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I. Introduction

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

Cowboy Community Standards

OSU students hold the CARDS to their success and aspire to follow these behavioral standards:

- **Citizenship**: Be civicly responsible and engaged to improve our campus and community;
- **Academics**: Respect Oklahoma State University’s commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community;
- **Responsibility**: Accept responsibility for your learning, personal behavior, and future success, appropriately challenging others to do the same;
- **Diversity**: Behave in a manner that recognizes and respects individual differences, supporting both pluralism and inclusiveness;
- **Safety**: Do no harm and help maintain the safety and welfare of the campus community by immediately reporting unusual or dangerous behavior.

Pillars of Student Success

Student Affairs has identified six areas that contribute the most to a student’s success. OSU believes that a student who is able to combine all these components in their time on campus will receive a well-rounded education, providing a distinct advantage in today’s competitive world.

- **Academic Excellence**: Students are encouraged to make the most of their educational potential through active engagement in academic opportunities from tutoring to scholar development, both in and out of the classroom.
- **Leadership**: Students are the leaders of tomorrow, and OSU encourages students to develop leadership skills and pursue leadership opportunities on campus and in our community.
- **Service/Civic Engagement**: Students are citizens and with this comes a responsibility to be civicly engaged, which includes performing volunteer service, taking service-learning courses, and voting.
- **Finding Your Purpose**: Students have the opportunity to pursue degrees that best fit their interests, talents, and abilities with the goal of developing a vocational objective that is personally fulfilling.
- **Broadening Your Horizons**: Students must be able to successfully live and work in a diverse world and should challenge and stretch their knowledge and perceptions through exposure to people, culture, art, and travel.
- **Wellness**: Students have the opportunity to optimize their mental and physical health and fitness while at OSU. By utilizing services such as an outstanding student center, recreation center, counseling center, and Choose Orange nutritional program, students can leave OSU with a degree and great health habits for a life time.

Purpose

The purpose of *Student Rights and Responsibilities Governing Student Behavior* is to inform the student body of the standards of behavior expected of students in the OSU community, the
processes in place for enforcing the rules, and the University's response to violations. The Code of Conduct and related processes serve to educate students about their civic and social responsibilities as members of the University community. Therefore, the primary focus of the disciplinary process is on educational and corrective outcomes; however sanctions such as suspension or expulsion from the University may be necessary to reinforce community standards and to protect the campus community. The most current version of the Code of Conduct is available electronically at www.okstate.edu/ucs/SJA/srr.htm. For questions regarding the Code of Conduct, please contact Student Judicial Affairs or the Office of the Vice President for Student Affairs.

II. University Disciplinary Authority

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

By enrolling at Oklahoma State University, students accept responsibility for compliance with all University policies and contracts. Disciplinary action may also be taken for any violation of local ordinances, state or federal law, on or off campus that adversely affects the University community or the pursuit of the University's lawful educational mission, process or function. The University reserves the right to take necessary and appropriate action to protect the safety and well being of the campus community. Examples of off-campus behavior which may be subject to university disciplinary action include but are not limited to: selling or otherwise providing alcohol to underage students, selling or distributing illicit drugs, sexual violence, hazing, actions which result in the serious injury or death of another person(s), or repeated alcohol or drug offenses that jeopardize the individual's or community's educational opportunities. Sanctions for these violations will generally result in suspension or expulsion from the University. Students shall have the right of due process and appeal as prescribed in this document and other relevant University policies, rules or regulations. Students may be subject to civil and/or criminal penalties in addition to campus sanctions. Campus resolution may proceed before, during or after civil and/or criminal actions are concluded and is not subject to challenge based on the action or inaction of civil authorities.

A. Standards of Behavior

Attendance at Oklahoma State University is optional and voluntary. When students enroll here, they voluntarily accept obligations of performance and behavior that are consistent with Oklahoma State University’s lawful mission, processes, and functions. In general, these obligations are considered much higher than the obligations imposed by civil and criminal law for all citizens. Students voluntarily accept their responsibilities as members of the academic community, as well as any educational sanctions imposed against them should their behavior violate their responsibilities.

B. Interpretation

Any question of interpretation regarding the Code of Conduct shall be determined at the sole discretion of the Vice President for Student Affairs or his/her designee for final determination.

C. Statement of Non-Discrimination

Oklahoma State University is committed to equitable treatment in providing its services and applying its policies to all members of the University community. This commitment is based on our dedication to educational justice and the promise of each individual, as well as adherence to
federal and state laws and the policies of our governing board. To reaffirm the policies and practices applicable at Oklahoma State University, all should know that OSU will not tolerate arbitrary and/or unreasonable discriminatory acts and procedures. Any member of the University community who believes s/he has been arbitrarily and/or unreasonably denied services and/or access to programs or activities through the University for which they are eligible may file an appeal under current applicable grievance procedures. Grievance procedures for faculty, staff and students are available through the offices of the Provost and Senior Vice President for Academic Affairs, Human Resources Office, and Student Judicial Affairs or the Vice President for Student Affairs, respectively.

D. Interim Suspension

Interim Suspension is an immediate suspension from the University upon written notice from the Vice President for Student Affairs. Interim suspension is imposed without an informal or formal hearing, pending further disciplinary proceedings. The Vice President for Student Affairs will base his/her decision on whether the allegation of misconduct is apparently reliable and severe that the continued presence of the student on the University campus could reasonably pose a threat to the physical well-being of any member of the campus community or for reasons relating to the safety of any University property or any University function. Interim suspension usually includes physical exclusion from the campus.

A student suspended on an interim basis will be given a prompt opportunity to appear before the Vice President for Student Affairs or designee within three (3) days following the interim suspension. In cases involving incarceration, the student may appear when available.

The interim suspension will remain in effect until a final decision has been made on the pending complaint either through an administrative hearing or formal hearing process or until the Vice President for Student Affairs determines that the reason for imposing the interim suspension no longer exists.

E. Definitions

1. The term "adviser" means any person who has agreed to assist a complaining or responding student during a Student Judicial Committee Hearing. The adviser may be an OSU faculty or staff member, or another OSU student. The adviser is limited to advising the student and may not speak for or on behalf of a student.

2. The term "complainant" means any individual who files a disciplinary complaint or referral.

3. The term "day" means normal University working/school days, not including Saturday, Sunday and University holidays. Time deadlines may be extended during breaks and University holidays.

4. The Family Educational Rights and Privacy Act (FERPA) is a federal law passed in 1974 that defines student educational records, who may access those records, and under what circumstances.

5. The term "group" means a number of persons who are associated with each other, but who have not complied with University requirements for registration as an organization.

6. The terms "institution" and "University" means Oklahoma State University.

7. The term "organization" means a number of persons who have complied with university requirements for registration and/or recognition.
8. Parental Notification – The federal Family Educational Rights and Privacy Act permits educational institutions to notify parents of students under the age of 21 when a student has been found responsible for an alcohol and/or drug related violation. Students are generally notified when parents will be contacted and are given the opportunity to contact the parents first.

9. The term "student" means any person who is enrolled in courses, either full-time or part-time, including correspondence study, electronic means, Study Abroad, or auditing, or courses offered in Stillwater through Northern Oklahoma College or Tulsa Community College. Students are subject to disciplinary action for conduct that occurs during any period of enrollment. Students who leave the University before a disciplinary matter is resolved may be prohibited from future enrollment until such time as the matter is resolved. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered "students". This includes individuals who have been notified of their acceptance for admission.

10. The term "University premises" means buildings or grounds owned, leased, operated, controlled or supervised by the University.

11. The term "University sponsored activity" means any activity on University premises or at an off campus location, which is directly initiated or supervised by the University.

F. Proscribed Conduct

The Oklahoma State University Student Code of Conduct shall apply to conduct that occurs on Oklahoma State University premises, at Oklahoma State University sponsored activities, and to off-campus conduct that adversely affects the Oklahoma State University community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of the degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if their conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Coordinator of Student Judicial Affairs shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, on a case by case basis.

III. Prohibited Conduct

The following list describes actions which detract from the effectiveness of a University community and for which students are subject to disciplinary action. The list is not all-inclusive but contains examples of prohibited behavior.

A. Violation of published University policies, rules, and regulations such as the following:

1. **Academic integrity** violations including but not limited to cheating, plagiarism, unauthorized collaboration, and fraudulent alteration of academic materials. (See Section X of this document, OSU Academic Integrity Policy, for detailed definitions and procedures.)

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

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

5. **The use of tobacco** in any form in University classrooms, laboratories, libraries, field houses and other areas on campus except where explicitly authorized, consistent with Policy and Procedures Letter No. 1-0530.

6. **Violation of University Information Technology policies** including, but not limited to, the electronic mail policy, the interim appropriate computer use policy, and the interim network security policy.

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

8. **Interfering with the discipline procedures** or outcomes, including but not limited to: falsification, distortion or misrepresentation of information before a hearing officer or hearing panel; knowingly initiating a complaint without cause; harassment and/or intimidation of any member of a hearing panel, witness(es), or university personnel before, during or after a proceeding; failure to comply with the sanction(s) imposed by either a hearing officer or hearing panel.

9. **Possessing, using, or storing firearms**, explosives (including firecrackers), weapons, or dangerous chemicals on University property or in the course of any University activity, except as specifically authorized under applicable state law. This includes, but is not limited to bb guns, paintball guns, knives, swords, handguns, and rifles. (See OSU Policy and Procedures Letter 1.1301.1).

10. **False reporting of a bomb, fire or other emergency**.

11. **Gambling** for money or other things of value on campus or at university sponsored activities except as permitted by law.

B. **Violation of federal and/or state law or local ordinances** that has an impact on campus safety and/or student success, such as the following:

12. **Disorderly conduct** is behavior that is disorderly, lewd, indecent or a breach of peace on University property or at University sponsored activities. Examples include any nonconsensual photography, video or audio recording of another person on University premises when such recording causes or is likely to cause injury or distress. This conduct would be a violation off campus if it interfered with an individual’s educational opportunities.

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

14. **Off campus behavior** that violates local ordinances, state or federal law, and adversely affects the University community or the pursuit of the University’s lawful educational mission, process or function. The University reserves the right to take necessary and appropriate action to
protect the safety and well being of the campus community. Examples of off-campus behavior which may be subject to university disciplinary action include but are not limited to: selling or otherwise providing alcohol to underage students, selling or distributing illicit drugs, sexual violence, hazing, actions which result in the serious injury or death of another person(s), or repeated alcohol or drug offenses that jeopardize the individual's or community's educational opportunities. Sanctions for these violations will generally result in suspension or expulsion from the University.

C. Use and misuse of substances such as the following:

15. Illegal use, possession, sale, distribution, cultivation or manufacture of any state or federally controlled drug, substance or paraphernalia. (Also see Drug Free Schools and Workplace Policies, Appendices G and H.)

16. Consumption, possession, distribution, sale and the serving of low point beer or alcoholic beverages on the campus, in any of its buildings, and in officially recognized University housing (including residence halls and sorority and fraternity housing) regardless of age, except as expressly permitted by University policy. Public intoxication, driving under the influence of alcohol, actual physical control of a vehicle, providing alcohol to minors, transporting an open container of alcohol, driving while impaired, incapacitation, and being underage in possession of alcohol, on or off campus, are also violations of this policy. Students are expected to know and abide by all applicable laws regarding the consumption of low point beer and alcoholic beverages. Exceptions to this policy permit the possession or consumption of low point beer and/or alcoholic beverages by persons of lawful age (21) within the interior living spaces of certain University Apartments and Suites and designated public and non-public places on the OSU campus, properties, and facilities for special events. (See Residential Life policies/calendar or website [http://www.reslife.okstate.edu/] for alcohol policies in specific buildings.)

D. Threats of harm or actual harm to a person’s physical or mental health and/or safety such as the following:

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

18. Intentionally, recklessly, or negligently engaging in verbal abuse, threats, intimidation, harassment, coercion, bullying, and/or other conduct which threatens or endangers the mental or physical health and/or safety of any person or causes reasonable apprehension of such harm.

19. Hazing is any action or activity which causes or intends to cause physical or mental discomfort or distress, which may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. (State law classifies hazing as a crime. See Hazing Statement, Appendix H, for the legal definition.) The University will strongly recommend the sanction of suspension for students found responsible for hazing.

20. Sexual misconduct includes but is not limited to unwelcome sexual contact or acts which involve intimidation, coercion, the implied use or threatened use of force, use of intoxicants to substantially impair the victim’s ability to give effective consent, engaging in such acts when there is reasonable cause to believe the other person is in a mental state which renders him/her incapable of understanding the nature of the contact, or where the victim is a minor, indecent exposure, and voyeurism. (See Sexual Misconduct Policy, Appendix C, for more details.)
21. **Sexual harassment**, a form of gender discrimination, includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

a. submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any University activity; or

b. submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decisions affecting the individual; or

c. such conduct has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile, or offensive educational and University environment. (See Gender Discrimination and Sexual Harassment Policy, Appendix B in this document.)

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

E. **Disruption, obstruction, or interference with normal University or University sponsored/hosted activities** such as the following:

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

24. **Failure to comply** with the lawful directions of any University employee acting within the scope of their official duties and/or failure to identify oneself to such a person when requested to do so.

25. **Classroom disruption** – behavior a reasonable person would view as substantially or repeatedly interfering with the instructor's ability to teach the class or the ability of other students to benefit from the instructional program.

F. **Damage or misuse of University resources or property, or personal property on University premises** such as the following:

26. **Theft**, attempted theft, unauthorized possession, and/or defacement, damage, or destruction of property belonging to the University or others on University property.

27. **Misuse or unauthorized use of fire fighting, fire sprinkling systems, and other safety equipment or warning devices**.

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

IV. **Disciplinary Responsibility**

The responsibility for the campus discipline system is delegated from the Board of Regents for Oklahoma State University to the Vice President for Student Affairs through the President. The Vice President for Student Affairs further delegates discipline authority to Student Judicial Affairs,
Residential Life, and Fraternity and Sorority Affairs and designated hearing officers. A hearing officer is a University employee who is an officially designated administrator, faculty member, graduate assistant, or staff member. The goal is to resolve cases closest to the point of infraction for maximum educational benefit.

All complaints brought against students alleging violations of the University's policy prohibiting Gender Discrimination shall be subject also to the provisions of OSU Policy and Procedure No. 1-0702, "Gender Discrimination/Sexual Harassment Policy and Title IX Grievance Procedure"). The two policies are intended to be applied in harmony with one another wherever possible. However, to the extent that any of the provisions of this policy are in conflict with OSU P & P Letter No. 1-0702, for example, with reference to the reporting and timeliness provisions of P & P letter no. 1-0702, the provisions of P & P Letter No. 1-0702 shall prevail. Any person having any questions about the interaction of these two policies should contact Student Judicial Affairs for assistance.

A. Disciplinary Process:

The following information is provided to inform students of the procedures in place at OSU for resolving alleged violations of University regulations. The procedures are designed to allow for fact finding and decision making in the context of the OSU educational community. The objective is to provide procedures that balance the rights of the individual with the legitimate interests of the University.

All complaints brought against students alleging violations of the University's policy prohibiting Gender Discrimination shall be subject also to the provisions of OSU Policy and Procedure No. 1-0702, "Gender Discrimination/Sexual Harassment Policy & Title IX Grievance Procedure"). The two policies are intended to be applied in harmony with one another wherever possible. However, to the extent that any of the provisions of this policy are in conflict with OSU P & P Letter No. 1-0702, for example, with reference to the reporting and timeliness provisions of P & P Letter No. 1-0702, the provisions of P & P Letter No. 1-0702 shall prevail. Any person having any questions about the interaction of these two policies should contact Student Judicial Affairs for assistance.

A.1 Complaints:

1. Any member of the University community (faculty, staff or student) may file a complaint against a student alleging that a violation of the Code of Conduct has occurred. The University may itself initiate a complaint.

2. Such complaint shall be filed with the official having jurisdiction as soon as possible but within 60 days of the alleged violation. The time may be extended at the discretion of the Vice President for Student Affairs. If an individual is unsure of where to direct a complaint, contact Student Judicial Affairs for advice.

3. The complaint must be submitted in writing and signed by the complainant(s). Included must be the date, time, place, name(s) of person(s) involved and sufficient detail to make a determination of whether disciplinary action may be warranted.

4. Names(s) of witness(es) should be included.

5. Complaints may be initiated for incidents where concurrent criminal charges are pending. The University reserves the right to adjudicate incidents without regard to either pending civil litigation or criminal prosecution. University disciplinary proceedings may proceed before, during, or after court proceedings.
A.2 Evidentiary Standards:

The official having jurisdiction will be responsible for compiling sufficient information/evidence to substantiate the charge(s). The evidence must support a determination that it is "more likely than not" that a violation of the Code of Conduct occurred for cases in which the potential sanction is less than expulsion. If expulsion is a possible sanction, the evidence must support a "clear and convincing" standard. Hearsay evidence and personal testimony may be considered and will be weighed accordingly.

A.3 Disposition of Charges:

Alleged violations of University regulations are normally resolved through an informal hearing process with a University Hearing Officer. If the Coordinator of Student Judicial Affairs or other hearing officer believes that suspension or expulsion from the University is a possibility, the student will be referred to Student Judicial Affairs where the formal hearing option and procedures will be explained to the student.

B. Student Rights in Conduct Proceedings

The University views the discipline process as an educational experience that can promote growth in personal understanding of one's role as a member of an educational community and one's rights, responsibilities and privileges therein.

Accused students have the right to:

1. a written notice of the alleged violation(s);
2. have no code violation assumed until proven;
3. a timely hearing;
4. be accompanied by an adviser. The adviser is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings;
5. review the evidence;
6. question his/her accuser, either directly or indirectly, at the discretion of the hearing panel chair;
7. question witnesses, either directly or indirectly, at the discretion of the hearing panel chair;
8. present material witnesses; (those with first hand knowledge of the incident);
9. waive his/her right to a formal hearing and have the matter resolved informally;
10. a written notification of the outcome of the hearing;
11. an avenue for appeal from a formal hearing.

Complainant/Victim Rights:
To encourage students to take responsibility for reporting code violations, complainants or victims have the right to:

1. be given an explanation of the discipline process;

2. have access to evidentiary material in advance of the hearing;

3. be present during the entire hearing;

4. be accompanied by an adviser during the hearing. The adviser is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings.

5. a timely hearing;

6. question the accused and material witnesses, either directly or indirectly, at the discretion of the hearing panel chair

7. In the case of sexual misconduct, the panel may in its discretion, exclude evidence of the victim's past sexual history from discussion during the hearing. The past sexual history of the victim with persons other than the alleged perpetrator shall be presumed irrelevant. If the accused is found responsible for violating the Code of Conduct, the victim may submit an impact statement.

8. In cases of crimes of violence or sexual misconduct, the right to be notified of the outcome of any disciplinary proceeding.

C. Informal Administrative Hearing:

1. Upon determining that sufficient evidence exists to believe that a violation of the Code of Conduct may have occurred, the Coordinator of Student Judicial Affairs or other hearing officer with jurisdiction will notify the student in writing of the alleged charges against him/her. The written notice will be hand delivered directly to the student or mailed to the student's last known address as filed in the Registrar's Office.

   Students are responsible for providing and maintaining a current local address with the Registrar's Office.

2. At the administrative hearing the student will be provided with the following:

   a. an explanation of the allegations/charges which have been made;

   b. a summary of the facts and information which substantiate the charges;

   c. the opportunity to reflect upon and give his/her account of the incident or circumstances involved with the allegation(s);

   d. an explanation of the decision of the hearing officer which may result in the following:

      1. the allegation(s)/charge(s) may be dismissed as unfounded;

      2. student may admit to the allegation(s) and a sanction imposed;
3. The student may be found responsible for violating the Code of Conduct and a sanction imposed.

4. Possible sanctions may include but not be limited to verbal or written reprimand, restrictions, volunteer project/community service, educational class or program, restitution, graduation hold, cancellation of enrollment, conduct probation, and suspension.

5. Decisions reached at informal administrative hearings shall be final with no option to appeal or other proceedings, except in cases involving suspension.

6. Failure to respond to a written allegation of charges or failure to complete the assigned sanction(s) will result in either a hold being placed on the student's enrollment privileges or graduation, or a decision being made based on the information available at the time.

D. Formal Hearing Process

Formal hearing procedures are provided for allegations against an individual or group for which suspension or expulsion from the University are possible, if found responsible, and for student discrimination grievances. A Formal Hearing before a Student Judicial Committee Hearing Panel provides an extensive review and hearing of the evidence. Cases of suspension and expulsion are processed through Student Judicial Affairs.

Any student whose behavior may warrant suspension or expulsion may waive his/her right to a formal hearing, in writing, and have the matter resolved informally through the administrative hearing process. The formal hearing option may also not be available during dead week, final examinations, breaks or other periods when a timely hearing by a Student Judicial Committee Hearing Panel is not possible, or when in the judgment of the Coordinator of Student Judicial Affairs or Vice President for Student Affairs, appearing before the judicial panel poses a threat to the physical welfare of panel members or witness(es). Such cases will be heard by the Coordinator of Student Judicial Affairs or his/her designee and any and all sanctions, including suspension or expulsion, from the University may be applied.

D.1 Sanction Proceedings:

Sanction proceedings will be utilized for cases as follows: 1) cases in which a student admits to the violation but disagrees with the sanction; 2) cases in which a student has been found responsible for a violation of the Code of Conduct through another discipline process within the University and for which suspension or expulsion is being considered or recommended. The proceeding is not a rehearing of a matter(s) but is a procedure to determine the sanction. Sanction proceedings can be processed administratively or through the Student Judicial Committee. The following will guide sanction proceedings:

1. The administrator or committee will have received and reviewed the results of the previous hearing;

2. The student will have the opportunity to make a brief statement relevant to the sanction decision;

3. The student may bring an adviser who may advise the student but may not present information on the student's behalf.

D.2 Composition of the Hearing Panel
1. The Student Judicial Committee is comprised of a minimum of ten (10) faculty nominated by the Faculty Council and appointed by the President, ten (10) staff nominated by the Staff Advisory Council and appointed by the President, and (10) students, eight (8) appointed by the President of the Student Government Association and two (2) appointed by the President of the Graduate and Professional Student Association.

2. A Hearing Panel of five (5) members is drawn from the Student Judicial Committee by Student Judicial Affairs. The five (5) members include two (2) faculty, (2) students, and (1) staff person. One faculty member will be designated as the chairperson by the Vice President for Student Affairs. A list of panel members will be provided 72 hours (3 working days) in advance of the hearing. Prior to the hearing, alternate hearing panel members may be seated to be available in case of conflicts. In unusual circumstances, a hearing panel of less than five (5) may proceed.

3. The Coordinator of Student Judicial Affairs will be present as a non-voting observer/recorder and adviser to answer procedural questions as needed. If the Coordinator of Student Judicial Affairs presents the case for the University, OSU legal counsel or other designee will serve as the adviser/recorder/observer.

4. If the charged student is accompanied by an attorney at the hearing, the University will have an attorney present as well. Any adviser, including an attorney, is limited to advising the student, as noted elsewhere in this document.

D.3 Pre-Hearing Procedures

1. Hearing Panel Members will be assigned by Student Judicial Affairs based on their availability.

2. Student Judicial Affairs will prepare and send a written notice to the charged student or group at least five (5) University working/school days before the hearing. If expulsion is a possibility, a ten (10) University working/school day notice is required. The notice will be delivered in person or mailed to the student's last known address of record as filed in the Registrar's Office and will include:

a. a statement of the date, time, place and nature of the hearing;

b. reference to the sections of the Code of Conduct involved;

c. a brief explanation of the alleged violation including the approximate date, time, and place where the alleged violation occurred;

d. names of witnesses, if known;

e. acts or actions alleged to constitute a violation;

f. the right to be accompanied by an adviser. The adviser’s role is to advise and support the accused student. The adviser may not present the case, question relevant parties, or make statements during the proceedings. The student must notify Student Judicial Affairs forty-eight (48) hours (2 working days) in advance of the hearing if accompanied by an attorney. In such case, the University will have an attorney in attendance.

3. The Coordinator of Student Judicial Affairs or designee will be available to meet with the accused student to discuss and explain the hearing procedures and answer questions.

D.4 72 Hours (3 working days) in Advance of the Hearing
1. The charged student will have the right to have access to and/or copies of documentary evidence to be presented at the hearing, during regular business hours, available in 326 Student Union.

2. The charged student will provide to the Office of Student Judicial Affairs copies of documentary evidence to be presented at the hearing and the names of witnesses who will be called. It is the responsibility of the accused student to notify his/her witnesses of the date, time, and location of the hearing.

D.5 Student Judicial Committee Hearing Process

1. The purpose of the hearing is to attempt to provide a forum where all the evidence and testimony can be presented, where questions can be asked of all parties, and where the hearing panel can deliberate and decide to the standard of "more likely than not" that a violation of the Code of Conduct did or did not occur. For cases of expulsion, the standard is "clear and convincing". Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Judicial proceedings. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the University may result.

2. If the hearing panel concludes that a violation did occur, the panel decides what disciplinary action is appropriate.

3. To protect the privacy of all parties, and in accordance with FERPA (Family Educational Rights and Privacy Act), hearings will be closed.

4. Both sides have the right to present witnesses, who will be subject to questioning by the hearing panel. Questioning by the complainant or the accused is permitted so long as it is done in a civil manner.

5. The hearing (excluding the deliberations) will be audio tape recorded. The tape recordings are the property of the University. Others will not be allowed to make a recording of any type. The University is not responsible for equipment malfunctions. Requests to review audio tapes may be made to Student Judicial Affairs.

6. If the charged student elects not to appear for the hearing, the hearing will be held in his/her absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the time of the hearing.

7. Material witnesses will be present during the introductory comments of the hearing, including the honesty statement*, at which point they will be excused until time to give their testimony. Witnesses will be excused upon completion of testimony and questioning, however, s/he may be asked to remain available for recall. The complainant and respondent remain throughout the hearing.

8. At the conclusion of the hearing, all parties will be dismissed except for the hearing panel so they may deliberate and reach a decision.

9. A student's past disciplinary record will be revealed to the Hearing Panel only if the accused is found responsible for the violation of the Code of Conduct under consideration. If the student raises the issue of past behavior during the hearing, the issue is then open to discussion.

10. The order of presentation at the hearing will be as follows:
a. Purpose of the hearing provided by the Chair of the Hearing Panel.

b. The University representative will present an opening statement.

c. The responding student may present an opening statement.

d. The University representative will present evidence and call witnesses.

e. The responding student will present evidence and call witnesses.

f. At the conclusion of each witness statement, s/he may be questioned by the hearing panel, the accused student either directly or indirectly, or the University representative.

g. Closing statement will be made by the University representative.

h. Closing statement may be made by the responding student.

i. All parties are dismissed for Hearing Panel deliberation.

11. The Student Judicial Committee may accommodate concerns for the personal safety, well-being, and/or fears of confronting the complainant, accused student, and/or other witnesses. Procedures or the hearing environment may be modified as determined in the sole judgment of the Coordinator of Student Judicial Affairs to be appropriate.

*Honesty statement: The University expects that all information presented will be truthful and accurate. Be advised that if false information is willfully provided, a student will be in violation of Section III(8) of the Code of Conduct and may be subject to disciplinary action.

D.6 Hearing Panel Deliberations and Decision

1. The hearing panel will deliberate a decision and, by majority vote, find whether or not a violation(s) of the Code of Conduct as charged has been proven by the evidence presented.

a. The panel may find that the evidence was not sufficient to establish that a violation of the Code of Conduct, as charged, was committed and dismiss the case.

b. The panel may find that the evidence submitted was sufficient to affirm the charges and impose a sanction commensurate with the offense.

2. The hearing panel decision will be communicated in writing to the student as soon as possible. The notification letter will include findings of fact, sanction(s) imposed and the rationale for the decision. The notification letter will be sent certified mail to the student’s last known address listed on the Student Information System. The notification letter may also be picked up in 326 Student Union, within two days of the hearing.

E. Victim Notification

1. Victims are entitled to know about the results of proceedings involving crimes of violence or non-forcible sex offenses, as defined by the Family Educational Rights and Privacy Act. Both the accused and complainant will be notified in writing of the results of any hearing involving alleged crimes of violence or non-forcible sex offenses.
V. Appeal Procedure

Discipline decisions involving suspension or expulsion or grievance hearing recommendation(s) made by a Student Judicial Committee Hearing Panel or discipline decisions reached by Fraternity and Sorority Affairs Judicial Boards may be appealed to the University Judicial Appeals Panel. Information on appeal procedures offered through the Residential Life discipline process is available on-line at [www.reslife.okstate.edu/handbook/sub_reslife.html](http://www.reslife.okstate.edu/handbook/sub_reslife.html).

The University Judicial Appeals Panel is comprised of three members: a current or former faculty representative of the Student Judicial Committee; a designee of the Vice President for Student Affairs; and the Chief Justice of the Student Government Association or his/her designee. The faculty representative serves as the chair.

An appeal is not a new hearing, but is a review of the record of the original hearing. It serves as a procedural safeguard for the student. The burden of proof shifts from the University to the student or group charged with the offense. The student or group must show that one or more of the listed grounds for appeal has merit. A student or group will not appear before the review panel unless specifically requested to do so by the panel.

1. Students will be asked for their current address at the original hearing. A letter containing the hearing panel’s decision will be mailed to this address certified mail within two working days of the hearing. Students may also pick up a copy of the decision letter at Student Judicial Affairs in 326 Student Union. Appeals must be submitted in writing with Student Judicial Affairs by 5:00 p.m. within seven (7) University/working days of the original hearing. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

2. The appeal must cite at least one of the following criteria as the reason for appeal and supporting argument(s).
   a. Was the original hearing conducted in conformity with prescribed procedures?
   b. Was the evidence presented at the lower previous hearing(s) “sufficient” to justify a decision against the student or group?
   c. Has evidence which could substantially affect the outcome of the hearing been discovered since the hearing?
   d. Is the sanction appropriate for the violation?

3. The University Judicial Appeals Panel will review the record of the original hearing, including documentary evidence, and make a written recommendation to the Vice President for Student Affairs, based on the criteria cited as the reason for appeal.
   a. If the Appeals Panel is presented with new evidence which could not have been presented at the time of the original hearing, the matter may be remanded to the original hearing panel for a rehearing.
   b. If the sanction is considered too severe, the Appeals Panel may recommend the sanction be modified and the reasons for that recommendation.

4. The Vice President for Student Affairs shall review the recommendation and may consult with Appeals Panel members in reaching a final decision. The final decision will be communicated in writing by the Vice President for Student Affairs to the appealing student or group, with a copy sent to the chair of the appeals panel and the appropriate department (Fraternity and Sorority Affairs or Residential Life). The decision will normally be communicated within ten (10)
working/school days of receiving the written recommendation, but may take longer during University recesses or in a complex case.

5. The decision of the Vice President for Student Affairs shall be final.

**VI. Implementation of Sanctions**

Disciplinary actions or grievance decisions shall not be implemented until either the time for appeal has expired, until the entire appeal process is completed or the individual or group voluntarily waives the right to appeal in writing. Exception to delaying the implementation of sanctions until the process is complete include: 1) when interim suspension has been invoked by the Vice President for Student Affairs (see Interim Suspension procedures for details [Section II, C]); or 2) to protect the safety of others on the campus.

Reviewing authority is retained by the Vice President for Student Affairs, at his/her discretion, to convert any sanction imposed to a lesser sanction, to rescind any previous sanction, or to return a recommended sanction to a disciplinary committee for review and/or reconsideration.

**VII. Disciplinary Files and Records**

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

2. The files of students found responsible for charges against them, with sanctions less than suspension or expulsion, will generally be maintained in the Office of Student Judicial Affairs for seven (7) years from the calendar year of record, after which they are destroyed.

3. Records of cases in which suspension or expulsion from the University occur, are kept for ten (10) and fifteen (15) years respectively.

4. Confidentiality - All disciplinary records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student, under legal compulsion, or where the safety of other persons may be involved. Disciplinary records are maintained separate from the student's academic record but are part of the student's educational record.

5. Re-release of disciplinary information/records -Unless otherwise excepted, individuals participating in disciplinary proceedings are bound by law to not disclose information discussed in the proceedings. When disciplinary records are permitted to be disclosed to an individual only, that information should not be re-disclosed, under penalty of law.

**VIII. Disciplinary Sanctions**

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

1. **Reprimand** is an oral or written warning that further violations of University regulations could result in additional disciplinary action.

2. **Restriction** is a limitation on a student’s privileges for a period of time and may include but not be limited to: the denial of the use of facilities or access to parts of campus, denial of the right to represent the University, and/or denial of participation in extra-curricular activities.
3. **Voluntary Project** is community service or an education class or project beneficial to the individual, campus or community.

4. **Restitution** is the actual cost of repair or replacement for loss, damage, or injury to property or person, such as medical bills.

5. **Deactivation** is a group's loss of all privileges, including Oklahoma State University recognition, for a specified period of time.

6. **Enrollment Hold** is a "hold" on enrollment privileges for failure to meet with the Coordinator of Student Judicial Affairs or other hearing officer or for failure to comply with assigned conditions or complete assigned sanctions. This hold can prevent the adding or dropping of classes or enrolling for subsequent terms.

7. **Cancellation of Enrollment** occurs when a previous hold has been cleared with the condition that the enrollment will be cancelled for failure to meet the conditions of the clearance. If cancelled, the refund of tuition or fees will be subject to the University's normal withdrawal policy.

8. **Class Removal** occurs when a student is dropped from a class or moved to another section of a class. Faculty, in consultation with the Coordinator of Student Judicial Affairs, reserve the right to interimly suspend a student from class pending a hearing for alleged violations of the Code of Conduct occurring in the classroom that substantially interfere with the instructor’s ability to teach and/or others students’ ability to learn.

9. **Graduation Hold** is a hold on a student's participation in graduation exercises and/or diploma for failure to respond to a request to meet with the Coordinator of Student Judicial Affairs or other hearing officer, or for noncompliance with disciplinary sanctions. The Vice President for Student Affairs may place a graduation hold.

10. **No Contact Order** is an absolute prohibition from contact with another person in any form whatsoever (including but not limited to contact in person, by phone, electronically, or through another person). Violating a University-imposed No Contact Order may result in suspension from the University.

11. **Residence Hall Suspension** is the separation of a student from the residence halls for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.

12. **Residence Hall Expulsion** is the permanent separation of a student from the residence halls.

13. **Deferred residence hall or fraternity/sorority housing removal** is housing removal for alcohol or drug offenses which may be deferred pending acceptance into the Back on TRAC* program. Students who are accepted into the program must successfully complete the program as a condition to remain in their residence hall or fraternity/sorority house. Failure to complete the program will result in housing removal.

14. **Conduct Probation** is a specified period of time during which the student is warned that s/he is not in good standing with the University and that further violations of University regulations will subject him/her to suspension or expulsion from the University. Probation may include additional conditions or sanctions. The probationary status and conditions are documented in writing.

15. **Disciplinary Suspension** is written notification of the termination of a student's status with the University for a specified period of time and includes a student's total separation from the University. Examples of violations for which the University will strongly recommend suspension include, but are not limited to, the following: selling or otherwise providing alcohol to underage
students, selling or distributing illicit drugs, sexual violence, hazing, actions which result in the serious injury or death of another person(s), violation of a University-imposed No Contact Order, or repeated alcohol or drug offenses that jeopardize the individual's or community's educational opportunities or safety. Students who are suspended from Oklahoma State University are not permitted on campus or in University buildings, facilities, or activities, at any time for any reason during the period of suspension/expulsion, unless otherwise directed by the Vice President for Student Affairs or his/her designee. Conditions for re-admission shall be stated in the written notification, including the approval of Student Judicial Affairs. Notation on the transcript is not made; however, a record of the action is maintained in the student’s permanent record in the Registrar’s Office for the duration of the suspension. If a transcript is requested during the period of suspension, Student Judicial Affairs will send a letter to the requesting party/institution stating the student is under suspension for conduct reasons. Any refund of tuition or fees will be subject to the University's normal withdrawal policy.

16. Deferred suspension is suspension involving alcohol or drug offenses which may be deferred pending acceptance into the Back on TRAC* program. Students who are accepted into the program must successfully complete the program as a condition to remain in school. Failure to complete the program will result in suspension from the University.

17. Disciplinary Expulsion is written notification of permanent separation of the student from the University. Expulsion will be recorded on the front of the academic transcript and becomes a permanent part of a student's disciplinary record. Any refund of tuition or fees will be subject to the University's normal withdrawal policy.

18. Admission and Readmission Requirements are conditions for admission given to students whose admission requires a clearance from Student Judicial Affairs (see Section XV).

* The Back on TRAC (Treatment, Responsibility, and Accountability on Campus) program is an assessment-based, collaborative, team approach that uses a community drug court model to address alcohol and drug issues among students. Students may be referred to Back on TRAC for consideration in the program by a hearing officer if they are sanctioned to suspension from Oklahoma State University or removal from Residential Life housing or fraternity/sorority housing. As a condition for remaining in school or in housing, students must be accepted into and remain in good standing in the program. This process includes assessments, interviews, and a contract. The mission of the Back on TRAC program is to provide an assessment-based intervention for students whose substance use is jeopardizing their standing within the Oklahoma State University academic community. The program offers opportunities for treatment and recovery through support and accountability as students make lifestyle changes in an effort to achieve their academic and personal goals.

IX. Academic Policies, Rights and Responsibilities

A. General Statement:

As members of the academic community, students have both rights and responsibilities. The most essential student right is the right to competent instruction under conditions conducive to learning. The most important responsibilities are to respect the rights of other members of the academic community and to conform to standards essential to the purposes and processes of the University. The following policies and procedures are designed to facilitate communication, foster academic integrity, and defend freedoms of inquiry, discussion, and expression.

B. Access to Academic Programs:
As a comprehensive, land grant, public university, OSU is committed to serving a wide spectrum of people. Access to the programs and services of the institution should be governed by the following principles:

Within the limitations of its facilities, resources, and personnel, the University should be open to all persons who are qualified according to admissions standards.

Except where limited by admission standards of professional and graduate programs of study, students who have been admitted to and are in good standing with the University are allowed to enroll in any major offered by any college.

Students are responsible for representing themselves truthfully and accurately at all times. Providing false or misleading information to gain admission to or advancement in a program or course of study violates this responsibility and may result in forfeiture of one's opportunity to access an academic program.

C. Student/Faculty Relations and Classroom Activities:

The University is an academic community where honest academic conduct is fostered and where even-handed treatment in all aspects of the teacher-student relationship exists. The following principles will facilitate such an environment.

Students should enjoy free inquiry and expression. They should be free to take reasoned exception to the data and views offered in a course and to reserve judgment about matters of opinion. However, students are still responsible for maintaining standards of academic performance and learning the contents of any course of study for which they are enrolled.

Subject matter presented to students in a course of study should be generally consistent with the description, purpose, and scope announced for the course.

Students should be free from arbitrary, capricious, or discriminatory action by faculty and should have protection and proper recourse through established procedures.

Faculty should evaluate students and award credit based on professionally judged academic performance and not on matters irrelevant to that performance, whether personality, race, age, sex, sexual orientation, religion, national origin, disability, degree of political activism, or personal beliefs. Course grades given to students should reflect the standards of academic integrity and performance established by the faculty member and the University.

Students and faculty are expected to help maintain the quality and integrity of the educational process by conducting themselves in an honest and ethical manner. Any violations of academic integrity represent an erosion of academic standards and should not be tolerated by the teacher or the student. Knowledge of any violations should be reported and dealt with through established policies and procedures.

Students are responsible for fulfilling degree requirements and planning class schedules. It is their responsibility to become informed of degree requirements and to meet those requirements satisfactorily.

Students should enroll in courses with the intention of devoting the effort both inside and outside the classroom to complete all their requirements satisfactorily.

It is the responsibility of the student to be prepared, prompt, attentive, and courteous in the classroom and conform to policies set by the teacher to maintain academic decorum.

D. Grievance Procedure on Spoken English Proficiency of Teaching Personnel:
It is the policy of OSU that all persons employed as members of the faculty, as teaching assistants or teaching associates, or for any other assignments involving oral instruction, be proficient in spoken English. Any student may file a complaint regarding the English language ability of any instructional employee. Students should file such complaints initially with the head of the academic department in which the course is taught. The department head shall report to the office of the dean of the college the name of the person against whom the complaint was received; the name of the person making the complaint, the course number, section, and semester involved; and the nature and resolution of the complaint. The President or his designee shall investigate the complaint and make such disposition as may be warranted.

E. Student Appeal of a Final Grade Not Involving an Allegation of a Violation of Academic Integrity

The following statements regarding appeals of a final grade are excerpted from the official University policy, #2-0821. For copies of the policy and the procedure go to osu.okstate.edu/acadaffr/aa/CurrentStudents.htm. For assistance, contact your adviser or the office of the Provost and Senior Vice President.

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

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

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

X. Academic Integrity

The following information is excerpted from the official OSU Policy: Academic Integrity, #2-0822. The complete policy and procedure is available at http://academicintegrity.okstate.edu.

An institution's reputation and intellectual freedom depend on its uncompromising commitment to the ideal of academic integrity. OSU is committed to instilling and upholding integrity as a core value. OSU is dedicated to maintaining an honest academic environment and ensuring fair resolution of alleged violations of academic integrity. The following statement summarizes OSU's Commitment to Academic Integrity:

I will respect OSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community.

Students are expected to demonstrate academic integrity through the following actions:
· understand and uphold the academic integrity guidelines established by the University and the instructor.
· present their own work for evaluation by their instructors.
· appropriately cite the words and ideas of others.
· protect their work from misuse.
· accept responsibility for their own actions.
· treat instructors and members of the Academic Integrity Panel with respect when violations of academic integrity are examined or appealed.
· trust instructors and members of the Academic Integrity Panel to enforce the academic integrity policy and procedures.

Students are urged to sign the OSU Commitment to Academic Integrity statement and inform students or notify instructors when they observe violations of academic integrity.

Instructors are expected to demonstrate academic integrity through the following actions:
· understand and uphold the academic integrity policy and procedures. Instructors have the authority to set reasonable standards in their classes within the guidelines provided.
· clearly discuss and communicate information about academic integrity to students.
· reduce opportunities for dishonesty through vigilant exam security and proctoring, and give clear instructions for homework and projects.
· fairly and consistently evaluate students and award credit based on professionally judged academic performance established by the instructor.
· trust students to follow the academic integrity policy until the instructor has sufficient information to substantiate a violation, then confront students with information about the alleged violation, follow the procedures, and report violations.
· be fair in the evaluation of information that may indicate a student has violated academic integrity.
· assure that teaching assistants or adjunct instructors who work under their direction understand and uphold academic integrity policy and procedures.
· treat students and members of the Academic Integrity Panel with respect when violations of academic integrity are examined or appealed.
· trust members of the Academic Integrity Panel to enforce the academic integrity policy and procedures when violations are appealed.

Instructors are urged to use the OSU Commitment to Academic Integrity statement in course syllabi or examinations.

A. Violations of Academic Integrity

Behaviors that violate the fundamental values of academic integrity may include but are not limited to:

1. Unauthorized Collaboration: Completing an assignment or examination with other students, turning in work that is identical or very similar to others' work, or receiving help on assignments without permission of the instructor. This may also include excessively relying upon and borrowing the ideas and work of others in a group effort.

2. Plagiarism: Presenting the written, published or creative work of another as the student's own work. Whenever the student uses wording, arguments, data, design, etc., belonging to someone else in a paper, report, oral presentation, or other assignment, the student must make this fact explicitly clear by correctly citing the appropriate references or sources. The student must fully indicate the extent to which any part or parts of the project are attributed to others. The student must also provide citations for paraphrased materials. The following are examples of plagiarism: copying another student's assignment, computer program or examination with or without permission from the author; copying another student's computer program and changing only minor items such as logic, variable names, or labels; copying or paraphrasing material from an Internet or written source without proper citation; copying words and then changing them a little, even if the student gives the source; verbatim copying without using quotation marks, even if the source is cited; and expressing in the student's own words someone else's ideas without giving proper credit.
3. **Multiple Submissions**: Submitting substantial portions of the same academic work for credit to more than one class (or to the same class if the student repeats a course) without permission of the instructors.

4. **Cheating on Examinations**: Gathering unauthorized information before or during an examination from others, using notes or other unapproved aids during an examination, failing to observe the rules governing the conduct of examinations (for example, continuing to work on an examination after time is called at the end of an examination), or having another student to take an examination for the student.

5. **Fabricating Information**: Making up references for a bibliography, falsifying laboratory or research data (for example, tampering with experimental data to obtain "desired" results or creating results for experiments that were not done), or using a false excuse for an absence or an extension on a due date.

6. **Helping Another Person Cheat**: Providing information about an examination to another student (for example, sending an electronic message with answers during an examination), giving unauthorized help on assignments, or failing to prevent misuse of work by others (for example, allowing another student to copy an examination, assignment, or computer program). A student must take reasonable care that examination answers are not seen by others or that term papers or projects are not plagiarized or otherwise misused by others. This category also includes taking an examination on behalf of another student.

7. **Unauthorized Advance Access to Examinations**: Obtaining an advance copy of an examination without the instructor's permission or getting questions and answers from someone who took the examination earlier.

8. **Altering or Destroying the Work of Others**: Changing or damaging computer files, papers or other academic products that belong to others.

9. **Fraudulently Altering Academic Records**: Altering graded papers, computer materials/records, course withdrawal slips, or academic documents. This includes forging an instructor or adviser signature and altering transcripts.

These behaviors may subject the student to disciplinary action including receiving a failing grade on assignment, examination or course, receiving a notation of a violation of academic integrity on the transcript, and suspension from the University. Serious violations discovered after a student graduates may lead to revocation of a degree (degree revocation procedures are available online at academicintegrity.okstate.edu).

**B. Procedures For Alleged Violations of Academic Integrity**

1. The instructor (e.g., instructor of record, teaching assistant, member of a graduate student committee, professional education program, or veterinary house officer) discovers sufficient information to substantiate an alleged violation of academic integrity. The information should support a determination that it is “more likely than not” that a violation of academic integrity occurred.

2. Within seven school days of the discovery, the instructor prepares an Academic Integrity Violation Notification Form (including a list of possible Academic Integrity Facilitators) and gives or mails the form to the student. An Academic Integrity Facilitator is an instructor, adviser or academic administrator who is trained in academic integrity policy and procedures.

Once an instructor has identified an alleged violation of academic integrity, the student may not drop the course. Students who drop the course will be re-enrolled by the Registrar.
3. The student contacts the instructor within five school days of receiving the memo to schedule a meeting.

4. The student, instructor, and Academic Integrity Facilitator meet to discuss the alleged violation and sign the Academic Integrity Resolution Form. The following actions may result from this meeting:
   a. The instructor and student agree that no violation of academic integrity occurred.
   b. The student admits responsibility for a violation and accepts the instructor’s sanction.
   c. The student admits responsibility but does not agree with the sanction. The instructor assigns a sanction.
   d. The student denies responsibility for the alleged violation and does not agree with the sanction. The instructor assigns a sanction.
   e. The student fails to appear for the resolution meeting. The instructor and facilitator discuss the alleged violation, the instructor assigns a sanction, and they sign the Academic Integrity Resolution Form. A copy of the form is mailed to the student, the instructor retains a copy, and a copy is sent to Office of Academic Affairs.

The assigned sanction becomes final if the student does not submit an appeal form to the Academic Integrity Panel by the five day deadline.

5. The instructor awards an academic sanction for alleged violations of academic integrity. The following sanctions are recommended based on the seriousness of the violation:
   a. **Level one sanction**: grade of “zero” or “F” for the assignment or examination for violations including but not limited to the following:
      · Copying a few sentences of material (1-5 sentences or a minor portion) from a written or Internet source without proper citation.
      · Cheating on a quiz or minor assignment.
      · Receiving unauthorized help on an assignment.
      · Working on an assignment with others when the instructor asked for individual work.
      · Using a false excuse to obtain an extension on a due date.
      · Signing an attendance roster for someone who is absent or asking someone else to sign the roster to avoid being counted absent.
   b. **Level two sanction**: grade of "Fi" for the course for violations including but not limited to the following:
      · Turning in a paper copied from another student.
      · Turning in a paper obtained in full or in part from a term paper “mill” or website.
      · Copying material almost word for word from a written source and turning it in as one’s own work.
      · Fabricating or falsifying a bibliography.
      · Getting questions or answers from someone who has taken an examination.
      · Obtaining an unauthorized copy of an examination in advance.
      · Using unauthorized notes during an examination.
      · Having another student take an examination.
      · Inappropriate use of technology (camera phones, text messaging, programmable calculator, etc.) during an examination.
      · Copying from another student during an examination with or without his/her knowledge.
      · Helping someone else cheat on an examination.
      · Stealing an examination or problem answer from the instructor.
      · Altering a grade or scoring on an examination or paper to obtain unearned credit.
      · In a course requiring computer work, copying another student’s program rather than writing one’s own.
      · Fabricating or falsifying laboratory or research data.
      · Inappropriately sharing or using work on an online assignment or examination.
      · Turning in work done by someone else.
• Submitting substantial portions of the same assignment to more than one class without permission of the instructors

For level two sanctions the transcript will indicate that a grade of “F!” signifies that the student failed the course because of an alleged violation of academic integrity.

c. **Level three sanction:** recommend dismissal from the graduate, professional education, or Veterinary Medicine program and suspension from the University for the following types of violations:

- Plagiarism or other violations of academic integrity in a thesis or dissertation proposal, qualifying examination, comprehensive examination, thesis or dissertation, report for a creative component, thesis or dissertation defense, or professional education portfolio.
- Fabrication or falsification of research or laboratory data used in a creative component, report, thesis or dissertation.
- Violations listed under level two sanctions, committed by veterinary medicine students.

Instructors should assign level one or two sanctions for alleged violations of academic integrity. The recommended levels of sanction should be used by the instructor unless they provide a specific written policy during the first week of class (e.g., an instructor may assign an F! for receiving unauthorized help on an assignment if they provide a written statement during the first week of class).

6. The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of “W” if the allegation is dismissed or if the student admits responsibility for a level one sanction, however, the student must meet the deadlines for dropping a course or withdrawing from the University. A student may not drop a course in which the “F!” grade was assigned.

7. Certain violations (e.g., theft of an examination) may also violate the Student Code of Conduct.

8. Students may remove the first “!” from their transcript by completing an academic integrity education program. The “!” will remain on the transcript for a minimum of one semester.

9. Students who are accused of a second alleged violation of academic integrity with a sanction of a “zero” or “F” on an assignment or examination will be referred to the Academic Integrity Panel. After conducting a hearing, the Panel may change the sanction for a second violation to an “F!” for the course.

10. Students who received one “F!” and violate academic integrity a second time will be suspended from the university. This penalty will be assessed if the first “!” was or was not removed, or if the second incident was a level one or level two violation. In such cases, the Academic Integrity Panel will meet with the student and instructor to determine if the student is responsible for violating academic integrity. If the Academic Integrity Panel finds that the student committed the alleged act, the student will be suspended from the university for no less than one regular (fall or spring) semester.

11. If clear and convincing evidence of a serious violation of academic integrity is discovered (including but not limited to the violations listed under level three above) after a student graduates, revocation of a degree may be recommended by following the degree revocation procedures (available at academicintegrity.okstate.edu).

C. Procedures For Appeals of Alleged Academic Integrity Violations

1. The student will use the following procedures in filing an appeal:

   a. Obtain and complete an appeal form that is available from the Office of Academic Affairs, 101 Whitehurst. The student should submit documentation to support his or her appeal.
b. Submit the appeal form to the Assistant of the Academic Integrity Panel within five school days after the Academic Integrity Resolution Form was signed. The Assistant, who can be contacted in the Office of Academic Affairs, gives the student notice of receipt of the appeal, notifies the instructor of the course, and assigns a consulting member of the Academic Integrity Panel to assist the instructor and student in understanding the appeals process, assembling the supporting documents, and transmitting the case to the Academic Integrity Panel.

2. The instructor submits sufficient information to substantiate the alleged violation of academic integrity and the sanction.

3. The student and instructor have the right to appear in a hearing before an Academic Integrity hearing panel. Students have the following rights during the hearing:
   · Written notification of the time and place of the hearing of the appeal. This notice will be mailed to the student’s local address (as listed in the Student Information System).
   · A copy of the Academic Integrity Violation and Resolution forms.
   · The right to appear in person and present his/her case. Either party may elect not to appear; in this instance, the hearing shall be held in his/her absence. Failure to appear must be noted without prejudice.
   · The right to meet with the hearing panel at the same time, so no further allegations can be made against the student without the student’s knowledge or against the instructor without the instructor’s knowledge.
   · The right to be accompanied by one adviser (colleague or friend); however, the adviser may not address the hearing panel.
   · The right to call witnesses to assist in establishing facts of the case.
   · The right to ask questions.
   · The right to an explanation of the reasons for any decision rendered.
   · The right to be free from retaliation by the instructor.
   · The assurance that all personally identifiable information about alleged violations of academic integrity will be confidential under provisions of the Family Educational Rights and Privacy Act (FERPA) and will not be disclosed except as permitted by the Act or with written permission of the student.

4. The Academic Integrity Panel determines if A) the student committed an act that violates academic integrity and B) the sanction is appropriate. The Panel will make one of the following decisions:
   a. The student is found not responsible for a violation of academic integrity. The instructor shall remove the sanction and assign an appropriate grade. The instructor or Academic Integrity Panel may permit a student to drop a course with a grade of “W”.
   b. The student is found responsible for a violation and the sanction is appropriate.
   c. The student is found responsible for a violation but the sanction is not appropriate. The panel may increase or decrease the sanction.

5. After each decision, the Chair of the Academic Integrity Panel sends a letter to the student, instructor, and Office of Academic Affairs.

6. The student or instructor may submit a written request for a decision (final) appeal before the Academic Integrity Appeals Panel. The student or instructor must submit an appeal within seven school days after the letter from the Academic Integrity Panel is mailed if the academic integrity procedure was not followed. If new information becomes available after the hearing that could substantially affect the outcome, the student or instructor may submit an appeal within one year. The Chair of the Appeals Panel will determine if the decision (final) appeal will be considered. Refer to the Academic Integrity policy and procedures for details on the decision (final) appeal.

7. The decision of the Appeals Panel is final except when revocation of a degree is recommended by the Academic Integrity Panel. Degree revocation requires approval of the Vice
XI. Conduct Rights and Obligations of Student Organizations

Oklahoma State University has adopted policies and procedures governing student organizations. These policies and procedures are available in the Office of Campus Life or on-line at http://www.okstate.edu/ucs/SJA/sectionXI.htm.

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

A. Student Organization Misconduct:

All student organizations are governed by rules developed by one of six administratively designated University judicial systems, each of which is separate and distinct from the others. These are the Student Government Association (all registered and some recognized organizations), Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council, and Residence Halls Association. In most non-living group situations cases would be investigated by the Committee on Student Organizations to determine just cause for disciplinary action. The Residence Halls Association, the Interfraternity Council, the Multicultural Greek Council, the National Pan-Hellenic Council, the Panhellenic Council, and the Off-Campus Student Association will be held responsible to maintain appropriate conduct by the University administrative units assigned to oversee their activities. The OCSA is supervised by the Department of Campus Life. All sororities and fraternities are supervised by the Office of Fraternity and Sorority Affairs. Discipline cases involving any Greek group will be processed jointly by the Office of Fraternity and Sorority Affairs and Student Judicial Affairs. In cases where suspension or expulsion of a fraternity or sorority is a possibility, the case will be referred directly to the Student Judicial Committee for a formal hearing.

In cases where organizational behavior is believed to be against the best interest of the membership, the purpose of the organization, and/or the mission of the University, the Director of Campus Life can suspend all organizational activities on an interim basis until such time that a final decision has been made on the pending allegation of misconduct through a hearing process. When misconduct by a fraternity or sorority is believed to be detrimental to the well-being of students, the organization, or chapter property, the Director of Campus Life, in consultation with the Manager of Fraternity and Sorority Affairs, is authorized to suspend that fraternity or sorority on an interim basis until the misconduct has been fully investigated and a decision has been made on the pending allegation of misconduct through a hearing process.

XII. On Campus and Off Campus Housing

A. On campus housing information is available through the Residential Life website: www.reslife.okstate.edu. Due to the Board of Regents’ freshman residency requirement, freshmen are required to live on campus. For a freshman to move off campus, the student must request and receive exemption from this policy by filing the Request for Exemption form with the Department of Residential Life in Iba Hall.

B. Off campus housing is not certified by the University. The Off-Campus Student Association does publish an Off Campus Housing Guide which lists apartments, tips, and rights and
responsibilities for renters. They also have other useful materials. Visit their website at www.osuoffcampus.org.

XIII. Fraternity and Sorority Housing

Fraternity and Sorority Housing information is available through individual chapter houses and is facilitated by the Office of Fraternity and Sorority Affairs: http://gogreek.okstate.edu.

A. Only students who are fully matriculated at OSU-Stillwater and meet organizational eligibility requirements are allowed to join Greek letter organizations who are members of the Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council or Multicultural Greek Council.

B. Living in a Fraternity House: Only regularly enrolled OSU students who are members or pledges of the chapter shall room or board in a men's or women's fraternity house.

C. Freshmen students depledging a fraternity or sorority are required to return to University housing (Residential Life) until such time as they have successfully completed 27 semester hours.

D. Fraternity Resident House Directors: Each men's and women's general fraternity which operates a house is required to have a resident house director who shall live in the house. Each house director is to be employed by the chapter and is to be reviewed and endorsed by the Office of Fraternity and Sorority Affairs.

E. Each general sorority and fraternity is responsible for selecting their own advisor. These advisors may be selected from non-University individuals but these individuals must be registered in the Office of the Manager of Fraternity and Sorority Affairs. This registration would consist of: (1) the advisor’s name; (2) address; (3) telephone number; and (4) e-mail address.

F. Incorporated general sororities and fraternities are exempt from the financial deposit requirements of the University.

G. The Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council, with their staff advisor, will determine the need to expand the Greek Community. At that time, those fraternities and sororities who are interested in OSU will be invited to submit proposals to the Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, Panhellenic Council and their staff advisor. The appropriate council will review the applications and then make a recommendation to the Vice President for Student Affairs, through the Director of Campus Life, requesting that the selected national fraternity(s) or sorority(s) be allowed to colonize at Oklahoma State University.

XIV. Buckley Amendment—Family Educational Rights and Privacy Act of 1974

PURPOSE AND SCOPE

I.01 This letter contains the University’s policy and procedures relative to the Family Rights and Privacy Act of 1974, known as the “Buckley Amendment.”

POLICY
2.01 It is the policy of Oklahoma State University that current and former students and parents of students, where appropriate, have the right to review educational records maintained about them by the institution, except for material to which the student has waived right of access or for material specifically determined to be confidential by law. Students shall be informed of their rights each year.

2.02 It is the policy of Oklahoma State University that information contained in educational records is confidential but may be reviewed by “school officials” who have a “legitimate educational interest” in the student without prior consent of the student. “School official” is defined as an individual currently serving as a member of the Oklahoma State University Board of Regents or classified as faculty, administrative, or professional and staff such school officials supervise; and, the President and CEO of the Alumni Association and President and CEO of the Oklahoma State University Foundation and the staff they supervise. “Legitimate educational interest” is defined as an interest which results from the duties officially assigned to a school official and which are related to such a school official’s responsibility for facilitating the student’s development. School officials may have legitimate educational interests both in students who are currently enrolled and in those no longer enrolled.

2.03 It is the policy of Oklahoma State University that Directory Information may be released without prior consent of the student unless the student formally requests that such information be kept confidential. Such requests for confidentiality of directory information remain in effect only for one year at a time, i.e., the request must be renewed each year and applies to all categories of directory information, i.e., students may not specify that only some of the items be kept confidential.

2.04 It is the policy of Oklahoma State University that a student may be provided with copies of all or a part of his or her own educational record, although the University reserves the right both to charge for this service and to suspend such rights to copies in those cases in which the student has an outstanding obligation to the institution. Such a “hold” on the records will be removed when the obligation is legally and morally satisfied.

2.05 It is the policy of Oklahoma State University that requests from off-campus parties for information from educational records shall be handled through three central offices: a) the Office of the Registrar for academic records; b) the Office of the Dean of Student Affairs for disciplinary records; and c) the appropriate placement office for employment/placement records. A student or former student, however, may request any school official to release personally identifiable information.

2.06 It is the policy of Oklahoma State University that a record of non-routine disclosure of personally identifiable information—i.e., disclosure to persons other than school officials who have a legitimate educational interest in the student (see 2.02 above)—shall be maintained in each student’s file, and such a record may be reviewed by the student.

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

PROCEDURE

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

1 Rights afforded to “students” in this Letter may also be claimed by parents and/or legal guardians who are assigned such rights by the law—i.e., who claim the student as a dependent for federal income tax purposes.

2 It should be noted that examination and/or quiz grades are not included as “directory information”—see Section 2.02 above. Faculty who wish to post such grades as a convenience to students must receive prior consent from the student. It is suggested faculty circulate a paper in class which states that students who sign the paper give permission to the specific faculty member to post examination and/or quiz grades according to a specified system—e.g., student I.D. number, Social Security number. Grades may not be posted for students who do not give their consent.
A. The staff member will satisfy himself or herself that the student is the student to whom the records pertain.

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

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

3.02 “Directory information” consists of the following information and is subject to change provided the change is effective only at the subsequent year (i.e., fall term) and provided the change(s) is/are appropriately publicized.

A. student’s name, local, and permanent address or hometown
B. telephone number
C. year of birth
D. major field of study
E. weight and height of student participating in officially recognized sports
F. dates of attendance at Oklahoma State University
G. degrees, honors, and awards granted or received and dates granted or received
H. academic classification such as freshman, sophomore, junior, senior, etc.
I. electronic mail address
J. Most recent educational institution previously attended
K. dissertation or thesis title
L. advisor or thesis/dissertation advisor
M. participation in officially recognized organizations, activities, and sports
N. parents’ names and addresses (city and state only)

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

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

3.04 When personally identifiable information is released from the educational record to individuals or parties (other than those for whom record-keeping requirements are not mandated), a record shall be kept of who requested the material, why the request was made, and what material, if any, was made available. In those cases where a student or a former student requests a school official (see Section 2.05) to release personally identifiable information, the student shall provide written authorization, e.g., attachment 1 or appropriate forms.

3.05 When a student challenges the content of the educational record, the following steps will be used:
A. The student will submit a written request to the official responsible for maintaining the record, with such request specifying the content being challenged, the grounds for the challenge, and the exact action being sought.

B. Within one month (i.e., 22 working days) of the request, the official shall provide a written response. If the official grants the request, the change(s) will be made. If the request is denied, the letter will explain why and will inform the student that he or she may add an explanation to the record and/or appeal the official’s decision. If the student adds an explanation to the record, that explanation will accompany the part of the record to which the explanation pertains, whenever that part of the record is released.

C. An appeal may be filed with the Residence and Records Appeal Board by submitting a written request to the Office of the Vice President for Academic Affairs, with a copy of the original letter and the official’s response being attached. The Board will arrange a hearing with the student within one month at a mutually agreeable time and place. In the event that the student is accompanied by legal counsel, the Office of the Vice President for Academic Affairs must be notified of the fact at least three working days prior to the hearing. After the Board hears the evidence and deliberates, it will decide and communicate its decision in writing, including reasons, to both the student and the official involved in the case.

October 26, 1976
Revised: June 2007
March 2008

This policy may be accessed on-line at https://stillwater.sharepoint.okstate.edu/Policies/Shared%20Documents/Forms/AllItems.aspx.

XV. Other University Policies

A. Student Mailing Address:

All students are responsible for keeping the University informed of their current local mailing address. If a residence has not been established at the time of enrollment or if the student changes addresses during the semester, a change of address form must be completed in the Registrar’s Office or students themselves can change their address on the web.

B. Official Announcements:

Official announcements are published in the Official Bulletins section of the Daily O'Collegian. Students are held responsible for regularly checking this section.

C. Definition of Fund Raising and Sales Solicitation:

For the purpose of this document, the terms “fund raising” and “solicitation of funds” will mean the solicitation of donations, the charging of admission, or the selling of products and services.

D. Solicitation on Campus:

Normally, solicitation can be divided into the following categories:

1. Housing: All solicitation in University recognized housing must have primary approval of the appropriate administrative heads (i.e., Residence Halls Coordinators, Fraternity and Sorority Affairs Manager, Assistant Director, Residential Life-University Apartments).
2. Student Organizations: Solicitation by recognized student organizations will follow these steps:

a. Obtain a solicitation permit from the Office of Campus Life.

b. Secure permission from the head of the department affected by the sale, if appropriate.

c. Sales solicitation to more than one campus group or residence must have the approval of all student groups and department heads which are affected by the sale. The scheduling of space and/or charges for space rental will be determined by the Director's Office of the Student Union and Residential Life.

No sales or solicitation may be conducted if such is in competition with products or services offered in the Student Union or in conflict with the covenants of the University bond requirements.

3. Private Enterprise: No private enterprise will be permitted to solicit business on University grounds, in academic buildings, or in University Physical Plant service facilities. The Student Union is available for such purpose.

In some cases, private enterprises will be allowed to engage in commercial activity outside of the Student Union, subject to the approval of the Director of Campus Life for University grounds or the Director of Residential Life for residential grounds.

Special permission or concession contracts may be granted for sales and solicitation from tables or space allocated for such in approved non-academic public spaces. A rental fee may be assessed by the University agency assigned responsibility for approving the solicitation space. Newspapers sold through wire racks will not be charged a rental-solicitation fee. Door-to-door sales to students' rooms are not permitted at any time.

E. Charitable Fund Drives on Campus:

Solicitation of funds for charitable purposes involving the personnel of one college, one department, or one residence group, must be cleared in advance by the college dean, the department head, or the program coordinator. Solicitation involving broader segments of the student body must be cleared with the Director of Campus Life.

F. Distribution of Literature:

Distribution of handbills, pamphlets, etc., is a privilege granted primarily to students of recognized and registered organizations. All such literature must bear the name of the organization or responsible individual on the front page of the material distributed. Such material may be distributed only in those areas designated as distribution areas by the Office of Campus Life or residence hall coordinators, as appropriate. A copy of the literature to be distributed must be filed with the Office of Campus Life.

1. The privilege of distribution is available to all free student publications.

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

3. The establishment of self-service stands for the sale of student publications shall be permitted in the lobby of the Student Union without charge to the sponsoring department, agency, or group subject to scheduling procedures.

4. Free distribution and sale by students of student publications shall be permitted on the campus outside the confines of campus buildings subject only to such limitations as deemed
necessary by the Office of Campus Life to prevent interference with the use of streets, sidewalks, and building entrances and as are consistent with established guidelines.

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

A goal of the faculty, students, administration, staff, and Board of Regents, is for Oklahoma State University to be a superior educational center for the preservation, transmission, and discovery of knowledge. The mission of the University recognizes and protects free inquiry and free expression as indispensable components of the critical examination of philosophies and ideas. Accordingly, the Board of Regents has adopted a policy statement governing the extracurricular use of any University-controlled facility, area, or medium for the purpose of expression. The full policy may be viewed on-line at [http://www.okstate.edu/ucs/SJA/extracurricular.htm](http://www.okstate.edu/ucs/SJA/extracurricular.htm).

H. Gender Discrimination and Sexual Harassment:

It is the policy of Oklahoma State University (OSU) that unlawful gender discrimination in any form, including sexual harassment of faculty and staff, or other forms of gender discrimination as referenced by Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e (Title VII), and Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 (Title IX), is prohibited in the workplace and in the recruitment, appointment, and advancement of employees. Gender discrimination of students, including sexual harassment, as referenced by Title IX, is prohibited in and out of the classroom and in the evaluation of students' academic or work performance. This policy is in keeping with the spirit and intent of various federal guidelines which address the issue of fair employment practices, ethical standards and enforcement procedures.

The University encourages victims to report instances of gender discrimination prohibited by Title IX or Title VII, including but not limited to, sexual assault or other sex offenses, either forcible or nonforcible in nature. In addition to internal grievance procedures, victims of criminal gender discrimination (e.g., sexual assault or harassment) are encouraged to file complaints or reports with campus police or local law enforcement agencies as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The OSU Police Department is available to assist victims in filing reports with other law enforcement agencies.

All students, members of the faculty, and non-faculty staff personnel are required to comply with the policy and procedures outlined to address complaints about gender discrimination, sexual harassment and sexual assault. In addition to the procedures outlined in this policy statement, discrimination and harassment complaints may be filed with the U.S. Equal Employment Opportunity Commission (involving employment) or U.S. Department of Education, Office for Civil Rights (involving education programs or activities). Any complaint of gender discrimination or sexual harassment filed under the University's policy shall be processed even if the complainant also files a complaint or suit with an outside agency, U.S. Equal Employment Opportunity Commission, or U.S. Department of Education, Office for Civil Rights. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

The University will (1) respond to every complaint of gender discrimination, sexual harassment, or sexual assault reported, (2) take action to provide remedies when gender discrimination, sexual harassment, or sexual assault is discovered, (3) impose appropriate sanctions on offenders in a case-by-case manner, and (4) protect the privacy of all those involved to the extent it is possible. The above actions will apply to the extent permitted by law or where personal safety is not an issue.

Any individual who believes he/she may have experienced gender discrimination, including sexual harassment, or who believes that he/she has observed such actions taking place, may receive information and assistance regarding the University's policies and responsive processes from any of the following offices:
1. Director of Affirmative Action / Title IX Coordinator  
   408 Whitehurst Hall  
   405-744-5371

2. Student Judicial Affairs Coordinator  
   326 Student Union Building  
   405-744-5470

3. Vice President for Student Affairs  
   201 Whitehurst Hall  
   405-744-5328

4. System Senior Vice President  
   101D Whitehurst Hall  
   405-744-5627

If an apparent conflict of interest prevents use of the assistance of the above offices, the person complaining of gender discrimination, sexual harassment, or sexual assault may request assistance directly from the Office of the President, 107 Whitehurst Hall (405-744-6384).

The two University officials most directly involved in reviewing allegations of unlawful gender discrimination are:

   The Title IX Coordinator for OSU, Dr. Carolyn Hernandez, Director of Affirmative Action/Ombudsperson, 408 Whitehurst, OSU, Stillwater, OK 74078, (405) 744-5371.

   Dr. Tawny Taylor, Coordinator, Student Judicial Affairs, 326 Student Union, Stillwater, OK 74078, (405) 744-5470.

Copies of the University's policy and procedures letters regarding gender discrimination, including, but not limited to, sexual harassment, may be found at Oklahoma State University Policy and Procedures Letter No. 1-0702, accessible on-line at [http://home.okstate.edu/policy.nsf](http://home.okstate.edu/policy.nsf) or at [www.okstate.edu/ucs/SJA/genderdiscrimination.htm](http://www.okstate.edu/ucs/SJA/genderdiscrimination.htm).

I. Other Student Discrimination Grievances:

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

All students enrolled at the University who have a non-gender discrimination complaint related to an area as previously described that cannot be resolved informally between the parties involved, may request a hearing before a grievance committee which shall hear the alleged grievance and make recommendations to the appropriate vice president to resolve the complaint.

Formal student discrimination complaints will be filed with and administered by Student Judicial Affairs and will be resolved following due process procedures as described in Section IV (Disciplinary Responsibility) of [Student Rights and Responsibilities Governing Student Behavior](http://home.okstate.edu/policy.nsf).
Detailed informal and formal complaint procedures are available in the Office of Student Judicial Affairs and the Affirmative Action Office/Title IX Coordinator.

These grievance procedures neither supersede nor take precedence over established University procedures of due process for any and all matters related to Academic Appeals, Traffic Appeals, and Disciplinary Appeals. Approved by the Board of Regents, June 1998.

**J. Family Educational Rights and Privacy Act of 1974**

*(Buckley Amendment)*:  
It is the policy of Oklahoma State University that current and former students and parents of students, where appropriate, have the right to review educational records maintained about them by the institution, except for material to which the student has waived right of access or for material specifically determined to be confidential by law. Oklahoma State University provides students with all protection provided under the Family Rights and Privacy Act of 1974, as amended, also sometimes referred to as the “Buckley Amendments.” As part of these policy statements, students have the right to file with the Registrar's Office during the first two weeks of the fall semester, written requests not to release directory information pertaining to them. Directory information will be released by the Registrar until a specific request by a student is received asking that the information not be released. A complete statement of student rights under these laws and the University's declaration of what constitutes “directory information” can be accessed on-line at [http://home.okstate.edu/policy.nsf](http://home.okstate.edu/policy.nsf) under Policy and Procedures Letter No. 2-0701 and in Section XIV of this document.

**K. Equal Opportunity Policy:**

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1974 (Higher Education Act), 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, 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 student services.

**L. Health and Immunization Responsibilities:**

1. Students are responsible for compliance with the immunization policies set forth by the State of Oklahoma and the University.

a. All new students, regardless of entering classification or hours enrolled, are required to submit to OSU the Immunization and Health History form and supporting copies of immunizations. The form and details are available at: [http://www.okstate.edu/UHS/uhshealthhist.htm](http://www.okstate.edu/UHS/uhshealthhist.htm).

b. Students have the right to more information regarding immunizations. Supporting information can be found at the above website.

2. Students have the right to exercise a religious, moral or personal objection to the immunization policies of OSU and the State of Oklahoma. Objections must be submitted in writing using the Certificate of Exemption form found at the above-listed website.

3. In some circumstances, students may be directed by OSU physicians, their private physician or the Oklahoma State Department of Health to restrict their contact with other students or to not attend class. In those cases, University staff can work to coordinate absences with instructors, with the written permission of the student.

4. Students who choose to be treated at University Health Services are entitled to specific rights and responsibilities. These are defined at:
M. Drug Free School and Workplace Programs:

Oklahoma State University complies with the provisions of the federal Drug Free Workplace Act of 1989 and the Drug Free School and Communities Act Amendments of 1990. University policies adopted to implement these federal requirements provide for the possibility of serious disciplinary action in the event of alcohol abuse or illicit drug use on campus or in connection with University functions, or for mandatory referral to approved rehabilitation, assistance programs. Copies of the University's policy statements are available online at [http://www.okstate.edu/ucs/SJA/drugfreeworkplace.htm](http://www.okstate.edu/ucs/SJA/drugfreeworkplace.htm) (Drug Free Workplace Act) and [http://www.okstate.edu/ucs/SJA/drugfreeschools.htm](http://www.okstate.edu/ucs/SJA/drugfreeschools.htm) (Drug Free Schools and Communities Act Amendments).

N. Financial Aid Policies and Procedures:

Oklahoma State University complies with all federal laws and administrative regulations concerning the availability and disbursal of financial aid. A synopsis of the University policies and procedures affecting financial aid is available online at [http://www.okstate.edu/ucs/SJA/scholarshipsandfinancialaid.htm](http://www.okstate.edu/ucs/SJA/scholarshipsandfinancialaid.htm).

O. Student Complaints Regarding Faculty or Nonfaculty Staff:

Students who believe that they have been unfairly treated by members of the faculty or nonfaculty staff of the University have the right to seek redress through several different procedural channels. Complaints about faculty conduct not related to grades are required to be processed as set forth in the "Policy Statement To Govern Appointments, Tenure, Promotions, And Related Matters Of The Faculty Of Oklahoma State University." Academic grade appeals are required to be processed through the academic appeal process supervised by the Office of the Provost and Senior Vice President. Complaints about conduct by nonfaculty staff employees are required to be processed as set forth in the University Policy and Procedures Letters governing Classified and Administrative/Professional staff. Copies of these policies may be found in the University library, the Office of the Provost and Senior Vice President, or the Human Resources Office. In appropriate circumstances, students may be assisted by the University Office of Affirmative Action regarding understanding their rights to seek internal review of complaints.

P. Hazing Policy

No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing. Complete information can be accessed online at [http://www.okstate.edu/ucs/SJA/hazing.htm](http://www.okstate.edu/ucs/SJA/hazing.htm).

Q. Admission Clearances for Potential Students Convicted of a Felony or Suspended from an Institution

The Office of Undergraduate Admissions and the Graduate College forward applications for admission to Student Judicial Affairs when potential students have been convicted of a felony or suspended from an institution. These potential students require a clearance for further admission consideration and must provide additional information as requested to Student Judicial Affairs. Students may be granted provisional clearances with admission conditions for further admission consideration. The final decision regarding admission rests with Undergraduate Admissions and the Graduate College using normal academic criteria. Oklahoma State University typically upholds current suspensions from other institutions.
R. Readmission Requirements for Students Suspended for Disciplinary Reasons

Students who have been suspended from Oklahoma State University for disciplinary reasons will be required to receive a clearance from Student Judicial Affairs before they will be readmitted. The Office of Undergraduate Admissions and the Graduate College will forward such applications to Student Judicial Affairs for review and additional information may be requested. Students may be provisionally cleared for readmission consideration with or without special conditions.

S. Registrar Policies and Procedures

The Office of the Registrar provides services related to the creation and maintenance of student academic records. Information on policies and procedures may be accessed on-line at [http://www.okstate.edu/registrar/](http://www.okstate.edu/registrar/) or in the Office of the Registrar.

T. Undergraduate Admissions Policies and Procedures

The Office of Undergraduate Admissions oversees admission to Oklahoma State University. Information on policies and procedures may be accessed on-line at [http://admissions.okstate.edu/](http://admissions.okstate.edu/) or in the Office of Undergraduate Admissions.

U. Graduate College Admissions Policies and Procedures

The Graduate College oversees graduate admission to Oklahoma State University. Information on policies and procedures may be accessed on-line at [http://grad.okstate.edu/](http://grad.okstate.edu/) or at the Graduate College.

V. Bursar Policies and Procedures

The Office of the Bursar bills and collects tuition, fees, campus housing, and other University related charges. Information on policies and procedures may be accessed on-line at [http://bursar.okstate.edu/](http://bursar.okstate.edu/) or in the Office of the Bursar.

W. Information Technology Policies and Procedures

The Information Technology Department provides innovative, reliable, and integrated technology solutions, quality services, and information resources. Information on IT policies and procedures may be accessed on-line at [http://www.it.okstate.edu/](http://www.it.okstate.edu/).

X. Sexual Misconduct Policy

Oklahoma State University is committed to providing a productive living and learning community in which students can pursue their educational goals. Sexual misconduct undermines this commitment and affects the ability of students to focus on their educational goals. Therefore, Oklahoma State University will not tolerate nor condone any form of sexual misconduct. Sexual misconduct policy and procedures may be accessed on-line at [http://www.okstate.edu/ucs/SJA/sexmisconduct.htm](http://www.okstate.edu/ucs/SJA/sexmisconduct.htm).

Hard copies of policies may be requested through Student Judicial Affairs in 326 Student Union or from each office listed in this document.

This document was approved by the Board of Regents, February 1993. Included are minor changes approved by Board of Regents Legal Counsel in July 1995, September 1996,

RESOURCES

To file a complaint or address a concern about an alleged violation of the Student Code of Conduct, contact Student Judicial Affairs, 326 Student Union, 744-5470.

Vice President for Student Affairs: 201 Whitehurst, 744-5328


Graduate & Professional Student Government Assn.: 264 Student Union, 744-3419, https://orgs.okstate.edu/gpsa/

International Students and Scholars: 076 Student Union, 744-5459

Multicultural Student Center: 313 Student Union, 744-5481

Office of Institutional Diversity: 408 Whitehurst, 744-9154

Residence Halls Association: 100 Drummond, 744-5600


Provost and Senior Vice President for Academic Affairs: 101 Whitehurst, 744-5627

Residential Life Department: Iba Hall, 744-5592, http://reslife.okstate.edu


University Health Services: 1202 Farm Road, 744-7665, www.okstate.edu/UHS

Title IX Coordinator/Affirmative Action Office: 408 Whitehurst, 744-5371

Human Resources Office: 106 Whitehurst, 744-5373

Student Union Meeting and Conference Services: 242 Student Union, 744-5232