver if your flight is delayed or cancelled (a number will be given to you when you turn in your travel information). You will not be picked up if you fail to contact Student Services.

You are responsible for making overnight arrangements if you have to stay in Oklahoma City or Wichita. You are also financially responsible for any costs associated with the overnight arrangements (NWOSU will not pay for any overnight fees).

Every effort will be made to accommodate students; however, riders will be consolidated to make every attempt to include all students. If you would like to travel on a different day, the cost is \$90.00 each way and will be subject to securing a driver from the student services approved list of drivers.

Students will be limited to 1 carry-on and 2 bags.

To sign up for transportation contact Student Services at [international@nwsu.edu](mailto:international@nwsu.edu) at (580) 327- 8414. Students can also sign up for transportation online by going to <https://www.nwsu.edu/forms/student-travel-request>

### **J.R. HOLDER WELLNESS CENTER**

The J.R. Holder Wellness Center is a 42,000 square foot facility that houses many

features including an indoor track, racquetball courts, Cybex resistance equipment, and 15 pieces of cardiovascular equipment. Each locker room has ventilated lockers, showers, and a steam sauna. The Yvonne Carmichael Aquatics Center has a four-lane, 25-meter lap pool and a hot tub. Other amenities offered at the Wellness Center include personal training, massage therapy and daily exercise classes.

The Wellness Center is free for actively enrolled students to use, as long as they have an updated NWOSU ID. This includes the use of the pool, hot tub, saunas, racquetball courts and the group exercise classes.

Rules for the Wellness Center include: all shirts must have sleeves and must cover the entire midriff. Jeans or denim are not allowed. Hats cannot be worn on the weightlifting side of the facility. Shoes must be closed toed (no boots) and they must be clean. Bottoms must cover the buttocks. If these rules are not followed, the staff will ask you to change or leave the facility.

| <b>Wellness Center Hours</b> |                   |
|------------------------------|-------------------|
| Monday – Friday              | 6:00 AM – 9:00 PM |
| Saturday                     | 9:00 AM – 3:00 PM |
| Sunday                       | 4:00 PM – 8:00 PM |

### **TITLE III / LASSO PROJECT**

**What does LASSO stand for?** Leadership, Academic Success, and Superior Outcomes: Enhancing Student Success, Engagement and Purpose-Driven Education. The Title III/LASSO Project aims at improving student retention, graduation rates, and overall student success.

The Title III/LASSO Project is here to provide assistance to the students we serve in a variety of ways: provide education support, assist with choosing a major and provide dedicated career counseling help with academic advisement, monitor your progress and assist when you are having academic issues, and overall support and encouragement when obstacles seem to be keeping you from your educational goals.

The Title III/LASSO Project serves first-time, full-time students, as well as, continuing students who are seeking support and guidance to help overcome academic and nonacademic concerns. Through the LASSO Student Resource Center, participants will receive personalized coaching and advising, along with enhanced career counseling. The LASSO Student Resource Center is located in Ryerson Hall, Room 145.

## **LIBRARY SERVICES**

The combined physical holdings of the NWOSU Library Services include books, bound journals, DVDs, and microfilm. The library's homepage (<https://library.nwosu.edu/>), provides access to a cloud-based catalog with a search interface to the library's physical and electronic holdings, as well as Web access to 90+ article and journal databases. Physical items are available to students in Enid, Woodward, and Ponca City through the campus courier system. Request for research assistance or materials can be made online or by contacting a librarian.

Students must have a current student ID to check out library materials. Students are responsible for all items checked out to their account. Individuals with unpaid fees or overdue books will have a "hold" placed on enrollment and transcripts.

| <b>J.W. Martin Library Hours</b> |                       |
|----------------------------------|-----------------------|
| Monday                           | 7:45 a.m.- 12:00 a.m. |
| Tuesday                          | 7:45 a.m.- 12:00 a.m. |
| Wednesday                        | 7:45 a.m.- 12:00 a.m. |
| Thursday                         | 7:45 a.m.- 12:00 a.m. |
| Friday                           | 7:45 a.m.- 5:00 p.m.  |
| Saturday                         | Closed                |
| Sunday                           | 1:00 p.m.- 12:00 a.m. |

## **OFFICE OF RECRUITMENT**

The Office of Recruitment is located in Ryerson Hall, room 117 on the Alva campus and room 102 on the Enid Campus. Recruitment services include:

- Admission process that includes all appropriate paperwork.
- Campus tours for prospective students and family members.
- Information directory for all campus operations.
- Recruitment and counseling of prospective students.
- Academic advisement referral.
- NWOSU Scholar Ambassador Coordinator.

NWOSU is committed to the highest standards of honesty and integrity in supplying information produced by the institution for the purposes of marketing, advertising, recruiting or admissions services, financial charges, employability of graduates, and the nature of our educational programs. All messages are developed to provide the most accurate information to our campus community, potential students, potential employees, and the general public.

## **STUDENT CENTER**

Located in the center of the Alva campus, the Student Center provides a friendly and casual atmosphere in which the students at NWOSU may become acquainted.

The Student Center includes; Ranger Market, Bookstore, Student Lounge with televisions, Ballroom, Campus Police Office, Alumni- Foundation Office, Maude Drake Bingham Chapel, & Conference Rooms (President’s, Wyatt, and Ranger Room).

| <b>Student Center</b> |                        |
|-----------------------|------------------------|
| Monday                | 7:30 a.m. - 12:00 a.m. |
| Tuesday               | 7:30 a.m. - 12:00 a.m. |
| Wednesday             | 7:30 a.m. - 12:00 a.m. |
| Thursday              | 7:30 a.m. - 4:00 a.m.  |
| Friday                | 7:30 a.m. - 4:00 a.m.  |
| Saturday              | 2:00 p.m. - 4:00 a.m.  |
| Sunday                | 2:00 p.m. - 10:00 p.m. |

The Enid campus provides the “Commons” area, a place to study, meet friends, and have light snacks.

The Woodward campus provides a “Commons” area overlooking Experiment Lake that provides the perfect setting for students to study, visit with friends, watch television, or relax between classes.

**STUDENT SUPPORT SERVICES**

Students, when provided with the support, resources, and information necessary for success, have a higher chance of graduating – and that is what we do. We work with you to implement a program that address the academic and non-academic needs of participants at each step of your college experience. Stop by Ryerson Hall, room 108 and let us explain how we can assist you.

Our services are for first generation college students, students with limited income and students with disabilities. We have special services to aid students who have aged out of foster care and homeless students.

Let us help you with:

- Academic Tutoring
- Information on Federal Student Financial Aid
- Assistance with Procrastination & Stress Management
- Education on Financial & Economic Literacy
- Student-to-Student Coaching
- Academic Support Workshops
- Assistance with Applying for Graduate School
- Aid in securing employment upon graduation

**VETERANS**

NWOSU assists students who are eligible to receive educational benefits from the Department of Veterans Affairs. The Oklahoma Department of Veterans Affairs State



Approving Agency has approved all degree plans offered by NWOSU for the use of VA education benefits. The NWOSU Veterans Affairs Office will certify enrollment for payment of VA Educational Benefits for all students who meet eligibility criteria as set forth by the Department of Veterans Affairs.

Service to the student is our primary objective. It is our goal to assist students in receiving all VA educational money they are entitled to and to receiving it in the timeliest manner.

We are here to aid in contacting other VA sources and to provide guidance involving any problems they might encounter at the university.

Veterans or veterans' dependents interested in using their GI Bill® benefits should contact the VA Coordinator to determine what documents are required at the time of enrollment to avoid delay in processing. Returning students should contact the office of the VA Coordinator after pre-enrollment. VA beneficiaries will not receive a 5% late payment charge as a result of delayed VA payments.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Students enrolled at NWOSU are required to meet the attendance policy set forth by the university and their respective Department/Division of study. An email will be sent to each VA student's instructor during the semester, informing them of the requirement to submit attendance records to VA Coordinator upon request. As an additional review of attendance records for VA students, VA Coordinator will have access to the NWOSU Early Alert System used by instructors to report any student who is at risk of not passing the class due to attendance or poor academic performance.

**Veteran's Affairs Documentation may be taken to each of the Following locations:**

**Alva Campus:** Ryerson Hall 126

**Enid Campus:** Front Office

**Woodward Campus:** Dean's Office

**PARKING**

Each student of the university is required to register their primary vehicle and have a current decal, displayed the decal must be displayed on the lower-left corner of the rear window on any vehicle they drive or park on campus.

- A new decal is required for each school year

- Registration to get a parking decal
  - color, make, model, & tag number

Students must park only in their assigned lots. Any student who changes their living status during the year is required to change their parking registration simultaneously. Tickets will be issued for displaying a decal for the wrong lot.

### **ACCESSIBLE PARKING FOR STUDENTS WITH DISABILITIES**

Spaces provided for students and employees with disabilities who have a state-issued permit. Students who have a temporary disability may contact the Campus Police for a temporary parking assignment. Vehicles not displaying a handicapped permit and parked in a handicapped space will be subject to tickets, immobilization, or towing.

Parking lots designated by a letter code, which corresponds to the decal code. Vehicles must park in the lot for which registered.

**Lot codes are as follows:**

- X- Commuter Students (Red decal)
- A- Ament Hall Residents (Brown decal)
- B- Coronado Hall Residents (Blue decal)
- F- Fryer Hall Residents (Purple decal)
- S- South Hall Residents (Yellow decal)

20-minute parking for anyone who needs to take care of **short-term** business at the university located on the west side of the horseshoe parking lot.

### **PARKING AND TRAFFIC GUIDE**

All students and employees are expected to observe the following as well as all other regulations listed in the Parking and Traffic Guide and all city, state, and federal statutes

- Obey all traffic control signs and/or directions from any police or security officer.
- Observe the 10-MPH speed limit.
- Do not park in any area unless it is clearly marked for parking.
- Do not double park or block any sidewalk or handicapped ramp at any time.
- Do not park a vehicle on campus if it contains weapons, any kind of explosives including ammunition or fireworks, drugs or alcoholic beverages of any kind.
- Park only in the center of designated boundary lines.
- No student is allowed to park in the staff and visitor lot or in visitor parking areas (enrolled students are not visitors).
- A vehicle parked in a handicapped space without a handicapped permit is

subject to tickets, immobilization, or towing.

- Vehicles with multiple tickets or parked in certain restricted areas may be subject to immobilization or towing without warning.

All parking head in only- no backing into parking space. (Handicapped parking exempted)

## STUDENT RESOURCES

### BLACKBOARD LOGIN INFORMATION

| <b>How to Access Blackboard</b> |  |
|---------------------------------|--|
| <b>Username</b>                 | First Initial/Middle Initial/Last Name/last two digits of Student ID<br>@rangers.nwosu.edu<br>(all lower case - no spaces) |
| <b>Password</b>                 | The first-time log on password will be NWOSU. followed by Student ID Number  |
| <b>Change Password</b>          | Login to Blackboard → Personal Information → Change Password   |

### DEGREE AUDITS

Degree audits can be requested from the Registry office. The degree audit is only a guide and not an official document. The student has the ultimate responsibility for fulfilling all the requirements for the degree.

### EMAIL ACCOUNTS

All students enrolled at NWOSU are required to use a university email account. It is essential that students check email regularly to receive vital information from the registry office, business office, financial aid office, faculty members, student services, campus organizations, administrators, and other campus entities. It is the student' responsibility to check the email account to remain informed about issues affecting their status at the institution.

| <b>How to Access Email Address</b> |  |
|------------------------------------|--|
| <b>Email</b>                       | First Initial/Middle Initial/Last Name/last two digits of Student ID<br>@rangers.nwosu.edu   |
| <b>Password</b>                    | The first-time log on password will be a temporary password. All lowercase: your first initial, last initial, eight-digit date of birth, exclamation mark. |

## **STUDENT ID'S**

All students attending a campus location will need a valid student ID. Student ID's are for the cafeteria meal plan, financial aid identification, bookstore identification, free entrance to athletic events, Wellness Center access, and library privileges. Also, some businesses offer exclusive discounts to students with a Student ID.

After a student is issued the first card, a charge of \$10.00 will be assessed for the replacement card and attached to student account.

## **SELF SERVICE**

Self Service plays a significant role in the NWOSU student's academic life. Self Service can be accessed by going to the NWOSU home page.

|   |  |
|---|--|
| <ul style="list-style-type: none"><li>• Add/Drop Course(s)</li></ul>        | <ul style="list-style-type: none"><li>• Meal Plan</li></ul>              |
| <ul style="list-style-type: none"><li>• Check Account Status</li></ul>      | <ul style="list-style-type: none"><li>• Payroll Information</li></ul>    |
| <ul style="list-style-type: none"><li>• Class Schedules</li></ul>           | <ul style="list-style-type: none"><li>• Room &amp; Board</li></ul>       |
| <ul style="list-style-type: none"><li>• Course Availability</li></ul>       | <ul style="list-style-type: none"><li>• Tuition</li></ul>                |
| <ul style="list-style-type: none"><li>• Financial Aid Information</li></ul> | <ul style="list-style-type: none"><li>• Unofficial Transcripts</li></ul> |

## **NETWORKED INFORMATION RESOURCES ACCEPTABLE USE**

The NWOSU network is a shared resource acquired and maintained to carry out the education, research, and public service mission of the University. The NWOSU network comprises email messages, text messages, social media, and social networking sites; computers, laptops, cell phones, email, and other electronic devices whether University-owned or privately owned when linked to LAN and WiFi provided by the University. Communications over the network are often public in nature; therefore, faculty and staff are reminded that general rules and standards for professional behavior and communications will apply. Except for insignificant and incidental use, faculty and staff may not use the NWOSU network for personal, non-public or non-University purposes. The network is primarily intended for the use of faculty, staff, and students. Others wanting access to the network, including PC's in labs, must first check with the supervisor of the equipment and pay such fees as set by the University.

Faculty, staff, and students may employ e-mail as a mode of official communication. All NWOSU faculty, staff, and students will be assigned and be required to use NWOSU email accounts for any official email correspondence. The University may rely on this medium to communicate official information; therefore, faculty, staff, and students are responsible for checking and reading messages on their NWOSU email account regularly.

Electronic mail and communication are not to be utilized by employees and students to share confidential information about students or employees. Employees have no expectation of privacy with regards to the use of electronic mail.

Network administrators may review files and communications to maintain system integrity. Users should not assume that files stored on university servers will be private. (Electronic Communications Privacy Act 18 USC §2701 (1988).) Users have no expectation of privacy with regards to any computer equipment belonging to NWOSU or the use of the NWOSU network with private computer equipment. The University cooperates fully with all duly constituted law enforcement agencies in cases of violation of applicable law. Use of University Network facilities, services, and information technologies does not alter basic codes of behavior of academic life.

Behaviors that are not permitted by the University include but are not limited to:

- Violation of local, State or federal laws, RUSO or University policy
- Sharing confidential information on students or employees
- Sending, sharing or displaying obscene pictures, images or messages
- Searching for, downloading, uploading, storing, sending, sharing or displaying child pornography
- Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition
- Using obscene language
- Threatening, stalking, or harassing communications in violation of federal, state, or local laws, including but not limited to the Violence Against Women Act, Title IX of the Education Amendments of 1972 as amended, and Titles VI and VII of the Civil Rights Act of 1964, as amended
- Engaging in practices that threaten the integrity of the University computer facilities, services and information technologies (e.g., loading files that may introduce a virus or installing software not previously approved). Downloading and installation of software is only allowed with prior approval from Information Technology. This also applies to

the installation of hardware.

- Violating copyright laws. For example, copying or downloading movies, music or other copyrighted materials is against the law. Peer- to peer sharing of the copyrighted materials is also against the law.
- Using others' accounts
- Trespassing in others' folders, documents, or files
- Intentionally wasting limited resources
- Employing the network for personal enterprises or business purposes
- Violating the ONENET Acceptable Use Policy (<http://onenet.net/current-customers/acceptable-use-policy/>)
- Surveillance or taping of others and/or taking non-consensual or abusive advantage of another; examples include, but are not limited to, non-consensual video or audio taping of sexual activity.
- Internet use that constitutes invading rights of others to include, but not limited to, harassment based on sex, race, color, national origin or disability

The Network Supervisor will report inappropriate behaviors to the University administration who will take appropriate disciplinary action. Any other reports of inappropriate behavior, violations, or complaints will be routed to the employee's supervisor for appropriate action. Violations may result in a loss of access and/or disciplinary action, including termination.

# **CODE OF STUDENT CONDUCT**

## **STUDENTS' OBLIGATIONS AND REGULATIONS**

Each student assumes an obligation to obey all rules and regulations made by the university, to preserve faithfully all property provided by the State for education, and to discharge duties as a student with diligence, fidelity, and honor.

The term "student" includes all persons enrolled at the university, both full-time and part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term but who have a relationship with the university are considered "students." This definition includes but is not limited to incoming first-year students, transfer students, anyone participating in university-sponsored programs and activities for students, and persons who enroll for courses from time to time.

The Code of Student Conduct is not a contract and serves only as guidance for the fulfillment of acceptable and fair procedures. The standard of review in all hearings is by a preponderance of the credible evidence. The Regional University System of Oklahoma has the authority and may modify the Code of Student Conduct at any time.

Failure to observe the following regulations will subject the student to disciplinary action:

### **Acts of Dishonesty**

No student shall commit acts of dishonesty, including but not limited to, the following:

- Cheating, plagiarism, or other forms of academic dishonesty.
- Furnishing false information to any university official, faculty member, or office.
- Forgery, alteration or misuse of any university document, record, or instrument of identification.
- Falsifying or participating in the falsification of any university record. Assuming the identity of another.
- Any other act of dishonesty which adversely affects the university or the pursuit of its objectives.

### **Harassment, Bullying, Threatening Comments**

Any acts in this nature will be subject to Code of Student Conduct and is not tolerated. University will review all or any reports of bullying, harassment and/or threatening comments.



### **Alcohol**

The use, possession, manufacturing, distribution, and/or being under the influence of alcoholic beverages and/or low point beer, as defined by Oklahoma law, on the campus or at any on-campus activity sponsored by or for a student organization or any other university-sponsored activity for students is not permitted. The campus includes but is not limited to university housing including sorority and fraternity housing.

### **Standard of Dress**

The University expects all students to dress appropriately on the campus.

### **Disturbing the Peace and Destruction of Property**

No student or group of students shall disturb the peace, injure any person, (including hazing), damage or remove university property, or disrupt the functions of the university including its teaching, research, administration, or disciplinary proceedings, public-service functions, or other authorized university activity, or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.

### **Drugs and Paraphernalia**

Possession of any form illegal contraband or paraphernalia usually associated with the use of narcotics and drugs is against university policy. This also includes prescription drugs obtained without authorization, prescribed drugs, and over-the-counter drugs not being used for their intended purposes. Students and employees found using, possessing, selling, distributing, or being under the influence of an illegal chemical substance anywhere on university property or while representing the university may be subject to dismissal from university housing or the university and be referred to the proper legal authorities.

### **Payment of Accounts**

Students shall make satisfactory arrangements for the settling of university accounts promptly. Failure on the part of a student to make satisfactory arrangements for the settlement of a university account by the due date will result in a late payment penalty. Continued failure to settle the account will result in either suspension or the placing of a “hold” on the student’s records. A student may neither re-enroll, receive a diploma, nor obtain a transcript until the student has (1) cleared the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the “hold” on the record.

### **Personal Behavior**

Each student shall maintain the highest standards of integrity, honesty, and morality and shall obey the university rules and regulations.

### **Off-Campus**

Students may also be subject to university disciplinary action for actions committed off university property.

### **Public Law**

All students are expected to comply with all local, state and federal laws.

### **Failure to Comply**

Failure to comply with the directive of a university official or law enforcement officer acting in the performance of his or her duties or failure to identify oneself to these persons when requested to do so may result in disciplinary action.

### **Weapons**

The possession or firing of firearms, fireworks, explosives or weapons or imitations of weapons including but not limited to bows, knives, or guns by students prohibited on campus, in any student residence, sorority, fraternity, approved private housing or university-operated facility, except as they are used in officially approved university programs. NWOSU will enforce this policy with administrative action being taken or criminal charges filed for any person(s) who violates this policy.

### **Sexual Misconduct**

NWOSU will neither tolerate nor condone any form of sexual misconduct, whether physical, mental, verbal, or emotional. See Sexual Assault Misconduct and Stalking Policy for further details.

### **Tobacco-Free Campus Policy**

The use, sale, or distribution of all tobacco products prohibited on NWOSU campuses. For purposes of this tobacco-free policy, the following words and phrases are described as:

#### **Tobacco**

Includes all forms of tobacco use, and is not limited to cigarettes, cigars, pipes, hookahs, chewing tobacco, snuff, electronic cigarettes (E-Cigarettes), and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to clove tobacco, snuff, bidis, and kreteks.

**Tobacco use:** Includes smoking, chewing, dipping, or any other use of tobacco products.

**Campuses:** All NWOSU owned or maintained the property, including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds in Alva, Enid, and Woodward. The campuses include all NWOSU owned, leased, or rented vehicles whether parked or not. Campuses may include any properties that are leased by

NWOSU or leased to third parties under long- term leases. NWOSU will provide notice of this policy with appropriate signage, including signs at the entrances to the properties and other locations as needed. NWOSU will not allow any tobacco or vapor company sponsorship and will prohibit any tobacco company advertising and promotion on campus owned or leased property or at NWOSU sponsored meetings or events.

**Students:** Includes but is not limited to all students enrolled in NWOSU classes and/or classes held on campus, as defined above.

**Visitors:** Includes, but is not limited to, guests, spectators, contractors, vendors, volunteers, and anyone else providing any type of product or service to the university.

NWOSU counseling services provides services to students, faculty, and staff who wish to participate with tobacco-use cessation programs through the use of the Oklahoma Tobacco Helpline. NWOSU counseling services offers educational materials upon request. Compliance of this policy is the shared responsibility of all students, faculty, and staff.

### **Classroom Conduct**

No children are allowed in the classroom even with parents while class is in session.

### **Social Activities Scheduling**

All social events must be scheduled in the office of the Dean of Student Affairs and Enrollment Management, the Director of Student Life and Housing (Alva) or the Coordinator of Student Services (Enid) or the Dean of the Woodward campus and must be approved for entry on the official school calendar.

### **Registered Sex Offenders**

Persons who are registered sex offenders or are required to be registered sex offenders are prohibited from living in university housing and must notify campus police and the Dean of Student Affairs and Enrollment Management upon entering the campus.

### **Unauthorized File Sharing Policy**

It is against NWOSU's Acceptable Use Policy to engage in activities that would violate federal copyright laws. For example, copying or downloading movies, music, or other copyrighted materials is against the law. Peer to peer sharing of the copyrighted materials is also against the law and may be subject to civil and criminal liabilities.

**NWOSU relies on two methods to combat illegal file-sharing:**

- A subscription-based appliance that blocks known Peer-to-Peer protocols
- Notification from our Internet Service Provider.

Using information gathered by our ISP, network activity will be monitored to determine the location of the suspect computer.

**Upon notification from our ISP of unlawful activity:**

Information Technology will take necessary measures to halt the unlawful activity on the NWOSU network. Violators may be subject to civil and criminal liabilities, and the University may take action for violation of the Acceptable Use Policy.

**Legal File Sharing Alternative**

NWOSU will work to assist students in legal file-sharing activities in order to combat illegal downloads.

**Resources for Legal File Sharing and Downloads**

<http://www.educause.edu/legalcontent>.

**Federal Copyright Laws**

[www.copyright.gov](http://www.copyright.gov)

**Summary of Liabilities**

<http://www.copyright.gov/title17/92chap5.html#506>.

**Unauthorized File Sharing Policy**

<https://www.nwosu.edu/uploads//student-services/consumer-info/unauthorizedfilesharingpolicy.pdf>

**SOCIAL MEDIA POLICY**

NWOSU has developed the following policy to recognize the rights of students and employees to use social media and to help clarify how best to enhance and protect personal, professional, and institutional reputations when participating in social media. For this purpose, social media is defined as media designed to be disseminated through online social interaction and created using highly accessible and scalable publishing techniques.

Examples include but are not limited to LinkedIn, Twitter, Facebook and YouTube.

Both in professional and institutional roles, employees and students need to follow the same legal and behavioral standards online as they would in real life. All laws,

professional expectations, policies and procedures for interacting with students, parents, alumni, donors, media, and other University constituents apply to use of social media. Employees and students are responsible for anything they post to social media sites when representing themselves in a NWOSU official capacity. This policy is subject to change as needed.

## **General Policies for Use of Social Media**

### Use of University Electronic Communications Network

Information stored on any University-owned communications equipment is considered by law to be property of NWOSU and the State of Oklahoma. Electronic data, including that involving social media sites, are subject to University storage and monitoring, and may be used in University or external investigations.

### Posting to University Social Media Pages

The University welcomes interaction from users of social media on its social media pages, but does reserve the right to remove any and all content from sites at its discretion. Content posted by users does not reflect the positions or opinions of the University.

### Student Information

Student information is protected by the Family Educational Rights and Privacy Act (FERPA). Generally, any student record maintained by the University and personally identifiable to a student is considered an education record under FERPA and is considered private. Any information obtained from a student's education record by an employee, student or volunteer in the course of performing University duties shall not be posted on a social media site. Violators of this policy are subject to University disciplinary action.

### Employee Information

Any information about a University employee obtained through employee records and performance evaluations should be considered confidential. Posting of such information on a social media site is prohibited and will be considered a violation of University policy. Violators of this policy are subject to University disciplinary action.

### Health Information

Health information of any employee or student is considered private and protected by state and federal law. Violators of this policy are subject to University disciplinary action. Employees and students of the Division of Nursing may be subject to additional privacy policies as set forth by that

academic unit.

### University Proprietary Property

Use of the University's logos, trademarks or trade names on social media sites is strictly prohibited unless prior written permission from the Office of University Relations has been received.

### Personal Individual Use

Individual users, when speaking in their personal capacity and not on behalf of the University, should consider using personal (not University) email addresses when setting up accounts via social media. However, Facebook only allows .edu email addresses into University Networks, so using your University email is acceptable for Facebook if you wish to become a member of the NWOSU Network. Individual users of social media are personally responsible for the information they communicate and are reminded that anything posted can reflect upon the University, even if a disclaimer is included. Posts may result in liability for individual users.

### Freedom of Expression

The University recognizes that freedom of expression is vital to the University's educational mission and intellectual exchanges are encouraged. Such an environment must foster acceptance, respect, openness and understanding. Student or employee posts on social media sites can result in disciplinary action when these posts are conducted on University time, on University-owned equipment, on a University web page, and/or would violate applicable federal and state laws or University policies.

## **Best Practices**

This section applies to those providing official college postings on behalf of a University unit, though the guidelines may be helpful for anyone posting on social media in any capacity.

- Think twice before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect both on the poster and the college. Search engines can turn up posts years after they are created, and comments can be forwarded or copied. If you wouldn't say it at a conference or to a member of the media, consider whether you should post it online. If you are unsure about posting something or responding to a comment, ask your supervisor for input or contact the Office of University Relations at ext. 8478.

- Strive for accuracy. Get the facts straight before posting them on social media. Review content for grammatical and spelling errors. This is especially important if posting on behalf of the University in any capacity.
- Be respectful. Understand that content contributed to a social mediasite could encourage comments or discussion of opposing ideas. Responses should be considered carefully in light of how they would reflect on the poster and/or the University and its institutional voice.
- Remember your audience. Be aware that a presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, current employers, and colleagues. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, identify your views as your own. If you identify yourself as a NWOSU faculty or staff member online, it should be clear that the views expressed are not necessarily those of the institution.

### **Social Media at NWOSU**

NWOSU participates on many major social media sites. We can be found on:

- Facebook
- Twitter
- YouTube
- LinkedIn
- Instagram
- Snapchat

## **SANCTIONS**

The conduct officer may authorize the following sanctions for violation of university regulations and may include one or a combination of the following:

### **Warning**

The imposing of specified restrictions, including but not limited to: letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, assessment or evaluation, counseling, restitution for damages, punitive fines, eviction from university housing, loss of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate penalty.

### **Conduct Probation**

A student may be placed on conduct probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's personnel folder and the disciplinary hold on his or her record is removed at the discretion of the conduct officer.

### **Suspension**

A student may be suspended from the University for Reasons of conduct for a definite period of time not less than the remainder of the current semester in which student is enrolled. The student who has been suspended may apply for readmission at the close of the period for which student was suspended. A suspension hold will be placed on the transcript during the period of suspension.

### **Expulsion**

When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the university.

### **Degree revocation or rescission of credit**

#### **Temporary Suspension**

The conduct officer may impose a university or university housing temporary suspension before the student conduct conference.

Temporary suspension may be imposed only:

- To ensure the safety and well-being of members of the university community or preservation of university property;
- To ensure the student's own physical or emotional safety and well-being; and/or
- If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.



During the temporary suspension, a student may be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the conduct officer may determine to be appropriate.

The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.

The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of a subsequent show cause meeting at which the student may show cause why continued presence on the campus or in university housing does not constitute a threat.

## **APPEAL**

A student who feels that he/she has been treated unfairly has the right to request a hearing before the Dean of Student Affairs and Enrollment Management. The decision of the conduct officer shall be final and not appealable except in cases of suspension, expulsion, or degree revocation which may be appealed to a committee on student conduct.

### **Initiation of the Appeal**

To initiate an appeal, a student must make the request. The request and reason for appeal shall be submitted in writing, by hard copy, signed, and dated, to the Dean of Student Affairs and Enrollment Management within twenty-four (24) hours (not including state holidays or weekends) after the disciplinary decision is rendered.

### **Composition and Quorum of the Committee**

A committee will be created to consider the appeal of cases resulting in suspension, expulsion, degree revocation or rescission of credit of students. The committee shall be appointed by the president of the university who shall have the authority to determine the composition of the committee. The committee may include (1) faculty members whose primary duties are not concerned with the administration of student conduct and affairs; (2) students, and (3) administrative employees whose primary duties are not concerned with the administration of student conduct and affairs.

### **Faculty Members**

In those universities where Faculty Senates are organized, the president will receive nominations for committee memberships from the Faculty Senate, provided that nominations must be submitted within thirty (30) university business days from time of notification that a vacancy(s) exists. Provided further, that if nominations are not made within thirty (30) days, the president will fill the vacancy(s) from the faculty.

### **Student Members**

The student members of the committee shall be nominated by the Student Senate or

similar student governing body, provided that said nominations must be submitted within (30) university business days from the time of notification that a vacancy exists. Provided further, that if nominations are not made within the allotted time, the president will fill the vacancy from the student body. A student instituting an appeal to the committee shall have the right to exclude the student members of the committee upon proper request.

### **Administrative Staff Members**

In those universities where administrative staff councils are organized, the president will receive nominations for committee memberships from the administrative staff council, provided that nominations must be submitted within thirty (30) university business days from time of notification that a vacancy exists. Provided further, that if nominations are not made within thirty (30) days, the president will fill the vacancy from the administrative staff. At those universities at which there is no administrative staff council, the senior student affairs officer may appoint qualified administrative staff members.

A quorum of the committee shall consist of a majority of the currently appointed members of the committee.

### **Effect of an Appeal**

If the student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after a hearing before the committee unless a temporary suspension remains in place in accordance with the policies herein.

### **Explanation of Rights**

Prior to the commencement of any disciplinary action provided for herein, the conduct officer shall explain to the accused student the student's rights under the terms and conditions of these rules and regulations.

### **Hearing Before Committee**

The conduct officer will notify the accused student in writing of the date, time, and place of the hearing, the reason for the hearing, and the procedures and possible outcomes.

All hearings are closed, and information presented in them and all supporting documents are confidential.

During the hearing, an advisor of the student's choice may accompany the accused student so long as the availability of the advisor does not hamper the timeliness of the hearing. The student may choose to have an attorney serve as an advisor; however, the advisor does not represent the student in a student conduct hearing, and the student will always be expected to speak for him or herself.

During the hearing, the student can offer information on his or her behalf and to review all information, statements, or evidence presented.

The chair of the committee will decide any questions or objections to hearing procedures that are raised during the hearing.

Members of the committee may ask questions of any person present during the hearing, and the chair will invite questions and comments from the accused student if present. Since decisions are based only on the preponderance of evidence introduced at the hearing, the chair may reconvene the hearing if the committee decides that essential information has not been presented. The hearing shall be reconvened at the earliest practical time that the necessary information will be available.

After the chair has determined that all necessary information has been presented and questions answered, the committee will go into closed session and all other persons will be excused. The committee will determine whether it believes the accused student is responsible for a violation of the regulations and, if so, whether the penalties determined by the conduct officer are reasonable. The committee hearing will result in one of two outcomes:

- That the conduct officer's determination is affirmed; or
- That the conduct officer's determination is modified or reversed.

The committee's decision shall be final unless within three (3) days following the entry thereof, the student lodges a written appeal with the president of the university. Appeals with the president shall relate to procedural matters only.

### **Expulsion Hearing before Committee**

When expulsion is a possible sanction due to the seriousness of the offense, the Oklahoma Administrative Procedures Act relating to disciplinary expulsions will apply. The following pertinent sections of the Act are included in this section for ease of reference. (75 O.S. § 309 et. seq. as amended).

### **Individual Proceedings-Notice Hearing**

In an individual proceeding, all parties shall be afforded an opportunity for hearing after reasonable notice.

The notice shall include:

- A statement of the time, place, and nature of the hearing;
- A statement of the legal authority and jurisdiction under which the hearing is to be held;
- A reference to the particular sections of the statutes and rules involved; and
- A short and plain statement of the matters asserted.

If the university or other party is unable to state the matters in detail at the time the

notice is served, the initial notice may be limited to a statement of the issues involved. After that, upon application, a more definite and detailed statement shall be furnished.

Opportunity shall be afforded all parties to respond and present evidence and argument on all issues involved.

Deliberations by administrative heads, hearing examiners, and other persons authorized by law may be held in executive session pursuant to paragraph 8 of section 307 of Title 25 of the Oklahoma Statutes.

Unless precluded by law, informal disposition may be made of any individual proceeding by stipulation, agreed on settlement, consent order, or default.

The record in an individual proceeding shall include:

- All pleadings, motions, and intermediate rulings;
- Evidence received or considered at the individual proceeding;
- A statement of matters officially noticed;
- Questions and offers of proof, objections, and rulings thereon; proposed findings and exceptions;
- Any decision, opinion, or report by the officer presiding at the hearing; and
- All other evidence or data submitted to the hearing examiner or administrative head in connection with their consideration of the case provided all parties have had access to such evidence.

Oral proceedings shall be electronically recorded. Such recordings shall be maintained for such time to protect the record through judicial review. Copies of the recordings shall be provided by the university at the request of any party to the proceeding. Costs of transcription of the recordings shall be borne by the party requesting the transcription. For judicial review, electronic recordings of an individual proceeding, as certified by the university, may be submitted to the reviewing court by the university as part of the record of the proceedings under review without transcription unless otherwise required to be transcribed by the reviewing court. In such a case, the expense of transcriptions shall be taxed and assessed against the non-prevailing party. Parties to any proceeding may have the proceedings transcribed by a court reporter at their own expense.

Findings of fact shall be based exclusively on the evidence received and on matters officially noticed in the individual proceeding unless otherwise agreed upon by the parties on the record. (See 75 O.S. § 309)

### **Individual Proceedings**

Agencies may admit and give probative effect to evidence which possesses probative value accepted by prudent persons in the conduct of their affairs. They shall give effect to the rules of privilege recognized by law with respect to self-incrimination; confidential communications between husband and wife during the subsistence of the

marriage relation; communication between attorney and client, made in that relation; confessions made to a clergyman or priest in his or her professional capacity in the course of discipline enjoined by the church to which he or she belongs; communications made by a patient to a licensed practitioner of one of the healing arts with reference to any physical or supposed physical disease or of knowledge gained by a practitioner through a physical examination of a patient made in a professional capacity; records and files of any official or agency of any state or of the United States which, by any statute of a state or of the United States are made confidential and privileged. No greater exclusionary effect shall be given any such rule or privilege than would obtain in an action in court. Universities may exclude incompetent, irrelevant, immaterial, and unduly repetitious evidence. Objections to evidentiary offers may be made and shall be noted in the record. Subject to these requirements, when a hearing will be expedited, and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form; documentary evidence may be received in the form of copies or excerpts if the original is not readily available. Upon request, parties shall be given an opportunity to compare the copy with the original; a party may conduct cross-examinations required for a full and true disclosure of the facts;

Notice may be taken of judicially cognizable facts. In addition, notice may be taken of recognized technical or scientific facts within the universities' specialized knowledge. Parties shall be notified either before or during the hearing, or by reference party may request the disqualification of a hearing examiner or agency member, on the grounds of his inability to give a fair and impartial hearing, by filing an affidavit, promptly upon discovery of the alleged disqualification, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be accorded. The issue shall be determined promptly by the administrative head of the agency, or, if it affects a member or members of the agency, by the remaining members thereof, if a quorum. Upon the entry of an order of disqualification affecting a hearing examiner, the agency shall assign another in his stead or shall conduct the hearing itself. Upon the disqualification of a member of an agency, the agency shall proceed with the proceeding if a quorum remains. If a quorum no longer exists, by virtue of the member's disqualification, the Governor immediately shall appoint a member pro tempore to sit in place of the disqualified member in that proceeding. In further action, after the disqualification of a member of an agency, the provisions of Sec Any party shall at all times have the right to counsel, provided that such counsel must be duly licensed to practice law by the Supreme Court of Oklahoma, and provided further that such counsel shall have the right to appear and act for and on behalf of the party he or she represents.

A party may request the exclusion of witnesses to the extent and for the purposes stated in Section 2615 of Title 12 of the Oklahoma Statutes. Exclusion of a witness shall not be a violation of the Oklahoma Open Meeting Act. (See 75 O.S. § 310)

### **Proposed Orders**

If the administrative head of an agency has not heard the case or read the record of an individual proceeding, a final agency order adverse to a party shall not be made until a proposed order is served upon the party, and an opportunity is afforded to the party to file exceptions and present briefs and oral argument to the administrative head who is to render the final agency order. The proposed order shall be accompanied by a statement of the reasons therefore and of each issue of fact or law necessary to the proposed order, prepared by the hearing examiner or by one who has read the record.

Such proposed order shall be served upon the parties at least fifteen (15) days prior to a hearing or meeting at which the administrative head is to consider or render a decision on the proposed order. At such hearing or meeting, the parties shall be afforded an opportunity to present briefs and oral arguments concerning the proposed order.

The parties by written stipulation may waive compliance with this section. (See 75 O.S. § 311)

### **Final Orders**

A final university order adverse to a party shall:

Be in writing; and include findings of fact and conclusions of law, separately stated. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. If, in accordance with university rules, a party submitted proposed findings of fact, the final university order shall include a ruling upon each proposed finding.

Parties shall be notified either personally or by certified mail, return receipt requested, of any final university order. Upon request, a copy of the order shall be delivered or mailed forthwith to each party and to his or her attorney of record. (See 75 O.S. § 312)

### **Agency Members Not to Communicate**

Unless required for the disposition of ex parte matters authorized by law, members or employees of an agency assigned to render a decision or make findings of fact and conclusions of law in an individual proceeding shall not communicate, directly or indirectly, in connection with any issue of fact, with any person or party, nor, in connection with any issue of law, with any party or his representative, except upon notice and opportunity for all parties to participate. An agency member (1) may communicate with other members of the agency, and may have the aid and advice of one or more personal assistants. (See 75 O.S.

§ 313)

**Implementation of Emergency Action Pending Outcome of Proceedings**

As authorized by or pursuant to law, if an agency finds that the public health, safety, or welfare imperatively requires emergency action, has promulgated administrative rules which provide for such action and incorporates a finding regarding the emergency in its order, emergency actions may be ordered pending the final outcome of proceedings instituted pursuant to this article. (See 75 O.S. § 314.1)

**Furnishing of Information, Attending of Witnesses and Production of Books, Records, etc. – Subpoenas:**

1. The agency conducting any individual proceeding shall have power to require the furnishing of such information, the attendance of such witnesses, and the production of such books, records, papers, or other objects as may be necessary and proper for the purposes of the proceeding.
2. The agency, or any party to a proceeding before it, may take the depositions of witnesses, within or without the state, in the same manner as is provided by law for the taking of depositions in civil actions in courts of record. Depositions so taken shall be admissible in any proceeding affected by this act. Provided, however, all or any part of the deposition may be objected to at time of the hearing, and maybe received in evidence or excluded from the evidence by the agency or individual conducting the hearing in accordance with the law with reference to evidence in this act or with reference to evidence in courts of record under the law of the State of Oklahoma.

In furtherance of the powers granted by subsection A of this section, any agency, administrative head, hearing examiner or any other duly authorized member or employee thereof, upon its own motion may, and upon the request of any party appearing in an individual proceeding shall: Issue subpoenas for witnesses; Issue subpoenas duces tecum to compel the production of books, records, papers or other objects, which may be served by the marshal of the agency or by any person in any manner prescribed for the service of a subpoena in a civil action; Quash a subpoena or subpoena duces tecum so issued; provided, prior to quashing a subpoena or subpoenas duces tecum the agency shall give notice to all parties. A subpoena or subpoenas duces tecum may not be quashed if any party objects.

1. In case of disobedience to any subpoena issued and served under this section or to any lawful agency requirement for information, or of the refusal of any person to testify to any matter regarding which he may be interrogated lawfully in a proceeding before an agency, the agency may apply to the district or superior court of the county of such person’s residence or to any judge thereof for an order to compel compliance with the subpoena or the furnishing of information or the giving of testimony. Forthwith the court or the judge shall cite the respondent to appear and shall hear the matter as expeditiously as possible.

If the disobedience or refusal is found to be unlawful, the court, or the judge, shall enter

an order requiring compliance. Disobedience of such an order shall be punished as contempt of court in the same manner and by the same procedure as is provided for like conduct committed in the course of judicial proceedings. (See 75 O.S. § 315)

**Disqualification of Hearing Examiner or Agency Member**

A hearing examiner or agency member shall withdraw from any individual proceeding in which he cannot accord a fair and impartial hearing or consideration. Any party may request the disqualification of a hearing examiner or agency member, on the grounds of his inability to give a fair and impartial hearing, by filing an affidavit, promptly upon discovery of the alleged disqualification, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be accorded. The issue shall be determined promptly by the administrative head of the agency, or, if it affects a member or members of the agency, by the remaining members thereof, if a quorum.

Upon the entry of an order of disqualification affecting a hearing examiner, the agency shall assign another in his stead or shall conduct the hearing itself. Upon the disqualification of a member of an agency, the agency shall proceed with the proceeding if a quorum remains. If a quorum no longer exists, by virtue of the member's disqualification, the Governor immediately shall appoint a member pro tem to sit in place of the disqualified member in that proceeding. In further action, after the disqualification of a member of an agency, the provisions of Section 311 of this title shall apply. (See 75 O.S. § 316)

**Rehearing, Reopening or Reconsideration of Agency Decision**

A final agency order issued by an administrative head of an agency shall be subject to a rehearing, reopening or reconsideration by such administrative head. Any application or request for such rehearing, reopening or reconsideration shall be made by any party aggrieved by the final agency order within ten (10) days from the date of the entry of such final agency order.

The grounds for such action shall be either:

The newly discovered or newly available evidence, relevant to the issues;

Need for additional evidence adequately to develop the facts essential to the proper decision;

A probable error committed by the agency in the proceeding or in its decision such as would be ground for reversal on judicial review of the final agency order;

Need for further consideration of the issues and the evidence in the public interest; or

A showing that issues not previously considered ought to be examined in order properly to dispose of the matter.

The order of the agency granting rehearing, reconsideration or review, or the petition of a party therefor, shall set forth the grounds which justify such action.

Nothing in this section shall prevent rehearing, reopening or reconsideration of a matter



by any agency in accordance with other statutory provisions applicable to such agency, or, at any time, on the ground of fraud practiced by the prevailing party or of procurement of the order by perjured testimony or fictitious evidence.

On reconsideration, reopening, or rehearing, the matter may be heard by the agency, or it may be referred to a hearing examiner. The hearing shall be confined to those grounds upon which the reconsideration, reopening or rehearing was ordered.

If an application for rehearing shall be timely filed, the period within which judicial review, under the applicable statute, must be sought, shall run from the final disposition of such application. (See 75 O.S. § 317)

## **Administrative Appeal**

Any order of the committee on affirming the expulsion of a student shall be final, unless, within three (3) days following the entry thereof, a student lodges a written appeal with the president of the university. Appeals to the president shall relate to procedural matters only.

## **LEGAL FILE SHARING ALTERNATIVE**

In 2015, Information Technology and Student Affairs have reviewed policies regarding legal file sharing alternatives. NWOSU will work to assist students in legal file sharing activities in order to combat illegal downloads. As part of its review, NWOSU has provided its students a list of resources for legal file sharing and downloads, that is available at <http://www.educause.edu/legalcontent>.

### **Policy Review**

NWOSU periodically reviews its policies and alternatives. For more information, please contact the Office of Information Technology.

Unauthorized File Sharing Policy:

<https://www.nwosu.edu/uploads/student-services/consumer-info/unauthorizedfilesharingpolicy.pdf>

## **OTHER GENERAL REGULATIONS**

**Campus Solicitations:** The University will not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. NWOSU may establish reasonable time, place, and manner restrictions on Expressive Activity. Such restrictions must be content-neutral, and allow ample alternative channels for communication of the information. No event or Expressive Activity shall be permitted to substantially disrupt normal University operations.

To view entire policy, visit the University website:

<https://www.nwosu.edu/student-services>

**Sign Painting:** No signs, regardless of the type of paint used, may be painted on the streets, sidewalks, walls, buildings, or other university property.

**Social Activities Scheduling:** All social events must be scheduled in the office of the Dean of Student Affairs and Enrollment Management, the Director of Student Life and Housing (Alva) or the Coordinator of Student Services (Enid) or the Dean of the Woodward campus and must be approved for entry on the official school calendar.

**Sponsors or Chaperones:** Faculty members who are recognized as sponsors for university approved organizations are automatically expected to sponsor and be present at meetings and social affairs held in the name of the organizations.

**Information:** The Code of Student Conduct is not a contract and serves only as guidance for the fulfillment of acceptable and fair procedures. The standard of review in all hearings is by preponderance of the credible evidence. The Regional University System of Oklahoma has the authority and may modify the Code of Student Conduct at any time.

In addition, the procedures contained herein may be modified by the University at any time in order to effectuate justice.

## **INFECTIOUS DISEASE**

NWOSU will analyze individual circumstances and respond to each person with any type of infectious disease on a case-by-case basis. The university recognizes that no single policy statement can govern every situation; thus, individual cases shall be considered on their own needs and merits.

Students with diagnosed infectious diseases will be allowed normal access to the university as long as they pose no health risk to other students or employees. They shall have the same rights as other students, free of discrimination on the basis of their infection.

Students with a diagnosed infectious disease will have access to counseling and health services. NWOSU will establish communication and referral links to community and state agencies to assist in providing supportive services. Confidentiality will be carefully maintained in accordance with all legal requirements. Information about infectious diseases may be obtained in the office of the Dean of Student Affairs and Enrollment Management.

## **DRUG-FREE SCHOOLS POLICY STATEMENT**

Northwestern Oklahoma State University (NWOSU) recognizes that drug and alcohol abuse diminishes the integrity of the institution and erodes the strength and vitality of its human resources. It is the intent of the University to educate students and employees about the dangers of drug and alcohol abuse, and to discourage the illegal use, manufacture, possession, dispensation, and distribution of drugs and alcohol. Accordingly, NWOSU adopts the following policy:

The unlawful manufacture, possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees on NWOSU property, or as a part of any University sponsored activity, is strictly prohibited. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy.

### **Medical Marijuana**

Medical Marijuana in June 2018, State Question 788 was approved by the voters of Oklahoma and became law. The state question legalized medical marijuana in the state. Despite the passage of this initiative, it is important to know that the use, possession, sale or distribution of marijuana (including medical marijuana and

products containing marijuana) on any NWOSU owned/controlled property or event is illegal and against NWOSU conduct 7 guidelines. Additionally, it is prohibited to attend class or work impaired or under the influence of a prohibited substance. Violations of these laws and policies may result in disciplinary action. Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law and the policies of NWOSU's governing board – Regional University System of Oklahoma (RUSO). As a recipient of federal funding, NWOSU must abide by the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplace Act. Any deviation from these federal statutes and rules will place NWOSU's federal funding, including student financial aid, in jeopardy.

## **SANCTIONS- Drug-Free Schools Policy**

Under Federal and State Regulations, the University must impose sanctions for violation of its Drug-Free Schools Policy. University sanctions include but are not limited to reprimand, restriction of activities, conduct probation, suspension, expulsion, and termination of employment. The University may also require the completion of an approved rehabilitation program at the employee's or student's expense. A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Students convicted of possessing or selling illegal drugs while receiving Title IV FSA funds may be ineligible to receive additional funds for a time period depending on whether the conviction was for possessing or selling illegal drugs or whether the student has previous offenses. To regain eligibility, contact the Financial Aid Director at NWOSU. It should be noted by employees that they are also subject to the University's Drug-Free workplace policy. Employees are referred to that policy for additional sanctions.

It is also within the discretion of the University to refer any violations to the appropriate authorities for criminal prosecution. Local, State, and Federal laws provide for a variety of legal sanctions for the unlawful manufacture, possession, use, dispensation, and distribution of drugs and alcohol, including incarceration and monetary fines.

Federal law provides rather severe penalties for manufacturing, distribution, or dispensing, using, or possessing with the intent to distribute, or dispense a controlled substance, and penalties of a less severe nature for a simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If, however, 50-100 kilograms of marijuana are involved instead of 50, and all

other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury result from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000 or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions make both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$25,000, or both.

State law provides similar penalties with regard to the simple use, possession, manufacturing, dispensation, distribution, or possession with intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. For the crime of possession with intent to distribute, the penalty doubles if violation is within 1000 feet of a school, also if you are convicted, you must serve a minimum of 50% of the penalty.

In addition, state law provides that possession of or possession with intent to consume alcohol by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100 or 20 hours of community service. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances, you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

## **HEALTH RISKS**

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

***Alcohol*** - short-term effects include behavioral changes, impairment of judgement and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (fetal alcohol

syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremors and cancer. Alcohol combined with the barbiturates/depressants can prove to be a deadly mixture.

**Amphetamines/Stimulants** - (speed, uppers, crank, caffeine, etc.) speed up the nervous system which can cause increased heart and breathing rates, high blood pressure, decreased appetite, headaches, blurred vision, dizziness, sleepiness, anxiety, hallucinations, paranoia, depression, convulsions and death due to a stroke or heart failure.

**Anabolic Steroids** - seriously affect the liver, cardiovascular, and reproductive system. Can cause sterility in males and females, as well as impotency in males.

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

**Cocaine/Crack** - stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

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

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

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

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

Further information concerning health risks may be found in the Counseling Office.

You should also consult your personal doctor about the health risks associated with alcohol and drug use.

### **COUNSELING & REHABILITATION**

The University will seek to incorporate the teaching of the hazards of drug and alcohol abuse throughout the curriculum where appropriate. The University will also request authorities in the area of drug and alcohol abuse to present programs for the University community.

The following hotline numbers may also be used by those needing help or advice:  
Federal Abuse & Mental Health Services

.....1-800-662-HELP

National Council on Alcoholism....1-800-622-2255

Oklahoma Department of Mental Health & Substance Abuse Services

Reach Out Hotline.....1-800-522-9054

MADD.....1-800-438-6233

Valley Hope Alcohol & Drug.....1-800-722-5940

Any questions regarding the rules, regulations, and policies set forth in this statement may be referred to the Dean of Student Affairs and Enrollment Management office.

### **SEXUAL ASSAULT POLICY AND PROCEDURES**

NWOSU is committed to addressing sexual misconduct. NWOSU does not condone any form of sexual misconduct whether physical, mental, verbal, or emotional in nature. Sexual misconduct by any member of the university community including students, faculty, or staff is a violation of both the law and the University’s Policies. The Sexual Misconduct Policy and Procedures applies to students and employees regardless of sexual orientation or gender identity and third parties.

Title IX says, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

In order to create a safe and healthy environment, it is the responsibility of faculty, staff, and students to report any sexual misconduct or domestic violence to University officials. If there is reason to believe the University’s policies prohibiting sexual misconduct have been violated, the University may pursue the matter as misconduct warranting disciplinary action by the University, even if law

enforcement authorities choose not to prosecute. See the Title IX handbook for additional information [www.nwosu.edu/title-ix](http://www.nwosu.edu/title-ix)

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

### **(FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

University policies regarding family educational and privacy rights are governed by FERPA. Copies of the act, policies, and regulations are maintained in the Office of the Registrar. In accordance with FERPA, students of NWOSU have the following rights:

1. To inspect and review information contained in their educational records, within forty-five days of the date the University receives a request for access.
2. To challenge the contents of their educational records.
3. To request a hearing if the outcome of their challenge is unsatisfactory.
4. To submit an explanatory statement of inclusion in their educational record if the outcome of the hearing is unsatisfactory.
5. To prevent disclosure, with certain exceptions, of personally identifiable information from their educational records.
6. To secure a copy of the institutional policy.
7. To file complaints with the Family Policy Compliance Office (FPC Office), U.S. Department of Education, concerning alleged failures of NWOSU to comply with the Act.
8. To have the opportunity to request the following “directory information” pertaining to them not be released.

The law requires that written approval from the student is necessary before granting access to or releasing educational records to a third party, except in the case of directory information, FERPA authorizes disclosures, and in response to a Federal Grand Jury subpoena.



## **PUBLIC DIRECTORY INFORMATION**

This information may be released by the institution for any purpose, at its discretion.

Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of the Registrar.

NWOSU hereby designates the following student information as public or "Directory Information."

- Student's name, local and permanent address, and telephone listing.
- Date and place of birth.
- Classification (grade level).
- Major field of study.
- Enrollment status (e.g., undergraduate or graduate, full or part-time).
- Dates of attendance at NWOSU.
- Previous schools attended.
- Expected date of graduation.
- Degree(s) held, date granted, and institution(s) granting such degree(s).
- Participation in officially recognized activities and sports.
- Weight and height of athletic team members.
- Awards and honors.
- Hometown newspaper.
- Photograph of students.

## **DISCLOSURE OF EDUCATIONAL RECORDS**

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

1. School officials who have a legitimate educational interest in the student. School official is defined as an individual currently serving as a member of the Regional University System of Oklahoma or classified as faculty, administrative, or professional, and the staff such school officials supervise; the NWOSU Director of Alumni Relations and the Chief Executive Office of the NWOSU Foundation and the staff they supervise; the National Student Clearinghouse; and contractors, volunteers, and other non-employees performing institutional functions as school officials with legitimate educational interests. In general, a school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility to the University. Records should be used only in the context of official educational business.
2. Officials of schools to which the student seeks to transfer.
3. Educational Officials of Secondary Education Institutions which a concurrent student is enrolled.
4. Officials of the U.S. Department of Education, the Comptroller General, and State and local educational authorities.
5. Organizations conducting certain studies for or on behalf of the University.
6. In connection with a student's application for, or receipt of financial aid.
7. Accrediting agencies carrying out their accreditation function.
8. To comply with a judicial order or lawfully issued subpoena.
9. To persons in an emergency if the knowledge of information is necessary to protect the health or safety of students.
10. The result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

### **Hearing Rights**

The hearing shall be conducted and decided within a reasonable period of time following the request for the hearing by an institutional official or other party who does not have a direct interest in the outcome of the hearing.

The eligible student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under FERPA Sec. 99.20 (Request for Amending Educational Records).

The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the university discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by state universities to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

Copies of NWOSU's policy can be obtained in the Registrar's Office. Students must notify in writing each semester if they want to prevent release of directory information to the public.

## **PUBLICATIONS**

The NWOSU News is the official publication of the university. It serves as a laboratory experience for students in the mass communication program. Policies regarding the operation of the publication have been adopted by NWOSU and the Regional University System of Oklahoma.

# **CAMPUS EXPRESSION POLICY**

Oklahoma statute has defined “Campus Community” as NWOSU students, administrators, faculty, staff, and their invited guests.

“Expressive Activity” protected under Oklahoma statute includes but is not limited to the participation of the Campus Community in any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including peaceful assembly, protests, speeches, guest speakers, distribution of literature, carrying signs, and circulating petitions.

## **Policy Statement**

The University will not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. NWOSU may establish reasonable time, place, and manner restrictions on Expressive Activity. Such restrictions must be content-neutral, and allow ample alternative channels for communication of the information. No event or Expressive Activity shall be permitted to substantially disrupt normal University operations.

Oklahoma statute states that the outdoor areas of the NWOSU campus are deemed public forums for the Campus Community. Individuals or organizations not a member of the Campus Community are also invited to use outdoor public forum spaces for the purposes of non-commercial expression. Outdoor areas of campus are the generally accessible outdoor areas where members of the Campus Community are commonly allowed, such as grassy areas, walkways, and common areas. Outdoor areas where access is restricted from the majority of the Campus Community are not included.

The University designates the following indoor facilities as not available for Expressive Activity: administrative offices, laboratories, and (during instructional hours) classrooms. Rooms can only be reconfigured in a limited fashion and the sponsoring organization is responsible for clean-up, damages to property, etc. Restrictions on expressive activities occurring in indoor facilities will apply equally to all individuals and organizations and not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

## **Time, Place & Manner Restrictions**

Expression may be limited or restricted with respect to time, place or manner. These limitations shall be customized (i.e. to ensure the protection of public order, to avoid scheduling two events at the same time, to avoid disruption of functions of the University including its teaching, research, administration, disciplinary proceedings,

public-service functions, or other authorized University activity) to assure compliance with local, state and federal laws. Conduct must not be unlawful and does not materially and substantially disrupt the function of the university. Limitations shall be reasonable and applied without regard to the content of the expression or the purpose of the assembly, except for expression that is not protected by the First Amendment.

Examples of such restrictions include imposing limits on the noise level of speech (sound amplification equipment is prohibited), capping the number of participants who occupy any given space, and protecting the safety of individuals, campus property and the continuity of the educational process. The carrying of torches or open flames, wearing helmets, carrying shields or bats, and wearing masks is prohibited, per [Oklahoma statute \(21 O.S. 1301\)](#).

To view entire policy, visit the University website: <https://www.nwsu.edu/student-services>

## **Procedures**

### ***Reserving Campus Facilities***

Members of the Campus Community must submit a Facility and Event Registration Form. Reservations should be at least twenty-four (24) hours advance notice, as defined by the calendar of administrative office days. If the event is to be scheduled on a Monday, notice shall be given no later than the preceding Friday. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus or if the requested location is already scheduled for use by another party.

Individuals or organizations who are not members of the Campus Community must notify the Dean of Student Affairs and/or the respective Campus Dean. Such individuals or organizations must submit the Facility and Event Registration Form if they wish to reserve an indoor facility, giving at least twenty-four (24) hours advance notice.

Requests to reserve campus facilities are on a first-come, first-served basis, provided, Campus Community members will have priority when reserving campus facilities. These requests may be denied for the following reasons:

- a. The requested venue is an indoor facility that the University has designated as not available for Expressive Activity;
- b. The requested venue is an outdoor area where access is restricted from the majority of the Campus Community;

- c. The venue is already reserved for another event;
- d. The activity will attract a crowd larger than the venue can safely contain;
- e. The activity will substantially disrupt another event being held at a neighboring venue;
- f. The activity will substantially disrupt University operations (including classes);
- g. The activity is a clear and present threat to public safety, as determined by the University's police department;
- h. The activity will occur during examination periods; or
- i. The activity is unlawful or unprotected.

### ***Outdoor Expressive Activity***

It is recommended by the University for the Campus Community and the public to contact the Dean of Student Affairs and/or the respective Campus Dean if there is a planned Expressive Activity to be held in outdoor areas, so that any questions regarding safety and/or set-up may be discussed.

For outdoor campus facilities and areas, the Campus Community and the public may freely engage in spontaneous expressive activities as long as they do not block access to campus buildings, obstruct vehicular or pedestrian traffic, substantially disrupt previously scheduled campus events, substantially disrupt University operations, constitute unlawful activity, or create a clear and present threat to public safety, according to the University's police department.

No University personnel may impose restrictions on the Campus Community and the public who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, University officials (including Campus Police) shall take all necessary steps to ensure public safety while allowing the Expressive Activity to continue.

### ***Appendix 20-21***

Expressive Activities in groups will be held to the social distancing standards and face covering requirements, as listed in the University policy, during the pandemic.

# **CAMPUS INVOLVEMENT**

## **CREATING A NEW CLUB OR ORGANIZATION**

1. Complete the “Petition to Form Student Organization”  
If facilities are needed for organizational meetings before the group is formally recognized, complete the Facilities Reservation Request Form
  - All organizations must include only members of students enrolled and employees of NWOSU.
  - The club must have a University employee designated as the club/organization Sponsor.  
Sponsor will approve any club meeting, event, fundraiser, or gathering. The Sponsor is responsible for ensuring that all actions taken by the club comply with the Student Code of Conduct.
2. Develop an organizational Constitution and By-Laws with purposes, rules, and procedures for the group
3. The organizational constitution will be reviewed and presented to the student government executive council for a vote.
4. If approved by the Senate, it will be presented to the Director of Student Life and the Dean of Student Services.
5. If the organization is approved, a letter will be sent to the campus sponsor.
6. Election of officers; scheduled meetings; and authorized use of university facilities should be scheduled through the Director of Student Life and the Dean of Student Services.
7. To stay active, each year the sponsor must fill out an Updated Campus Club and Organization Information Form.

## **ORGANIZATIONS AND CLUBS**

All organizations and clubs must be formally recognized and abide by all NWOSU rules and regulations both on and off-campus

**AGGIE CLUB**: The Aggie Club is an organization for anyone interested in agriculture, business, or related fields. The club hosts various professional people from the area of agriculture and business and promotes interest in agriculture. (A)

**AMERICAN CHORAL DIRECTOR'S ASSOCIATION**: The American Choral Directors Association (ACDA) is a non-profit music education organization whose central purpose is to promote excellence in choral music through performance, composition, publication, promotion, research, and teaching. In addition, ACDA strives through arts advocacy to elevate choral music's position in American society. (A)

**BAPTIST COLLEGE MINISTRY**: The BCM is an organization of students who minister to each other and others in the name of Christ. The program is funded by Baptist churches from Northwest Oklahoma and directed by students. The BSU has a full time campus minister and a male and a female student intern. With over 200 active students, this organization has participants from practically every major denomination. The center is directly east of Carter Hall at 1020 College Boulevard in Alva and 2108 East Maine in Enid. (A, E)

**BIBLE CHAIR**: The Bible Chair is a religious fellowship and service club sponsored by the Church of Christ but is open to all members of faiths who share common aims. The purpose of the club is spiritual enlightenment and enjoyment in a Christian context. The group meets at the Student Fellowship Building, 1108 College Blvd. (A)

**BORED GAMERS CLUB**: This club meets to play various board and card games. It serves as a club to give students something fun to do! (A)

**CASTLE PLAYERS**: (Drama) This group is composed of students especially interested in dramatic work. (A)

**CAMPUS MEDIA**: The student media outlets of the university inform and entertain the campus community while providing practical experiences for students interested in mass media. Four outlets work together to form the student media. These include a newspaper, an online media network, a radio station, and a television station. These mediums function as laboratories for the mass communication program of the Communication Department in the School of Arts and Sciences. Students manage and operate these mediums with the guidance of faculty advisers.



The newspaper, the NWOSU News, is published weekly. Students conduct their work in the Wayne L. Lane NWOSU Newsroom located in the Jesse Dunn Annex, room 232. The campus radio and television stations are also located in the Jesse Dunn Annex. KNSU and NWTV-Channel 7 provide programming throughout the school year. NWTV-Channel 7 and KNSU Ranger Radio are available to all Alva cable subscribers. The NWOSU News, KNSU, and NWTV provide content for the online student media network, [www.RangerPulse.com](http://www.RangerPulse.com), allowing individuals to access news articles, NWTV programming, and KNSU Ranger Radio from one location. Individuals can also connect with student media via YouTube, Facebook, and Twitter.

All students, regardless of major, are welcome to be involved with any of the campus student media. Most media staff positions are filled by student volunteers; however, there are a few paid positions within each area. For more information about participating in campus media, please contact Chair of the Communication Department, Mrs. Tamara Brown, at (580) 327-8429 or [tlbrown@nwosu.edu](mailto:tlbrown@nwosu.edu).

CHEMISTRY CLUB: The objective of the organization is to give the chemistry student, or anyone else that would want to join, an opportunity to see the world of chemistry. Activities include providing demonstrations for local elementary and secondary schools, scheduling seminars to be held on the NWOSU campus, and taking field trips to places of employment for chemists. (A)

COLLEGE DEMOCRATS: An organization of students interested in the discussion and furtherance of the ideals of the Democratic Party. This club was reestablished on campus Spring 2017.

COLLEGE REPUBLICANS/INDEPENDENTS: An organization of students interested in the discussion and furtherance of the ideals of the Republican Party. This club organized in 1964. (A)

COLLEGIATE 4H: A collegiate club for the promotion of leadership and service opportunities on campus with a focus on the development of the head, heart, hands and health of every member in an effort to make the best better.

COMPUTER SCIENCE & E-SPORTS CLUB: The Computer Science Club exists to assist students in developing a sense of belonging and to provide social events including game nights. It also sponsors the NWOSU Game Programming Team. (A)

CORE (Conserving Our Ranger Environment): Organized in January 2009, its purpose is to raise awareness of environmental issues within the university

community and Northwest Oklahoma. CORE serves as the sponsor for The Big Event (a community service day for students and employees of NWOSU), which is held each spring. (A, E, W)

DELTA ZETA SORORITY: Delta Zeta Sorority has over 160 collegiate chapters nationwide. Delta Zeta's colors are green and pink. Delta Zeta was founded at Miami University in Oxford, Ohio in 1902. Delta Zeta's national philanthropy supports children with speech and hearing disorders. Delta Zeta's history at NWOSU dates back to the 1910's. (A)

THE EXTREME: Christian organization.

FELLOWSHIP OF CHRISTIAN ATHLETES: The mission of FCA is to present students, student-athletes, and coaches the challenges and adventures of receiving Jesus Christ as Savior and Lord, enjoying Christ-centered fellowship, and promoting an active lifestyle through Jesus Christ. (A)

GAY-STRAIGHT ALLIANCE: Safe place for LGBTQ Students, faculty, and allies.

INTRAMURAL SPORTS: The intramural program at NWOSU is here to provide students with recreational activities, a competitive program of sports and games, and the opportunity to have fun and make new friends. Sports include, flag football, basketball, coed softball, racquetball, volleyball, disc golf, and dodgeball. (A)

MATHEMATICS CLUB: This club organized in 1968 is dedicated to extending students' knowledge of mathematics and of mathematical careers. A strong emphasis is placed on social interaction with like-minded individuals. All those interested in math are encouraged to join. (Need not be a Math Major to be a member.) (A)

MEDICAL SCIENCES CLUB: The purpose of the NWOSU Medical Sciences Club is to afford an opportunity for all students of NWOSU interested in the medical field to become better informed, to secure intellectual stimulation of these fields, and to promote activities to benefit the students interested. (A)

NATIVE AMERICAN STUDENT ASSOCIATION: This club is for Native American and non-Native American students to meet and discuss the history and culture of Native Americans.

NWOSU ART SOCIETY: The NWOSU Art Society was officially welcomed to NWOSU in the fall of 2004. The purpose of NAS is to encourage, stimulate, and maintain an excellence in the field of art at NWOSU. Our goal is to heighten

awareness both on campus and in the community of the many cultural backgrounds and talents of the students, through which all will foster a synthesis of the appreciation, knowledge, and awareness of art in all styles and mediums. When possible, the group enjoys field trips to museums and other creative outlets. Our biggest goal and activity is to play host to the university's annual art show which offers students and employees the opportunity to display their own art work and appreciate the art work of others on our campuses. (A)

#### NWOSU CULTURE CLUB:

The focus of this club is to help educate the NWOSU campus and community about all the different cultures represented on campus. The students of this club put on different events, such as the Festival of Cultures, to help educate and celebrate the unique cultural traditions of NWOSU students. (A)

#### NWOSU LEADERSHIP COUNCIL (ENID): The NWOSU

Leadership Council was established on the Enid Campus in 2002 to provide a voice for the student body and to unify student activity. Other duties include the development of campus leadership while assisting with the governance of student conduct. Generally, the NWOSU Leadership Council seeks to promote the cause of education and the general welfare of the campus community. (E)

#### NWOSU OKLAHOMA HONOR SOCIETY OF NURSING AT

NWOSU: The Honor Society was organized in the fall of 2008. This is a professional honor society for nursing students and members of the nursing community. There are three levels of membership: 1) Undergraduate Student – Senior students enrolled in baccalaureate programs at accredited institutions of higher education who have completed at least ½ of the nursing curriculum, rank in the upper 35 percent of their graduating class and have achieved academic excellence (at schools where at 4.0 grade point average system is used, this equates to at least 3.0); 2) Graduate Student – Master's and Doctoral students enrolled in graduate programs at accredited institution of higher education who have completed at least ¼ of the nursing curriculum, have achieved academic excellence (at schools where a 4.0 grade point average system is used, this equates to at least a 3.5); 3) Nursing Leader – Registered Nurses and nursing faculty members legally recognized to practice in their countries, who hold at least a baccalaureate degree in nursing or other field and have demonstrated achievement in nursing. The purpose of the honor society is to improve the health and wellness of Northwest Oklahoma by pursuing nursing excellence. (A).

NWOSU SCHOLAR AMBASSADORS: NWOSU Scholar Ambassadors are a group of twelve academically high achievers with outstanding personalities. NSA members serve as student ambassadors to the university. Their duties include acting as a host/hostess, tour guides, and recruiters. Some of the activities NSA members assist with are: Freshman Connection, Alumni Spring Reunion, Family

Day, Miss Cinderella Pageant, blood drives, campus tours, and many other exciting NWOSU activities. (A)

NWOSU SCHOLAR AMBASSADORS (ENID): NSA is a group of four academically high achievers with outgoing personalities. NSA members serve as student ambassadors to the university. Their duties include public relations and recruitment activities such as being tour guides and visiting with prospective students. In return for their service as ambassadors, NSA's receive a NWOSU scholarship. (E)

OKLAHOMA BROADCAST EDUCATION ASSOCIATION: OBEA is for Anyone interested in radio and television. The group meets monthly to hear area broadcast managers and air-personalities discuss issues pertaining to the broadcast industry and careers in the field. Members also compete in the annual broadcasting competition and attend one statewide conference each semester. (A)

OKLAHOMA INTERCOLLEGIATE LEGISLATURE: The Oklahoma Intercollegiate Legislature (O.I.L.) is a student-run mock government that replicates all three branches of the state government of Oklahoma.

PANHELLENIC COUNCIL: The purpose of Panhellenic Council is to promote a spirit of cooperation between the national sororities with chapters on the NWOSU campus. Currently, Panhellenic Council has two member organizations: Alpha Sigma Alpha Sorority and Delta Zeta Sorority. (A)

PHI DELTA MUSIC SOCIETY: The Phi Delta Music Society began in the spring semester of 1993. Its purpose is four-fold:

- to promote the serious study of music
- to promote the music department and the university
- to provide a music performance outlet for its members
- to provide a social outlet for its members

Phi Delta is a music organization open to anyone who has a love for and appreciation of music. Members do not have to be a member of band or choir to join! Phi Delta not only supports the Fine Arts department but also does service projects for the community.

PSI CHI: Psi Chi is the National Honor Society in Psychology, founded in 1929 for the purpose of promoting excellence in scholarship and advancing the science of psychology. Membership is open to graduate and undergraduate students who are psychology majors or minors, are at least sophomores in rank, have completed 9 semester hours in psychology, and are in the upper 35% of their class (this requires a GPA above 3.0). (A)

PRE-NURSING CLUB: The mission of the NWOSU PreNA: a. Provide an effective means for all pre-nursing students to have a voice in the PreNA. b. Promote fellowship, communication, and interaction of pre-nursing students. c. Improve campus life. The purpose of NWOSU PreNA is: a. To create an environment for students to learn about the profession of nursing. b. To aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. c. To nurture pre-nursing students to become leaders and future caring nurses. d. To promote a spirit of friendship and cooperation among students, faculty, and other student organizations.

PSYCHOLOGY CLUB: The Psychology Club was organized to accomplish the following objectives: (1) to foster and encourage interest in psychology, (2) to inform students about psychology as a profession and to relay information about graduate programs and applications thereto, and (3) to provide an informal atmosphere for discussion of topics of current interest. Membership is open to all interested students. (A, E, W)

RANGER BUSINESS CLUB: This is a great opportunity to meet new business students and make connections you can use in your later classes. Non-business majors are welcomed to join the club. We have participated in homecoming events, blood drives, and other on-campus activities. We also plan to have guest speakers from the business world, resume building exercises, and interview prep.

RED AND BLACK SCROLL HONOR SOCIETY: The purpose of this organization is to encourage and recognize outstanding scholarship and service among the sophomore students of NWOSU. The students eligible for membership are those who have completed the first semester of the sophomore year and have not completed more than sixty hours. The student must maintain a grade point of 3.00 or above; must never have failed a college course; and must have attended NWOSU for at least one semester. (A)

SANCTUS CATHOLIC COLLEGE MINISTRY: Meets each week to pray the Rosary and celebrate the Mass in the chapel on Alva campus. (A)

SHYFT MENTAL HEALTH: The purpose of SHYFT is to provide a safe space for students and faculty to discuss their personal mental health, help others with mental health and just to be there for one another.

SIGMA DELTA PI: Our chapter Psi Sigma, is the National Collegiate Hispanic Society. Students are recognized for their efforts in the study of the Spanish language. Active members receive support at the national level through exclusive awards and scholarships that are given annually. (A)

SIGMA TAU DELTA: Sigma Tau Delta is a prestigious international English honors society whose members are English or English Ed majors, who have completed at least two English courses besides the general education requirements, and whose GPA overall and in English is a minimum of a B. As an active chapter of Sigma, we are involved in service and learning opportunities with a focus on advancing literary and language arts. Membership in this club is by invitation only. (A)

SOCIAL WORKERS ASSOCIATION OF TOMORROW: The Social Workers Association of Tomorrow (SWAT) was formed in order to provide the opportunity for social interaction among persons interested in the social work profession in a non-classroom setting, promote the interests of social work through publicity and group involvement as well as serve as a liaison between current students and alumni. (A, E, W)

SPANISH CLUB: The purpose of this organization is to provide an opportunity for its members to enhance their knowledge of the Spanish language and culture. In addition, this organization shall seek to serve the NWOSU community. (A)

STUDENT ATHLETE ADVISORY COMMITTEE: The Student Athlete Advisory Committee is a student-athlete leadership group comprised of members of NWOSU's athletic teams. The purpose of the SAAC is to represent the diverse interests of student-athletes to NWOSU's Athletic Administration; to promote community among all NWOSU student-athletes; to foster commitment to service; and to represent the NWOSU Athletics Program locally and at the conference and national levels. (A)

STUDENT GOVERNMENT ASSOCIATION: The SGA is composed of legislative, judicial, and executive branches. It is the official representative of the student body and works to initiate, integrate, and implement student policies and interests into the institutional framework. In addition, it strives to develop programs and services beneficial to the student body. (A)

STUDENT NURSES' ASSOCIATION: The purpose of SNA is to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life. SNA shall further encourage the professionalization of nurses by urging them to become members of the national organizations of health professionals. (A, E)

STUDENT OKLAHOMA EDUCATION ASSOCIATION: This organization, one of NWOSU's largest groups, exists for the purpose of aiding future teachers and furthering the cause of public education. SOEA is a student branch of the National Education Association (NEA). (A, W)

**WESLEY FOUNDATION:** A United Methodist Student Center, the Wesley Foundation has its goal to help each person grow and mature in his or her Christian faith through the love of Jesus Christ. Planned activities to assist in accomplishing this goal include: Sunday evening fellowships, Bible studies, student-faculty luncheons, Wesley Singer, parties, after-game fellowships, and retreat weekends with other Wesley groups across the state. The Wesley house is located at 1027 Eighth Street. Any student is cordially invited to Wesley House to join the group in sharing, growing, and socializing. (A)

**WOODWARD LEADERSHIP ADVISORY BOARD:** The Woodward Leadership Advisory Board meets monthly, publishes the campus newsletter, advises the Campus Dean regarding student concerns, serve as campus ambassadors, and helps in the planning and implementing of student activities. Serving on the Woodward Leadership Advisory Board provides learning and leadership opportunities for student governance. (W)

**WRITER'S ROUNDTABLE:** Writer's Roundtable is an organization of students and staff who wish to expand their writing endeavors. Those working on portfolios would have the opportunity to receive constructive criticism. Members would be able to get advice and encouragement from other members. We would bring in work-shoppers and authors from the area to give advice and instruction. (A)

### **DEPARTMENTAL AND STUDENT ORGANIZATION SOCIAL MEDIA SITES**

Academic and administrative departments, and officially-recognized student clubs and organizations, may have their own social media sites upon written approval from the Office of University Relations. However, it is recommended that these entities choose to leverage the main NWOSU pages first, rather than create additional sites. Creating multiple departmental social media sites dilutes the University's existing social media brand. Additional sites should be minimized and should only be created where a valid need exists.

- All departmental and student club sites must have a full-time appointed employee who is identified as being responsible for content (not a student). Ideally, the head of the department should review this content.
- Have a plan. Users should consider their messages, audiences and goals, as well as a strategy for keeping information on social media sites up-to-date.
- Whenever possible, link back to the NWOSU website or main social

media pages. Ideally, posts should be brief, redirecting a visitor to content that resides within the NWOSU web environment.

- Protect the institutional voice. Posts on social media sites should protect NWOSU’s institutional voice by remaining professional in tone and in good taste. No individual NWOSU department should construe its social media site as representing the University as a whole. Consider this when naming pages or accounts, selecting a profile picture or icon, and selecting content to post—names, profile images, and posts should all be clearly linked to the particular department or unit rather than to the institution as a whole.
- When possible, departmental and student organization sites should be created using University email accounts established for their areas, not personal accounts or logins. Ex. [recruit@nwosu.edu](mailto:recruit@nwosu.edu) was used for <http://twitter.com/NWOSUAdmissions>. Contact Computer Services to request an email account if one has not been established. The University email address and password used to create this type of site will be provided to University Relations. For Facebook, a member of the University Relations staff will be given administrative access to all University-related Facebook Pages rather than email addresses/passwords.
- Mention and spell out NWOSU in its entirety in social media posts when possible to clearly identify the institution. Use of NWOSU or NWOSU is acceptable.
- The Office of University Relations would like to post information of interest to the campus community, as well as to future students and alumni on the main NWOSU social media sites. Information to be posted should be emailed to [publicrelations@nwosu.edu](mailto:publicrelations@nwosu.edu). Information can be scheduled to post far in advance and departments are encouraged to provide calendar items as soon as they are solidified.
- Obey the Terms of Service of any social media platform employed.
- Departmental or student organization sites that fail to abide by the University’s Social Media Policy may be removed or disabled.



## POSTER POLICY

No posting of signs on campus, without an official stamp of approval from the Office of the Dean of Student Affairs.

- E-mail flyer to the office of the Dean of Student Affairs for approval
  - Include the name of the sponsoring organization on the flyer
  - Posters larger than 8 ½ x 11 inches must be approved by the Dean of Student Affairs
  - Approved flyers can be posted for a maximum of two weeks then the sponsoring organization must remove.
  - Flyers must be posted on bulletin boards

### **Do not post:**

- with duct tape
  - on glass doors
  - on any object such as trees, walls, tables, trashcans, etc.
  - painted walls
  - vehicles & car windshields
- Flyers posted in the Cafeteria must be approved by the Director of Dining (580) 327-8622

## VARSITY ATHLETICS

NWOSU competes in varsity athletics as a member of the Great American Conference (GAC). NWOSU is a member in NCAA, Division II. Programs for men are football, basketball, baseball, golf, and cross-country. The women's sports are basketball, softball, soccer, golf, cross- country, volleyball, track and field. Facilities include Ranger Field (seating capacity 6,000) for football. Basketball utilizes Percefull Fieldhouse (seating capacity 1,250). Baseball utilizes Myers stadium which sits adjacent to the football field. NWOSU is the 1999 NAIA football champion. NWOSU has won conference championships in football in 1986, 1989, 1996, 1999, 2000, 2001, 2002, 2003, 2004, 2007, and 2008 and men's basketball in 1988, 1992, 1994, 1995, 1999, 2000 and in women's basketball in 1988, 1998 and 1999. Women's soccer won the conference title in 2004. The men were OIC track champions in 1990, 1992, 1995 and 1996.

## **OFFICIALS STUDENTS NEED TO KNOW**

President: Dr. Bo Hannaford

Executive Vice President: Dr. David Pecha

Vice President for Academic Affairs: Dr. James Bell

Dean of Student Affairs and Enrollment Management: Mr. Calleb Mosburg

Director of Marketing and University Relations: Mrs. Kelsey Martin

Associate Dean of Graduate Studies: Dr. Shawn Holliday - Alva/Enid

Alva Campus Dean of Faculty: Dr. Steven Maier

Enid Campus Dean: Dr. Wayne McMillin

Woodward Campus Dean: Dr. Jonathan Thomason

Assistant Dean of Student Affairs and Recruitment: Mr. Matt Adair

Director of Financial Aid: Mrs. Tara Hannaford - Alva

Registrar: Mrs. Sheri Lahr - Alva

Administrative Assistant: Ms. Tiffay Misak

Bursar: Ms. Paige Fischer - Alva

Administrative Assistant: Mrs. Rachael Hopkins- Woodward

Coordinator of Graduate Studies: Mrs. Melissa Brown - Alva

Director of Counseling and Career Services: Mrs. Taylor Wilson - Alva

Student Success Coordinator: Mr. Ethan Sacket – Alva

Assist. Dean of Student Affairs and Recruitment: Mr. Matt Adair - Alva

Admin. Assist/International Student Advisor: TBA- Alva

Chief of Campus Police: Mr. John Caviness – Alva

Athletic Director: Mr. Bradley Franz - Alva

Bookstore Manager: Mrs. Michelle Kingcade - Alva

Affirmative Action Officer: Mr. Calleb Mosburg - Alva

Coordinator of Services for Students with Disabilities: Mr. Calleb Mosburg

Veterans Affairs: Ms. Tiffany Misak - Enid

Title IX Coordinator: Mr. Calleb Mosburg – Alva

## **CAMPUS POLICE**

|                   |  |
|-------------------|--|
| <b>Alva</b>       | <b>Campus Police Office: (580) 327-8511</b><br><b>Alva Police Department Dispatch: (580) 327-2121</b>          |
| <b>Enid</b>       | <b>Campus Police Office: (580) 213-3130</b><br><b>Enid Police Department Dispatch: (580) 242-7000</b>          |
| <b>Woodward</b>   | <b>Alva Campus Police Office: (580) 327-8511</b><br><b>Woodward Police Department Dispatch: (580) 254-8518</b> |
| <b>Ponca City</b> | <b>Ponca City Police Department Dispatch: (580) 767-0370</b>   |

NWOSU's Campus Police provide a safe, secure campus environment for all students, employees, and visitors. The NWOSU Police Department consists of full-time and part-time, commissioned police officers as well as a special team of trained students who function as Campus Safety Officers (CSO), assisting in basic security, quality of life, and safety-oriented activities, as they assist the Department's police officers.

Efforts are given to crime intervention and prevention, with all reported crimes investigated. Offenders are dealt with through the county court system and NWOSU's administration, as deemed appropriate

NWOSU has installed a cell alert system that utilizes text messaging services via cell phones to alert students in the event of an emergency. While students are automatically entered to receive email notifications, they are not enrolled in the texting or voice services and must register their text-enabled phones by logging in to their Self Service account. On the Notifications tab, choose Connect Student Sign-up Instructions and follow the directions provided on those PDFs. Depending on the type of plan with the provider, may incur minimal costs for any text messages received. We encourage all students to sign up for this service as soon as possible.

# **CAMPUS SAFETY**

## **ACTIVATING THE CAMPUS ALERT SYSTEM**

Following the declaration of a lockdown, the campus alert system and siren will be activated. Lockdown text messages will be sent via personal cell phones and the lockdown order will be flashed on all television monitors in ITV rooms. The campus siren will be activated. Assigned faculty and staff will begin the process of locking down all buildings on the campus affected. Employees and students will when movement on campus is safe. In order to participate in the cell alert system, all students, faculty and staff must register their cell phones within Self Service.

## **CRIME PREVENTION**

NWOSU encourages students and employees to report all crimes that occur regardless of the seriousness of the crime. All crimes reported will be investigated, and action will be taken to solve the crime.

**Anonymously Report Crimes-** (580) 327-8196

The Campus Police Department and other university departments and organizations sponsor personal safety and security of the property presentations throughout the year. Presentation or program for a group, department, or office upon request to campus police.

A “Crime Awareness” brochure is published and updated annually to keep our students and employees informed of crime statistics on campus for the most recent school years.

## **REPORTING ARMED INTRUDER & DECLARING A LOCKDOWN**

Anyone who sees an armed intruder on campus is asked to report the suspect to campus police or other law enforcement officials.

When reporting an armed intruder, please provide as much information as possible on the intruder, such as clothing worn, types of weapons, and exact location of the intruder. Once law enforcement officials receive the report, the process of ordering a campus lockdown will commence, and local law enforcement officials will immediately converge on campus. Only the campus affected will be placed on lockdown.

Following the declaration of a lockdown, the campus alert system and the siren will be activated. Lockdown text messages will be sent via personal cell phones, and the lockdown order will be flashed on all television monitors in ITV rooms. The campus siren will be activated. Assigned faculty and staff will begin the process of locking down all buildings on the campus affected. Employees and students will be notified when movement on campus is safe.

NWOSU utilizes the “**Run, Hide, Fight**”, method endorsed by the U.S. Department of

Homeland Security, for responding to an Active Shooter.

### **RUN**

- If possible and safe to do so, the best option is to run and get to a safe place from the threat
- Take others with you if you can safely do so
- Have a plan for escape and be aware of where the exits are in a room or building
- Warn others you see about entering the building where the shooter is
- Once you make it to a safe place call 911

### **HIDE**

- If you cannot run to safety the next best option is to hide
- Close and lock doors, and barricade them if possible (i.e. chairs, desks)
- Avoid hiding in clusters or groups
- Remain quiet and silence mobile devices
- Remain in place until instructed to move by law enforcement

### **FIGHT**

- If you cannot run or hide from an attacker, then fight only as a last resort
- Be aggressive and commit to your actions
- If possible, use a group of people to overpower and disable the attacker
- Use improvised weapons to disable the attacker (i.e. chairs, books, fire extinguishers)

## **NWOSU SIREN POLICY**

The NWOSU Alva Campus Emergency lockdown siren will only be used for an emergency lockdown for an armed intruder or an active shooter. This will be used in conjunction with the University text messages, ITV, internet, and radio broadcasts. When the siren sounds, the campus will be in lockdown. There is no “all clear” tone. The all-clear will be sent by text, ITV, internet, and radio broadcast. The siren will be tested once each semester and will run for 30 seconds.

During an incident on campus that forces a lockdown order, students should remain in the classroom or building until told to leave. Students with special needs will be assisted by faculty or staff. Students should be moved away from doors or windows, remaining calm and quiet until the “all clear” campus police give the message.

Students and employees should remember that many campus buildings could be considered crime scenes and that tampering or disturbing evidence is prohibited.

In the event of an incident on campus, the University will work closely with local law enforcement to secure the campus in a quick and thorough manner. Understanding the

elements of our response plan, providing the campus alert system access to your cell phone number, obeying all commands and remaining calm will increase your safety in the event of an armed intruder on campus. Students and employees also are asked to report any suspicious activity or behavior that could prevent such an incident.

### **MISSING PERSON INFORMATION**

In the event a student, faculty, or staff member believes that a student is thought to be missing from the NWOSU campus, the concerned person should immediately contact the NWOSU Police Department to file a missing person report. Regardless of the identity of the original Reporting Party, the following procedures shall be followed.

If the officer taking the report verifies that the person is missing, and is under the age of eighteen (18):

- 1) The Custodial Parent(s) or Legal Guardian(s) shall be immediately contacted by Campus Police and notified of the reported disappearance. The parent or guardian receiving the notification shall be advised to also file a missing person's report with their local law enforcement agency.
- 2) The investigating officer will make a determination of whether or not the missing student should be considered "Endangered" or "Non-Endangered."
- 3) If the missing juvenile is deemed to be "Endangered," a missing person's report shall be filed immediately, and investigative efforts shall commence, including reporting the missing person to the National Crime Information Center database.

If the student is deemed to be "Not-Endangered:"

- 1) NWOSU Police Department may elect to wait twenty-four (24) hours to complete an official missing persons report, but shall immediately initiate investigative efforts to locate the missing students.
- 2) After 24 hours, the missing person shall be reported missing to the National Crime Information Center (NCIC) database.

If the reported missing person is not under the age of eighteen (18) – or is legally emancipated – and also has filed a "no contact" order regarding parent(s) or former legal guardian(s),

- 1) The investigating officer shall notify the appropriate law enforcement agency(ies), as well as file a missing person report.

- 2) If no such “no contact” order has been filed with NWOSU Police Department, the parent(s) or legal guardian(s) may be contacted in an effort to gather additional information about the possible whereabouts of the missing person.

### **SEVERE WEATHER POLICY**

In the event severe weather forces the cancellation or postponement of classes or campus events, the University will distribute official information through a combination of the following sources, the University website ([www.nwosu.edu](http://www.nwosu.edu)), campus email, text messaging alert system, the official University Facebook and Twitter accounts, local radio stations and Oklahoma City television stations. In the event of an early morning closing, the University will make every attempt to make a decision by 6 a.m. Whether or not the decision is made to close the campus or cancel classes, those off-campus students commuting to class should use their best judgment when deciding to travel to campus in severe weather conditions. Students who miss a class are urged to contact their instructors as soon as possible.

### **TIMELY WARNING POLICY**

The Clery Act requires that a Timely Warning be issued alerting all faculty, staff and students of any incident that occurs on campus or in the community that poses a continuing threat to employees and students.

It shall be the policy of NWOSU to send a Timely Warning alert when an incident occurs on campus or in the community that poses a continuing threat to the safety or welfare employees and students. Warnings and updates will be disseminated by Campus Police through the University’s email system and the University’s web site at [www.nwosu.edu](http://www.nwosu.edu). The alert will be cancelled as soon as it can be done safely.

### **FIREARM STORAGE OPTIONS**

Alva City Police Department has also agreed to check firearms in and keep them in a locker at the Alva City Police Department. Students wishing to use their service should contact the Alva City Police Department.

Students who live on campus and have a legitimate reason to have a firearm with them (such as hunting wild games that is in season), may make arrangements through the NWOSU Campus Police to check the firearm in with them and out when the student leaves campus for hunting purposes or to return to their residence. Please talk to a campus police officer prior to bringing the firearm on campus for details of this service.

We ask that students be aware that secure storage space at both facilities is limited. If a student has a friend or relative who lives off campus, they should consider that as an option for storage of their firearms.

### **PAYMENTS, FINES AND APPEAL PROCEDURE**

All fines should be paid in the Business Office within 10 days.

Tickets may be appealed. For appeal instructions contact the Campus Police Chief.

### **AMERICANS WITH DISABILITIES HANDBOOK**

This handbook has been prepared to introduce faculty, staff and students to the universities policy on reasonable accommodations for students with disabilities who qualify for services under the Americans with Disabilities Act (ADA), which reaffirms Section 504 of the Rehabilitation Act. Reasonable accommodations encompass both physical access and academic modifications for those individuals with identified and documented disabilities to enhance their capacity to perform to the best of their ability.

NWOSU is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities in higher education. We recognize the underused potential of individuals with disabilities and realize the importance of higher education for this special population. It is with them in mind that this handbook was prepared. It is hoped that the faculty and staff will enhance the disabled student and assist them in all possible ways. If any official policy statements of the Regents University System of Oklahoma or of the University are in contradiction to statements appearing in this Handbook, such official policy statements will be deemed to have precedence over the statements appearing in this document. The Regents University System of Oklahoma and the University reserve the right to alter the terms of official policy statements and/or this Handbook at any time, without advance notice.

The office of Services for Students with Disabilities is committed to serving all students with disabilities as defined by federal regulations. A person who qualifies for special accommodation means:

An individual with a disability who, with or without reasonable modifications to rules, policies or practices, the removal of architectural, communications, or transportation barriers or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity. The federal definition of a disability includes a person who:

- 1) has a physical or mental (intellectual) impairment which substantially limits one or more of such person's major life activities (functions such



- as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working).
- 2) has a history of such impairment or
  - 3) is regarded as having such impairment.

### **HOW TO ACCESS SERVICES**

Students with disabilities who wish to access services shall initiate their request by contacting the Coordinator of Services for Students with Disabilities. Students can expect to meet with a staff member to discuss their academic needs. During this process, students will have an opportunity to identify specific academic accommodations which they need.

- 1) Student must submit documentation from a qualified professional as to the nature of the disability before receiving services. In the case of a medical disability, documentation from a physician is appropriate.

Students with learning disabilities or Attention Deficit/Hyperactive Disorder must submit documentation from one of two sources:

- a. Students diagnosed prior to graduation from an accredited high school may submit the psycho-educational evaluation on file at the respective high school;
  - b. Students diagnosed after the completion of high school must submit a psycho-educational evaluation performed by a licensed psychologist.
- 2) Student must submit the request in writing at the beginning of each semester or at the time a need is identified.
  - 3) Student must complete a Release of Information form.
  - 4) Student must identify themselves to their instructors and request specific accommodations. Consultation among the student, his/her instructor(s) and the Coordinator of Services for Students with Disabilities may be necessary before some accommodations are authorized.

To insure that accommodations are met in a timely fashion, all documentation should be in place beginning with the 2nd week of classes. In case of late diagnosis, the student should have the documentation in place as soon as possible. The student is expected to confer with the Coordinator of Services for Students with Disabilities at the beginning of every semester in which he/she is enrolled at NWOSU.

Each student is encouraged to act as his/her own advocate and has the major responsibility for securing assistance. Early and regular contact with the Coordinator of Services for Students with Disabilities will help ensure services and accommodations. Information obtained is confidential and is used solely for the purpose of identifying appropriate support services. Information regarding a student's disability is not released without written permission of the student. The

office will provide instructors with written verification of a student's disability after the student and instructor have discussed options available.

### **SERVICES AVAILABLE**

The Coordinator of Services for Students with Disabilities is committed to encouraging students to be independent. We do not wish for students to become dependent on services but instead to use services as a support to accomplish their academic goals. Reasonable accommodations are based on need not desire.

The Coordinator of Services for Students with Disabilities works with students to help remove barriers encountered on campus.

This could include moving classes to accessible buildings, facilitation of ramps or curb cuts, placement of adjustable tables in classrooms, assist with concerns with electronic based access, and acting as a liaison with faculty and staff.

Students are encouraged to experiment with services and develop a package of services which allows them to remain as independent as possible on campus. Students should be aware that services will be designed in a manner intended to remove barriers in the classroom which could hinder a student's ability to learn. Services are not intended to give the student an unfair advantage over other students in the class.

Each case will be viewed individually and determinations made based upon the documentation submitted. Services on an individual basis may include:

- assistance in obtaining class notes through a voluntary note taker
- alternative testing accommodations
- assistance in obtaining texts in alternative formats
- assistance in obtaining an interpreter
- priority enrollment
- building accommodations
- additional accommodations when necessary.

### **Note-taking**

Students may arrange for note-taking assistance by securing a volunteer note-taker or by tape recording lectures. If a volunteer note-taking option is selected, the student with a disability may request a volunteer note-taker packet which includes carbon copy paper. Students with disabilities are responsible for obtaining volunteer note-takers for the classes in which they desire this assistance. If the tape recording option is selected and a student does not have a tape recorder, students with disabilities may check-out a tape recorder from the Coordinator of Services for Students with Disabilities. Students are responsible for the return of tape recorders at the conclusion of each semester or

they will be billed for the cost of the equipment.

### **Alternative Testing**

The service is designed to assist the student with a disability in demonstrating his/her skills or acquired knowledge. The student should personally talk with his/her instructor during the first week of classes to explain the alternative request.

Instructors may contact the Coordinator of Services for Students with Disabilities if there are questions about the request or procedures. Instructor and student should agree on an acceptable time and place for alternative testing. The office of Services for Students with Disabilities will serve as one alternative testing site.

Exams may be scheduled during regular office hours 8:00 a.m. - 5:00 p.m., Monday through Friday with no exam scheduled to begin after 4:00 p.m.

Exams should be taken at the regular class time unless a scheduling conflict exists. The student is then responsible for contacting the Coordinator of Services for Students with Disabilities to schedule examinations. This should be done as far in advance as possible to ensure scheduling needs can be met. The instructor is responsible for delivering examinations and written test instructions to the alternative testing site in advance of scheduled exams.

A form is available to the instructor for instructions on how the exam will be delivered back to the instructor. If the student is unable to take the exam at the scheduled time, the instructor and the Coordinator of Services for Students with Disabilities must be informed prior to the scheduled test time. The test can be rescheduled only with direct approval from the instructor.

### **Accessibility Accommodations**

If a student with a disability enrolls in a course that is scheduled in an inaccessible location, the student should notify the Coordinator of Services for Students with Disabilities to obtain a change in classroom location. The coordinator will then contact the Executive Vice President and with the instructor, accessibility accommodations will be made.

### **Priority Enrollment**

Students with disabilities who would like priority enrollment will need to contact the Dean of Student Affairs and Enrollment Management.

### **Additional Accommodations Available**

If a student with disabilities feels he/she needs to make a class substitution, they must: Make a written request to their advisor.

The advisor will review the request and make a recommendation to the Dean of the School.

- 1) The Dean of the School will review the requests and make a recommendation to the Executive Vice President who will make the final determination.
- 2) A completed copy will be furnished to the Registrar.

### **ACCESSIBLE PARKING PERMITS FOR STUDENTS WITH DISABILITIES**

Temporary university accessible parking permits are available through the Dean of Student Affairs and Enrollment Management office.

### **EMERGENCY EVACUATION FOR STUDENTS WITH DISABILITIES**

To ensure personal safety in emergency situations, the following guidelines should be observed by students with disabilities. In advance of emergency situations, be aware of at least two exit possibilities for each location. Notify instructors and/or classmates of the type of assistance you need during an emergency situation.

In the event of a fire, immediate and complete evacuation is preferred if it can be accomplished in a safe manner. If immediate and complete evacuation is not possible, ask someone to assist you to a safe area, such as an enclosed stairwell, until emergency personnel arrive and complete evacuation. The assisting individual should stay with you until emergency personnel arrive. In addition, you should ask a second person to immediately notify emergency personnel of your location and the type of assistance required.

In the event of a tornado warning, you should utilize elevators and proceed to the lowest floor of the building. You should request assistance from instructors or classmates if needed. If elevator use is not possible, then fire evacuation procedures should be followed. Once you have reached the lowest possible floor, remain in the corridors away from windows and exterior doors.

### **INCIDENT REPORTING PROCEDURES**

Students who believe they have inappropriate, inadequate or exceptional services from the office of Services for Students with Disabilities are encouraged to and have the right to file an incident report with the Executive Vice President. Students must take the initiative to file a form on their own behalf.

Students are encouraged to file a report within five (5) school days of the incident if possible. Filed incident forms will be kept confidential. Students will receive a written response within ten (10) university working days. Students are encouraged to recommend options to help rectify the issue if needed.

If students are not satisfied with the response, the student may file a complaint with the Office of Civil Rights in Kansas City, MO.

Americans with Disabilities Act  
Information Line  
U.S. Dept of Justice  
P.O. Box 66738  
Washington, DC 20035-6118  
800-514-0301 (V) 800-514-0383 (TTY)  
www.ada.gov

U. S. Department of Education  
Office of Civil Rights, Kansas City Office  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114-3302  
Phone: (816) 268-0550  
Fax: (816) 268-0599  
E-mail: OCR.KansasCity@ed.gov

Office of Disability Concerns  
2401 N.W. 23rd, Suite 90 • Oklahoma City, OK 73107-2423  
800-522-8224 (V) • (405) 522-6706 (TDD)

**BICYCLES, ROLLER SKATES, ROLLER BLADES, SCOOTERS,  
HOVERBOARDS, AND SKATEBOARDS**

There are strict guidelines that must be followed concerning the use of bicycles, roller skates, roller blades, scooters, and skateboards.

Whenever a person is riding on a bicycle, roller skates roller blades, scooters, hover boards, or a skateboard, that person must yield the right-of-way to any pedestrian, bicyclist, or other mobility assistance devices for the disabled.

The campus grounds, sidewalks, streets, parking lots and other areas are not designed for or intended to be used by persons riding skates, roller blades, hover boards, or skateboards. Any use of these devices will be AT WALKING SPEED ONLY.

STUNTING AND JUMPING IN ANY MANNER IS PROHIBITED

Persons using these devices must assume ALL RISKS associated with such activities.

Bicycles roller skates, roller blades scooters, hover boards, and skateboards are not permitted in the following locations: On or in any university building, structures, stairways, access ramps, steps, retaining walls, handrails, or other architectural elements. Bicycle racks are provided on campus for individuals riding to campus and seeking a place to park their bike. Any damage to university property is discouraged and the operator of these devices may be held financially liable for any damages occurring as a result of their use.