

2017-2018 OPSU STUDENT HANDBOOK

DISCLAIMER

The content of this document is provided as information for the student. It is accurate at the time of printing, but is subject to change as deemed appropriate by the university to fulfill its role and mission or to accommodate circumstances beyond its control. Any such changes may be implemented without prior notice and without obligation and, unless specified otherwise, are effective when made.

OPSU Mission Statement

The mission of OPSU is to provide higher education primarily for people of the Oklahoma Panhandle and surrounding areas through academic programs, cultural enrichment, lifelong learning experiences, and public service activities. The educational experiences are designed to prepare students for roles in agriculture, business, education, government, and industry and to enrich their personal lives.

ALMA MATER

CRIMSON AND BLUE

Milton H. Bradley

From out the rolling Prairie
Beautiful to view,
Stands our Alma Mater,
Crimson and Blue.

Chorus:

Shout the anthem, roll it onward,
Sound it brave and true.
Swing aloft our colors streaming,
Crimson and Blue.

Let us lift our hearts and voices,
In one mighty hew.
Keep our anthem ringing,
Crimson and Blue.

Chorus

FIGHT SONG

HAIL THE AGGIE CREW

Robert W. Sexton

Hail the Aggie Crew,
We love your colors red and blue.
Hail the Aggie Crew,
You know your sons will fight for you.
Onward ever striving
Ever fighting for the best
We will always love you
And bring you victory.

Heartland Conference “Appropriate Conduct Statement”

Oklahoma Panhandle State University and the Heartland Conference promote good sportsmanship by their student-athletes, coaches and spectators.

We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and will result in immediate removal from the site of competition.

The use or consumption of alcohol or tobacco products is strictly prohibited at the site of competition. The Heartland Conference and Oklahoma Panhandle State University thank you for your cooperation and attendance.

OPSU Fan Statement

For everyone’s safety and to comply with NAIA regulations and OPSU policies, please observe the following: no profanity, don’t stand on the seats, no artificial noise makers, keep the aisles clear and do not stand at the railing. Cheer, yell and enjoy the game!

INTRODUCTION

The Student Handbook is published and distributed by the Office of Student Affairs. The Dean of Student Affairs is responsible for revising its contents and for providing interpretation of procedures and policies contained therein.

The purpose of the Student Handbook is to provide the students with the information necessary to orient them to university and community procedures, policies, and services. The handbook also provides information that supplements the University Catalog and helps students manage their academic affairs. The Student Handbook contains a list of student organizations and describes opportunities for students to become involved in extra-curricular activities. It also serves as a manual describing the functions of the student judicial systems and other official statements describing expectations of students and defining the relationship between the university, its students, and organizations.

The OPSU University Catalog also describes policies, requirements, procedures, and programs in addition to those published in the Student Handbook. There is some duplication of information between the Student Handbook and the University Catalog. Additionally, OPSU publishes a class schedule for each academic semester. These schedules also contain important information. Students should review all of these publications since information and policies, etc., are continuously updated and published to better serve our students.

UNIVERSITY SERVICES

Academic Advisement

**Sewell-Loofbourrow Room 128/349-1370
Admissions/Registrar’s Office**

A new student, freshmen or transfer, is assigned to an official faculty advisor who assists the student as a registration and academic advisor and works with each person individually. The advisor will arrange meetings with advisees to discuss grade reports, absence reports, enrollment, and degree plans. Advisors also provide help and encouragement as needed.

Academic Services Center (Tutoring Center)

**McKee Library /349-1422
Carolyn McCargish-Camfield, Dean of University College**

The Academic Services Center houses tutoring services for the students of Oklahoma Panhandle State University. Tutors are available on an appointment basis, as well as a drop-in basis (dependent upon posted Center hours). Tutoring is provided in a variety of subject areas such as math, English, history, science, etc. The Academic Services Center will work with each student individually to provide the best type of tutorial for each individual situation. Both individual and group tutorials are provided.

Bookstore

Student Union Room 6/349-1398, 349-1399

Eric Begley, Manager

The bookstore maintains a complete inventory of all required textbooks, supplies, study aids, laboratory manuals, novelties, and apparel.

A general fee that covers the rental of many basic textbooks will appear on the student's statement/bill. Students are responsible for the care of the textbooks and for their return by the last day of finals. If textbooks are damaged or not returned, the student will be charged the full replacement value. See the bookstore manager for further detailed information.

Bulletin Boards

Muller Hall/349-1356

Danae Moore, Communications Director

All items posted on campus bulletin boards must be approved in advance by the Student Affairs Office. Items may not be placed on glass doors or walls. Items will be removed after two weeks or the date of the advertised event.

Change of Name or Address

Sewell-Loofbourrow Room 128/349-1370

Admissions/Registrar's Office

If students change their local or permanent address, or phone number, it is their responsibility to report these changes to the Registrar's Office, SL 131. If students change their name, they should provide appropriate documentation of the name change to the Registrar's Office. Name changes will only be honored for currently enrolled students.

Computers and Copiers

Students have access to computers in the Computer Lab - Carter Hall Room 108; the Academic Services Center - Sewell-Loofbourrow Room 305; the Education Computer Lab - Hamilton Hall Room 119; McKee Library and Noble Center. Copiers can be found at the McKee Library or in the Bookstore. Be sure to check the rules and usage policies for each computer lab and the OPSU Network Usage Policy.

Counseling, Career Services, Testing and Disability Services

Hamilton Hall 141/349-1556

Rene Ramon, Director of Counseling

Student personal and career development is essential to students' transition to the campus and to success during the students' time here as well as later in life. We want students to have a comfortable transition to our campus; the Counseling, Career Services, Testing and Disability Services Center is a valuable resource.

The center provides comprehensive services including personal counseling, career exploration, placement, and testing services.

Counseling

The center provides assistance for a broad range of personal and academic issues such as test anxiety, study skills, depression, family issues, and relationships. A professional counselor is on staff to assist students with such issues. Confidentiality is of utmost importance. When necessary, referrals are made to the appropriate off-campus agencies.

Career Services

The center provides assistance with careers, major exploration and placement opportunities. Finding a major that prepares students for their career choice is essential. Career exploration focuses on individuals' interests, abilities, experiences, and values in order to develop an effective career plan and choose an academic major.

The placement aspect provides assistance with resume building and interviewing skills, career opportunities bulletins, credential file services, and graduate school and internship searches for students about to enter the world of work. Current students can obtain information about jobs in the local area and on-campus employment opportunities.

Testing

The center provides extra-institutional learning testing and national testing programs. First time entering freshman must participate in the ACT or SAT testing programs. The center can provide students with the appropriate registration materials for those tests. In addition, course placement examinations are administered. Students may accelerate their academic program by successfully completing the appropriate CLEP examinations for additional credit. The center also administers the MAT and HESI nursing entrance exams.

Disability Services

OPSU will honor any reasonable request for accommodations for disabilities, provided validation of the disability is provided by the student from a qualified professional. This validation should include the names of tests conducted, test results, the diagnosis and any recommendations the professional has for accommodations. This information should be provided on the professional's letterhead. IEP files also are helpful but should include the information listed above. This information along with the "Request for Accommodations" form should be given to the Director of Counseling at OPSU. The Director also can answer questions regarding accommodations for disabilities.

Emergency Telephone Messages

Student Union 10/349-1360

Office of Student Affairs

The OPSU switchboard is unable to take personal messages or to relay calls of a personal nature for students. The Student Affairs Office, 349-1360, will assist in transferring messages to students regarding emergencies. OPSU defines emergency as an immediate medical crisis.

Financial Aid

Sewell-Loofbourrow 106/349-1580

Lori Ferguson, Director of Financial Aid

A variety of financial aid is available to students. Because applications take time to be processed, students should inquire early in the spring semester about application dates and deadlines. Generally, returning students are expected to apply in the spring semester for the following fall semester. The Financial Aid Office distributes specific information and instructions.

Food Services

Student Union/ 349-0824

The dining hall is one of the primary congregating places on the campus. Therefore, people are expected to conduct themselves with dignity befitting a family mealtime. No person wearing soiled boots, shoes, or clothing will be served in the university food service unit.

There are special events throughout the year (e.g., Christmas buffet) where the meal cost is greater to people not on one of the regular meal plans. A person not on one of the regular meal plans may purchase individual meals at the dining hall. The Aggie Grill is operated for the convenience of students and their guests. It is also open during school breaks to accommodate students.

All university food services are operated under contract with a private company. Food service equipment and facilities are under the exclusive responsibility and direction of the contractor; therefore, all requests for service are made directly to the contractor. The contractor has the right to deny service to any individual or group and may also bar individuals or groups from utilizing food services within the contractor's facilities from sources other than those provided by the contract.

Health Services

Student Union 2/Ext. 1358 or Student Union 4/Ext. 1434

The campus nurse-run Student Health Clinic is open daily during the fall and spring semesters. Most services are

provided to students free of charge. Medications, including antibiotics, flu shots, Hepatitis B, and tetanus immunizations and selected laboratory tests are obtainable at cost. Employees may use the Student Health Clinic at a fee of \$5 per visit. A local doctor is available for consultation through the registered nurse in the health clinic. If the nurse is not available, please go to the Student Affairs Office to obtain a referral to a doctor.

Housing

Student Union 1/Ext. 1360

Danny Smith, Housing and Resident Life Coordinator

All student residences are for the exclusive use of the students who reside therein. Only the residents, their invited guests, and those on university business are allowed in and around the buildings. The general public does not have open access to student housing. Detailed housing rules and procedures are distributed routinely to students who live in university housing facilities.

Marvin E. McKee Library

409 W. Sewell/349-1540

Alton Hardman, Library Director

The Marvin E. McKee Library provides resources, instruction, and services to help all students locate, access, and use information for their studies. Materials in various formats include print, DVD, video, CD, microfilm, and online. Computers with MS Office Suite and Internet access are available. Wireless service is available and students can bring their laptops or check out a library laptop. Free printing is provided for class assignments. 33,000 electronic books and hundreds of thousands of digital journals articles are available online 24/7 from any Internet terminal.

Remote access to electronic library resources is available using your OPSU student webmail address. Instructions are available on the library home page.

A current OPSU ID card is needed to borrow materials. Interlibrary loan services are available to borrow materials not held in McKee Library.

The online library card catalog and electronic resources are available at the library homepage: <http://www.opsu.edu/McKeeLibrary/>.

Hours of operation are listed below:

Sunday	5 p.m. – 10 p.m.
Monday-Thursday	8 a.m. – 10 p.m.
Friday	8 a.m. – 4:30 p.m.
Saturday	Closed

New Student Orientation

Student Union 10/349-1362

Rantz Trayler, Director of Student Affairs

New student orientation is fundamental in developing the new student's identification with the basic values and goals of the university. It is a day of fun, learning, and team building. New Student Orientation is the day before fall classes begin and all new students are invited. After attending OPSU for at least one year, students may gain leadership skills by applying to be an Orientation Leader. These leaders are a recognized group of individuals who have high academic standing and character and represent OPSU's student population.

Noble Cultural and Activity Center

349-1366 or 1368

Amber Fesmire, Noble Center Director

The OPSU Noble Cultural and Activity Center is a 51,000-square foot facility that offers two racquetball courts, two multipurpose courts with basketball goals, a running track, a fitness center, a television lounge, pool table, and an indoor salt water pool. The Noble Center hosts several campus activities including intramurals and club sponsored events. The Noble Center is open year-round to both the university and its surrounding communities.

Student Organizations and Clubs

Student Association, Student Union Room 4/349-1367
Elida Esquivel, President, 2017-2018

Every student enrolled in one credit hour or more at OPSU is a member of the Student Association. The Student Association supports worthy student enterprises and organizations.

Student Senate - Student Union Room 4/349-1367

The Student Senate is an elected body of full-time students who represent classes, housing areas, academic areas, and student organizations. Student Senate duties include sponsoring campus activities, promoting student involvement, and working with other clubs and organizations in promoting OPSU. Annual activities under the supervision of the Student Senate include the Homecoming celebration in the fall, the Honors Reception in the spring, concerts, dances, movies, and other activities throughout the year. More information about the Student Senate can be found in the Student Association Constitution in the Student Association/Senate Office, Student Union Room 10.

Student Societies and Organizations

Opportunities for participation in a variety of extracurricular activities are offered to students of OPSU. The university recognizes the following organizations:

	Faculty Sponsor
Accounting Club	Mindy Davis
Aggie Peers	Dee Seaman
Alpha Chi (Honors)	Sara Richter
Alpha Zeta (Honors)	Curtis Bensch
Anglistics Society (English)	Sara Richter
Archery Club	Brent Shoulders/Bryon Test
Association of Information Technology Professionals	
Baptist Student Union	
Block and Bridle	Daren Stephens
Catholic Student Center	
Cheer Club	
Chi Alpha Sigma (Honors)	Wayne Stewart
Christian Student Center (Church of Christ)	Sam Collins
<i>Collegian</i> Staff (Newspaper)	Danae Moore
Collegiate FFA	Nels Peterson
Equestrian Club	
Fellowship of Christian Athletes	Kameron Wheeler
GLBTSA	Tito Aznar
HALO	Teri Mora
History Club	Brad Duren
Images (Art Club)	Brent Shoulders/Bryon Test
Industrial Technology Club	
Intercollegiate Rodeo Club	
International Club	
Methodist Student Center	
Native American Club	Carolyn McCargish-Camfield
Oklahoma Intercollegiate Legislature	David Cole
Phi Beta Lambda (Business)	Sarah Hitch/Davin Winger
Psychology Club	Dee Seaman
<i>Plainsman</i> Staff (Yearbook)	Danae Moore
SAAC (Athletics)	Meghan Mulchy
SOEA (Education)	Jerry Mihelic
Jr. and Sr. Livestock Judging Teams	
Student Ambassadors	Martin Nevarez
Student Senate	Rantz Traylor
Women in Agriculture	Carolyn McCargish-Camfield

Club Accounts

All accounts for OPSU organizations must be handled through an Agency Special Account (Auxiliary Enterprise) with the university acting in a custodial manner. Procedures for utilization of these funds by the various clubs/organizations shall be the same procedures as other institutional requisitions. The club sponsor knows the appropriate procedure. All

requisitions and purchase orders must be signed by a faculty or staff sponsor.

Parking

**Student Union 10/Ext. 1360
Office of Student Affairs**

All students are required to have parking permits/decals appropriately placed on their vehicles. Student parking decals are \$10 per year. These decals allow university officials an expedient way to identify a vehicle in case of an emergency situation or violation. At the present time, there are no parking lots reserved specifically for students. The parking lots are unrestricted except for fire zones, handicapped parking, loading zones, maintenance vehicles, or other marked areas.

The university parking rules can be found in this book and are published in a separate brochure available in the Office of Student Affairs.

Temporary parking permits are available from the Office of Student Affairs. If a visitor to campus receives a ticket for not having a parking permit, the visitor should return the ticket to the Office of Student Affairs Office, and the ticket will be disregarded. If a visitor receives a ticket for some other violation, the ticket should be mailed or taken to the Business Office, where the fine is paid.

In addition to university officials, Goodwell Police Officers are authorized to enforce university, city, and state traffic and parking laws.

Student Activities

**Student Union 10 /349-1362
Rantz Trayler, Dean of Student Affairs**

Student Activities are a service to all OPSU students and provide on-campus entertainment throughout the year. Some of the events include dances, games, entertainers, cookouts, concerts, and many other activities. By attending these activities, students are able to meet others and improve their quality of life. Involved students expand character and personal relations with fellow students.

Student E-mail

**Sewell-Loofbourrow 101/349-1360
Office of Student Affairs**

OPSU provides all students with a free web-based e-mail account. Faculty and staff at OPSU use the e-mail accounts as an official form of communication with students. Information about classes, student activities, meeting notices and housing information is often sent to the student e-mail accounts. Your student e-mail account also allows you access to important on-line resources at the McKee Library. Please check your student account often.

To access your student e-mail account, follow these steps:

1. Go to the OPSU homepage (www.opsu.edu),
2. Select "Student Email" from the Quick-links list in the top-right corner of the page,
3. On the login page, enter your user ID (*firstname.lastname*) and password (default: last **five** digits of your social security number).

If you have trouble accessing your student e-mail account, please contact the Office of Student Affairs office at 349-1360 or stop by SL 101.

Student Employees

**Sewell-Loofbourrow 125/349-1574
Dana Collins, Director of Human Resources**

All student employees are required to fill out appropriate paper work in the personnel/payroll office BEFORE beginning work. All OPSU student employees are paid through automatic deposit transmittal.

Student ID Cards

**Student Union 5 /Ext. 1360
Office of Student Affairs**

The first-time students register as a full- or part-time student at OPSU, they will be issued a student ID card. Students must present a state-, tribal-, or military-issued photo ID or a passport when requesting an OPSU student ID card. This card has multiple uses, including personal identification, library use, and student activities. Student ID cards are not issued to students who are taking community service or continuing education classes only. A fee of \$10 will be assessed for replacement or lost ID Cards. The Office of Student Affairs issues all identification cards.

Student Success Seminar

McKee Library /349-1422

Carolyn McCargish-Camfield, Dean of University College

Each student entering OPSU as a beginning freshman is required to enroll in a student success seminar as part of the degree requirement. Each student enrolls in a one credit hour course (UCSS 1111). This course is designed to improve students' skills essential for success in college including communication, critical thinking, and study skills. It also assists students in exploring career interests and educational or vocational goals. It is designed to help students become familiar with available university student support services and resources and help students make a successful adjustment to college. The course is conducted online with the exception of the first meeting held on a Friday afternoon within the first two weeks of classes each semester.

Tuition Lock Choice Information

Sewell-Loofbourrow 111/349-1564

Elizabeth McMurphy, Comptroller

In 2007, the State of Oklahoma signed House Bill 2103 into law. It allows *in-state students* entering one of Oklahoma's 4-year colleges or universities the option to choose between the standard variable tuition rate (subject to change each fall) or a locked tuition rate that will be guaranteed to remain the same for up to four consecutive years.

Students who would like to sign up for the tuition lock should pick up the form in the OPSU Registrar's Office and then meet with the OPSU comptroller. Students who wish to remain with the standard tuition rates for each year are not required to enter any additional information.

University Scheduling

Student Union 10/349-1362

Rantz Trayler, Dean of Student Affairs

The schedule of university events is kept by the Dean of Student Affairs. All events are to be entered on this schedule. This schedule serves as the official notification of the event by the sponsoring organization and also facilitates planning by other groups. A completed activity registration form must be submitted to the Student Affairs Office in order for a campus organization to enter a function on the university calendar or to reserve any campus facility.

UNIVERSITY POLICIES AND PROCEDURES

Student Code of Conduct

All students are expected to follow the rules and regulations of the university, including those in the Student Handbook, the University Catalog, the Student Constitution, and other official documents of OPSU, e.g., housing contracts. Enrollment in the university is interpreted by the university as the student's acceptance of these rules and regulations. Therefore, all students have a responsibility to be familiar with these documents and any others that may be promulgated. Actions or behavior inconsistent with the university and/or unacceptable to the established community standards may result in suspension or expulsion. A plea of ignorance is not an acceptable plea.

Enrollment is interpreted by the university to have both academic and social/behavioral implications. Academically, students are expected to perform at levels outlined in the University Catalog. Socially and behaviorally, students shall be responsible, respect the community rules (both campus and civil), and recognize and respect the individual rights of others. Embarrassment to OPSU off-campus or violation of civil or criminal law off-campus may result in university disciplinary action.

I. Student Rights and Responsibilities

Under the authority granted by Article 6, Sections 31 and 31a of the Constitution of the State of Oklahoma and Title 70; 1965 Oklahoma Statutes, Section 3412 (a), (o), OPSU is granted full authority to promulgate rules and regulations governing the conduct of its students.

II. Legal Obligations of the Student

All students are expected to conform to all local, state, and federal laws and all duly constituted university regulations. Any student or group of students who disturbs the public peace, does violence to any person, destroys, molests, or defaces the university's property, or deliberately disrupts the function of the university fails in responsibility to the university and is subject to appropriate disciplinary measures, including expulsion. Both the individuals and organizations, or the officers of the organizations may be subject to disciplinary action.

A. Definition of Disruptive Conduct

OPSU has long honored the rights of the individual to free discussion and expression, of peaceful demonstration, and of petition and peaceful assembly.

These rights are a part of the fabric of this institution and of the nation as stated in the Bill of Rights. They must remain secure. It is equally clear, however, that in a community of learning, willful disruption of the educational members of the community cannot be tolerated.

B. Responsibility of the Student

Any student who willfully, by use of violence, force, coercion, threat, intimidation or fear, either obstructs, disrupts, or attempts to obstruct or disrupt, the normal operations or functions of the university, or who orally or in writing advises, procures, or incites others to do so, shall be subject to dismissal from the university.

The following, while not intended to be exclusive, illustrates the offenses encompassed herein; occupation of any university building or part thereof with intent to deprive others of its use; blocking the entrance or exit of any university building or corridor or room therein; setting fire to or by any other means substantially damaging any university building or property or the property of others on university premises; any possession or display of or attempt or threat to use or the actual use of firearms, explosives, and other weapons or destructive means or devices, except as necessary for law enforcement, in any university building or on the university campus; prevention of the convening continuation or orderly conduct of any university class or activity or of any lawful meeting or assembly in any university building or on the university campus; inciting or organizing attempts to prevent student attendance at classes; and interfering with or blocking normal pedestrian traffic within the university.

III. Conduct Violations

The basic philosophy of university discipline is one of re-education. The total effort is directed toward corrective discipline. For this reason, the main concern lies with consideration of the individual as well as an individual's actions. Central to this individual approach to discipline is the emphasis placed on due process to insure a fair hearing. No matter who deals with a disciplinary situation, consideration is given to all factors and information in the case. At no time are arbitrary or authoritarian actions sanctioned in the OPSU disciplinary structure.

Students involved in any on-campus activity arrested for any reason will be immediately suspended from the activity pending resolution. If found guilty of a misdemeanor charge (such as theft, alcohol or drug related, public disturbance, assault and battery, etc.), they will be suspended from the activity for the equivalent of one semester. If found guilty of a felony, the student will be immediately suspended from school.

The following actions constitute violations for which students are subject to disciplinary actions:

- A. Any form of cheating and/or assisting with cheating including, but not limited to plagiarism, unauthorized possession of examinations, and falsification of records. For more specific information regarding the ACADEMIC INTEGRITY POLICY please refer to the current OPSU General Catalog. Also, refer to each course syllabus.
- B. The theft or improper possession of university property or property belonging to others. This includes computer theft and theft of services such as telephone, Internet, etc.

- C. Individual or group conduct that results in disruption or distress to others or which causes defacement, damage, or destruction to property. These abuses include any actions, activities, or situations intentionally created to produce unnecessary and undue mental and physical discomfort, embarrassment, harassment, ridicule, excessive fatigue, interference with scholarship or personal lives, or exposure to situations wherein one's physical or mental wellbeing may be endangered. This statement includes but is not limited to hazing of fellow students as defined by Oklahoma Statutes Section 1190 of Title 21.
- D. Failure to comply with the lawful directions of all university employees acting within the scope of their duties.
- E. Forgery, alteration or unauthorized use of university documents, records (including computerized records), identification, or property or providing false representation to the university in any form, written or verbal.
- F. Possession or firing of firearms, fireworks, or other explosives on university property or in the course of a university activity. Persons holding a concealed weapon license are not permitted to enter campus or university property with firearms in their possession.
- G. False reporting of a bomb, fire, or other emergency.
- H. Unauthorized alterations or misuse of any fire-fighting, safety, or security equipment (such as fire arms, security cameras, etc.)
- I. Unauthorized entry into or use of any building, facility, or room on university property. This policy includes the unauthorized possession or use of university keys, lock combinations, or access codes.
- J. Use, possession, distribution, sale, cultivation or manufacture of any state or federally controlled drug, substance or paraphernalia except when authorized by law. Inhaling or ingesting substances that will alter a student's mental state is also prohibited.
- K. Consumption, possession, and/or service of beer and alcoholic beverages on the campus (including residence halls) are prohibited.
- L. Any other conduct that is made an offense by local, state, or federal penal law that takes place on university property or in the course of a university activity.
- M. Actions not committed on university property also may be subject to university disciplinary action in cases where a clear and distinct interest of the university is involved or affected. This policy includes, but is not limited to, offenses related to the security and welfare of persons and/or property or the integrity of the educational process.
- N. Tobacco use, of any kind, on university/state property, as required by Oklahoma state statute. Electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking is also prohibited.
- O. Littering.
- P. Misrepresentation on admissions applications (e.g. failure to list previous institutions attended or criminal convictions) and/or financial aid documents including student employment or academic transcripts.
- Q. Failure to appear after being requested or subpoenaed by the Student Conduct committee or disciplinary hearing official.
- R. Any action, on- or off-campus, that disrupts the operation of the University; potentially embarrasses the University; unnecessarily engages police, fire or EMT services; or requires police engagement or intervention.
- S. Attempts to or encouraging others to commit acts prohibited by this code will be treated the same as if one had committed the prohibited act. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of both this policy and the policy that prohibits the conduct or behavior.
- T. Violation of the Network Usage Policy.

IV. The Judicial Process - The Relationship of the University and Civil Authority

The student is responsible to two communities, the larger social community and the academic community. The student is consequently subject to two sources of authority, civil-criminal authority, and university authority. The university reserves the right to hold students responsible for offenses arising from without the university in those areas involving: (1) the general welfare of the student involved and of other students; (2) the welfare of the university, and (3) the general welfare of the "community" as a whole.

A. Disciplinary Procedures

Reports of misconduct are made in the first instance to the residence hall director or Dean of Student Affairs for investigation and appropriate action, if any. Initial review with the student concerning the nature of the complaint is conducted by the Dean of Student Affairs or a staff member of the university who has the responsibility and authority to take appropriate disciplinary action.

The student has the right to appeal the disciplinary action. The student has 5 days from the date of notification of the conduct violation to submit a written letter of appeal to the Dean of Student Affairs. All appeals submitted after the fifth day will be denied.

If the student desires a formal hearing, the Dean of Student Affairs will serve as the hearing officer. At this hearing, a determination will be made of the validity of the findings and the punishment rendered. In cases in which the action involves suspension the student may appeal further to the Student Conduct Committee. In cases involving a less severe action, the decision of Dean of Student Affairs is final.

The Student Conduct Committee is composed of four faculty/staff members, one of whom is the committee's chairperson, and three students. This committee is appointed by the University President and has the power to subpoena students as witnesses. The Student Conduct Committee advises the Dean of Student Affairs, Vice President of Academic Affairs and Outreach, and finally, the President. Copies of the complete appeal procedures are available in the Student Affairs Office.

B. Guidelines for Conducting Student Conduct Committee Appeal Hearings

The following guidelines are established for the direction of all individuals conducting a formal hearing in disciplinary matters.

1. The student shall be notified by an appropriate university official that she/he is accused of violation of a regulation.
2. At least 72 hours prior to the hearing, the student shall be entitled to the following:
 - a. A written notification of the time and place of the hearing;
 - b. A written statement of the charges of sufficient specificity to enable the student to prepare a defense.
3. The student shall be entitled to appear in person, to present a defense to the hearing officer, and to call witnesses in his/her behalf. If the student elects not to appear, the hearing shall be held in his/her absence. The failure of a student to appear shall not be taken as an indication of guilt and must be noted without prejudice.
4. The student shall be entitled to be accompanied by counsel of his or her choice.
5. The student or his/her counsel shall be entitled to ask questions of the hearing officer or of any witnesses.
6. The student shall be entitled to refuse to answer questions.
7. The student shall be entitled to an expeditious hearing of his/her case.
8. The student shall be entitled to an explanation of the reasons for any decision made in the case.

V. Penalties

Penalties for violation of university regulations may include one or a combination of the following:

- A. Reprimand. A reprimand is a caution/warning for the student to consider the consequences of his/her behavior. Depending on the severity of the infraction, the next disciplinary action after a reprimand is normally that of conduct probation.
- B. The Imposing of Specified Restrictions. In some instances, it may be determined that certain specific restrictions will be enacted against a student as a disciplinary measure.

- C. Restitution and/or Fines. In instances where damage of property or other injury is involved, a student may be required to pay for the damage/injury inflicted and/or be fined.
- D. Conduct Probation. Conduct probation is a strong warning against a student regarding his/her behavior. It provides the student another chance. Should a subsequent incident occur, requiring disciplinary action, such action normally will result in suspension from the university. A second violation means that disciplinary action will be based on both charges. A student who is placed on indefinite conduct probation may petition to be removed from probation status after one calendar year from date probation began.
- E. Suspension. A student may be suspended for a definite period. Re-admission to the university can be granted only by action of the Vice President of Academic Affairs and Outreach. A student suspended for reasons of conduct may apply for readmission no sooner than six months from the date of the suspension. A record of this action is made a part of the student's permanent record in the Registrar's Office.

VI. The University Judicial Structure

The University President has delegated the Vice President of Academic Affairs and Outreach the authority to enforce conduct regulations and to administer a student judicial system. In turn, the Vice President of Academic Affairs and Outreach may delegate to other persons or groups authority for handling infractions of rules within specified areas. Major governing groups and the administrative units to whom they are responsible may develop rules and regulations to protect the rights established by these groups to enforce university or residence hall regulations involving members/residents of their groups, provided that all rules, regulations, procedures, and types of disciplinary actions are approved by the Vice President of Academic Affairs and Outreach.

VII. Alcohol Use and Abuse

Consumption, possession, or service of beer and alcoholic beverages on the campus (including residence halls) is prohibited. Students who participate in off-campus events where alcohol is consumed are expected to obey all civil laws. Any misconduct at an off-campus event shall be referred to the Dean of Student Affairs or his/her designee for possible disciplinary action against the organization and/or the individual(s) involved, in accordance with university policies. Alleged violations by student organizations shall be referred to the Dean of Student Affairs or his/her designee for action.

The target populations for alcohol/drug abuse education include the following: the student body through the residence halls, the freshman orientation program, guest speakers and other special programs on substance abuse, education as a part of disciplinary action for misbehavior involving substance, and appropriate academic offerings.

VIII. Guidelines for Assemblies and Convocations

A. General Policies for Extra-Classroom Activities

The goal of the students, faculty, administration, and Board of Regents, as representatives of the citizens of Oklahoma, is for OPSU and other colleges and universities under this Board to be superior educational centers for the preservation, transmission, and discovery of knowledge. The wide variety of activities in evidence at these institutions represents the many aspects of the total educational mission.

A university is a forum for the examination of philosophies and ideas that become a part of living. Free inquiry and free expression are important means by which the university community meets different ideas and achieves its educational purposes. Contemporary discussion of other broad issues that concern our nation is a part of this total educational activity. The university community must have access to these opportunities. The interest of the citizens of Oklahoma in the problem of the total education of man makes it important that they too share these opportunities.

The freedom of speech and assembly guaranteed by the First and Fourteenth Amendments of the United States Constitution shall be enjoyed by the students and facilities of the several institutions of higher learning to the State of Oklahoma under the Board of Regents for Oklahoma State University and the Agricultural and Mechanical Colleges as respects the opportunity to hear off-campus or outside speakers on the various campuses. Free discussion of subjects of either controversial or non-controversial nature shall not be curtailed.

B. Procedures for Extra-Classroom Activities

As there is no absolute right to assemble or to make or to hear a speech at any time or place regardless of the circumstances, content of speech, purpose of assembly, or probable consequences of such meeting or speech, the issuance of invitations to outside speakers shall be limited to the following particulars, but only in the manner set forth herein:

1. A request to invite an outside speaker will be considered only when made by an approved student or faculty organization recognized by the head of the college or university.
2. No invitation by such organization shall be issued to an outside speaker without prior written concurrence by the head of the institution, or such person or committee as may be designated by him/her (hereinafter referred to as "authorized designee") for scheduling of speaker dates and assignment of campus facilities.
3. Any speaker request shall be made in writing by an officer of the student or faculty organization desiring to sponsor the proposed speaking engagement. This request shall contain the name of the sponsoring organization, the proposed date, time, and location of the meeting, and the expected size of the audience.
4. A request made by a recognized organization may be denied only if the head of the institution, or authorized designee, determines, after proper inquiry, that the proposed speech will constitute a clear and present danger to the institution's orderly operation by the speaker's advocacy (meaning preparing the group addressed for imminent action and steering it to such action, as opposed to the abstract espousal of the moral propriety of a course of action by escort force; and there must be not only advocacy to action, but also a reasonable apprehension of imminent danger to the essential functions and purposes of the institution) of such actions as:
 - a. The violent overthrow of the government of the United States, the State of Oklahoma, or any political subdivision thereof, or
 - b. The willful damage or destruction, or seizure and subversion, of the institution's regularly scheduled classes or other educational function, or
 - c. The forcible disruption or impairment of, or interference with the institution's regularly scheduled classes or other educational functions, or
 - d. The physical harm, coercion, intimidation, or other invasion of lawful rights, or the institution's officials, faculty members, or students, or other campus disorders of a violent nature.
5. In determining the existence of a clear and present danger, the head of the institution, or authorized designee, may consider all relevant factors, including whether such speaker has within the past five years incited violence resulting in the destruction of property at any state educational institution or has willfully caused the forcible disruption of regularly scheduled classes or other educational functions at any such institution.
6. Where the request for an outside speaker is denied, any sponsoring organization thereby aggrieved shall, upon written application to the head of the institution, or authorized designee, obtain a hearing within two working days following the filing of its appeal before a campus review committee, composed of four faculty members and two students of the institution for a de novo consideration of the request. The cultural and entertainment committee shall have the power to grant or deny the request; and its decision shall be final, unless judicial review is sought as provided. If such request is neither granted nor denied within said two working days' period, it shall be deemed granted, and the speaker's invitation shall be issued. A majority of the cultural and entertainment committee members shall constitute a quorum, no proxies will be honored, and a majority of those present shall be necessary to override a decision of the university president, or authorized designee.

Any sponsoring organization aggrieved by the action of the cultural and entertainment committee in denying the request may obtain judicial review upon application to any court of competent jurisdiction, state or federal, by presenting its verified petition setting forth the grounds of complaint and giving adequate notice of such filing to the head of the institution. Upon a hearing to be conducted as soon as practicable and at such time and place as the court may prescribe, the court shall either reverse or affirm the decision of the cultural and entertainment committee as may be proper the law and facts.

Where the request for an outside speaker is granted and the speaker accepts the invitation, the sponsoring organization shall inform the head of the institution or authorized designee in writing immediately of such acceptance. The head of the institution or authorized designee may in his/her discretion require that the meeting be chaired by a member of the administration or faculty and may further require a statement to be made at the meeting that views presented are not necessarily those of the institution or of the sponsoring group. By accepting an invitation to speak, the speaker shall assume full responsibility for any violation of law committed by him/her while she/he is on campus.

C. Off-Campus Organizations

Organizations not connected with OPSU, but which propose to use any facility of the university will make their initial contact with the Dean of Student Affairs. Groups not sponsored by university departments or personnel, and groups not previously convened on the university campus must have approval of the president's office (through the Dean of Student Affairs and the Vice President of Fiscal Affairs, where applicable).

Any off-campus group approaching the Dean of Student Affairs and the Vice President of Fiscal Affairs must realize that time is needed for a decision. An immediate answer to a request will not be the rule. Scheduling must be compatible with the university's master calendar.

Off-campus organizations granted use of university space normally will not be allowed to charge an admission fee. However, in case an admission charge is approved, the off-campus group will reimburse the University for Staff Manpower Use, electricity, use of facilities, and other expenses.

IX. Privacy Rights

The Family Rights and Privacy Act of 1974 establishes certain rights. The following statement summarizes these privacy rights and the policy of Oklahoma Panhandle State University (OPSU).

Students of OPSU have the right to inspect and review information contained in their educational records; challenge the contents of their educational records; bring forth a hearing if the outcome of their challenge of the contents of their educational records is unsatisfactory; prevent disclosure, with certain exceptions, of personally identifiable information from their educational records; secure a copy of the institutional policy, which includes the location of all educational records; file complaints with the Office of the Vice President for Academic Affairs concerning alleged failures of OPSU to comply with the act; file with the Office of the Registrar during the first two weeks of the fall semester written requests not to release information pertaining to them.

Directory information will be released by the Office of the Registrar until receipt of a request from the student asking that this information not be released.

OPSU has declared the following information to be directory information:

- Student's name
- Local and permanent addresses
- Telephone number
- Date of birth
- Major field of study
- Weight and height of student
- Dates of attendance at OPSU
- Degrees and awards granted
- Academic classification (freshman, sophomore, junior, senior)
- Institutional Email Address
- Student ID Photo

To comply with federal regulations, OPSU maintains records of the formal, written student complaints filed with the offices of the President, Vice President for Academic Affairs and Outreach, and Dean of Student Affairs.

X. Avoidance and Control of Contagious or Infectious Disease on Campus

It is the general policy of the Board of Regents that applicable state and federal laws pertaining to public health, contagious or infectious diseases, and unreasonable discrimination shall be appropriately observed and followed in the operation of all institutions under its governance. Institutional personnel are expected to reasonably cooperate with authorized public health officials in resolving threatening situations. This policy statement is not intended nor should it be construed as a revocation or modification of any pre-existing policy statement of the Board of Regents.

A. Recognition of the Need for Reasonable Balance Guidance and Standards

The Board of Regents takes cognizance of the often-difficult circumstances that may unavoidably arise for institutional personnel, students, and other concerned individuals when confronted with serious human health problems. It is the policy of the Board of Regents that institutional actions in response to serious health

problems shall be based on regular institutional needs, reasonable public health needs, and balanced with humane treatment for victims of accident, infection, and disease. Each situation should be considered on its own particular needs and merits. Special accommodation may be requested and considered by appropriate institutional administrators.

B. Need for Continuing Attention to Public Health Problems and Their Solutions

The institutional policy and procedure statement approved by the Board of Regents shall identify an administrator who shall be responsible for maintaining a current awareness of public health problems that may present a threat to the general welfare or institutional interests. This administrator shall consult with appropriate public or private health science professionals when necessary and inform the institution president of known or emerging problems and propose actions that should reduce all institutional administrators shall base their actions on sound medical advice and reasonable policy considerations rather than stereotyping or undifferentiated fears of the unknown that may frequently accompany problems of illness and disease.

Administrators should use professional judgment in considering courses of action. Recognized sources for guidelines include city, county, and state health department; federal disease control authorities; informed staff physicians; informed private physicians; as well as advisory publications from the Oklahoma State Regents for Higher Education.

C. Institutional Policies and Procedures

1. Confidentiality

Sensitive medical information of students and employees will be respected and treated as confidential, to be disseminated by the individual to persons who she/he wishes to inform regarding such condition(s). However, the university views it as incumbent upon an individual to inform his/her unit supervisor of infections and/or contagious diseases and/or conditions when she/he is working in personal service areas, such as food services and health services. This is so that special consideration may be given such an individual in certain circumstance (cf., Section VI of this policy).

2. Designated Administrator for Release of Information to the Public

The president of OPSU or his/her designee shall be the person to release information to the public regarding infections or contagious diseases.

3. Relevant Student Safety Issues

Through a variety of educational means, the university is working to elevate students' awareness of safety issues pertinent to avoiding and controlling contagious or infectious diseases. Through printed materials, speakers, and other programming, the university is attempting to educate people regarding protection and avoidance/prevention techniques and methods. The university will provide opportunities for people to consider such issues as lifestyles, dangers, and values related to avoiding and controlling contagious or infectious diseases.

Such opportunities will be presented through discussion sessions and public forums in the residence halls and to the entire campus community featuring qualified resource persons and their materials. Printed materials will be distributed through and available from such centers, offices, and activities such as Freshman Orientation, the Counseling Center, Student Affairs Office, and the residence halls.

4. Appropriate Academic Program Policy Issues

Several courses throughout the curriculum speak to the issue of avoidance and control of contagious or infectious disease. Though attendance may not always be required, individuals will have opportunities to consider this issue in an academic setting as well as in a more public setting (which are offered through other avenues on campus, as discussed in other sections of this policy).

5. Special Facilities' Policies Pertaining to Continuation of Employment in or Reassignment from Sensitive Public Areas (e.g., Health Service or Food Preparations Areas)

All personal service workers (e.g., health service and food services) should observe good personal hygiene and sanitation procedures. They should take particular care to avoid injury to their hands while preparing food and between uses sterilize any instruments that are to be reused. Any worker in food and health services with AIDS or AIDS virus infection should be restricted from work or reassigned to non-sensitive public areas if they have open sores or skin lesions or illnesses from which any other worker would also be restricted. The university stance on this matter is that each case will be assessed individually.

6. Cooperative Continuing Communications

The university has already established communications with the county health unit office and will maintain that contact, as well as establish contacts with other public health agencies and services, as they are available. Such agencies and services will be utilized as resources for information, programs, and referrals for the campus community.

7. Referrals

Members of the campus community may be referred to public agencies and services as the need arises. Such referrals may be initiated from various offices on campus, such as the Counseling Center, the Health Services Center, and the Student Affairs Office.

9. Dissemination of Educational Information Relating to Avoidance and Controlling Infectious or Contagious Diseases to Students and Employees

The primary means of distributing educational information relating to avoidance and control of infectious or contagious diseases to students and employees will occur in a variety of ways. For example, printed materials will be distributed through freshman orientation, the residence halls and various offices on campus, as well as to university employees. Programs featuring guest resource persons will be offered at least once each semester in the residence halls and to the total campus community. Timely articles may be printed in the campus newspaper, *The Collegian*. Posters will be displayed in conspicuous locations on campus to help inform members of the campus community about issues and concerns pertinent to this topic. As additional materials and delivery systems are available, they also will be utilized. As other topics related to avoidance and control of infectious or contagious diseases are developed, they may be incorporated into this policy.

XI. Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals Policy

The students, faculty, and staff of OPSU can best learn, work, and live in an environment free from the dangers and constraints, both physical and psychological, which can arise from the presence or use of weapons, firearms, ammunition, fireworks, explosives and dangerous chemicals on the campus. It is, therefore, the policy of the university to prohibit or strictly regulate the possession or use of any of these items on campus, in university vehicles or on university-sponsored trips.

A. Definitions

1. "Campus" shall include any real property, buildings, or other structures or improvements owned or controlled by OPSU.
2. "Firearm" shall mean any device capable of discharging a projectile by gunpowder, gas, or other means of propulsion. By way of example and without limitation, firearms shall include shotguns, rifles, handguns, pellet guns, BB guns, flare guns, and other similar devices.
3. "Weapon" shall mean any object that could potentially inflict injury or harm if used in a threatening, aggressive, or careless manner. By way of example and without limitation, weapons shall include archery equipment, slingshots, martial arts devices, swords, bayonets, clubs, knives (other than small pocket or kitchen knives), and other similar devices.
4. "Fireworks" shall mean any combustible or explosive composition or any substance or combination of substances, or article, prepared for the purpose of producing a visible or an audible effect by combustion, explosion, or detonation. By way of example and without limitation, fireworks shall include firecrackers, torpedoes, skyrockets, Roman candles, and other similar devices.
5. "Ammunition" shall mean any device that contains gunpowder or any other substance designed to propel a projectile and intended for use in a firearm.
6. "Explosives" and "dangerous chemicals" shall mean any substance whose chemical properties make them inherently dangerous. By way of example and without limitation, explosives and dangerous chemicals shall include dynamite, blasting caps, plastic explosives, and flammable liquids and solvents such as gasoline, kerosene, and propane.
Nothing contained in this policy shall be deemed to prohibit the use of chemicals in the normal conduct of classes or facilities' maintenance functions or in the operation of equipment or motor vehicles.
7. "Certified police" or "peace officers" shall include those persons employed by municipal, county, state, or national agencies who comply with the statutory requirements for certification as a police or peace officer.

B. Policy

Except as expressly provided in this policy, no person is allowed to possess, display, or use firearms, weapons, ammunition, or fireworks on campus at any time.

C. Procedures and Exceptions

Concealed Weapons Licenses/Permits are not valid within campus buildings in accordance with the Oklahoma Concealed Weapons Act.

Police and peace officers employed by the university and those who are called to assist or to perform law enforcement duties on campus may possess or use firearms, ammunition or weapons in a manner consistent with professional standards that prevail in the State of Oklahoma.

Police and peace officers that have been invited to demonstrate or lecture to a class may carry a firearm, ammunition, or weapon on campus. Employees responsible for extending these invitations should advise the Dean of Student Affairs concerning these visits.

Police and peace officers that also are students shall not be permitted to possess or display firearms, ammunition, or weapons in class, but may store these items in the Dean of Student Affairs office or in other appropriate places approved by the president of the university or the president's designee.

Certain classes and activities both on campus and off-campus involve the use of firearms, ammunition, dangerous chemicals or fireworks. Authorization for these classes and activities will be given by the president of the university, and the possession and use of firearms, ammunitions, and weapons at these functions will be closely monitored and controlled by appropriate university personnel.

XII. Academic Appeals—Right of Appeal

Students have the right to appeal a course grade that they feel they did not deserve. They must initiate the grade appeal within six weeks from the end of the specific term with a written letter to the instructor or if the grade is received during a summer session or an interterm session, the student will follow the deadline that applies to the semester in which credit for the course is granted.

The protocol for the grade appeal is as follows:

1. Seek redress with the instructor of record
2. Seek redress with the course's department chair
3. Seek redress with the course's dean
4. Seek redress with the Vice President for Academic Affairs

Should these channels not satisfy the grievance, the student may appeal to the chair of the Instructional Accountability Committee as a court of last resort. The chair's contact information is available in the Office of the Vice President for Academic Affairs. The Instructional Accountability Committee's decision is final.

XIII. Student Grievance Policy

First Step: Student or grievant contacts the Student Association President notifying the Student Association President that a grievance with a faculty/staff member or administrator has occurred. This must be done and presented to the Student Association President in a written documentation within 10 working days of the incident outlining the following materials:

- Who the grievant is
- Who the respondent or accused party is
- What the grievance concerns, stating exactly what happened (when and where)
- What written University policies and procedures have been violated
- How the grievant has been personally affected by the grievance

Second Step: After the Student Association President, has been properly notified of the grievance case, he or she shall call a meeting with the Student Judicial Branch. The Association President will present the materials to the Judicial Branch in which they will determine if the case is a grievable offense. If so, the case is carried on to the next step in the process. If not, the Association President will notify, in writing, the party who filed the grievance that the Judicial

Branch has reviewed the case and has determined it a non-grievable matter. All decisions from the Judicial Branch are final. If the case deals with a criminal offense, the case will be considered non-grievable and will be turned over to local authorities.

Third Step: After the Association President, has received proper notification, he or she notifies both parties (grievant

and respondent) that proper notification has been received and that there is a grievance between the two parties within five working days after both parties have been informed. The Student Association President then requests that both parties meet at a set place decided upon by the Student Association President within five working days after both parties have been informed. The meeting will consist of the grievant, the respondent, the Student Association President, and the Student Association Advisor or designee.

At this time, both parties will have the chance to visit about the grievance and determine a resolution to the problem. Both the grievant and the respondent's comments will be recorded via tape player for future reference, if needed. After the meeting, both the grievant and the respondent will notify the Student Association President in writing that the grievance has been resolved or that they wish to appeal to the next level.

If the grievance is appealed at the first level:

The Student Association President then notifies the grievant that an appeal has been requested. Within the notification, the Student Association President states the following information:

- Who the grievant is
- Who the respondent is
- What the grievance being appealed is

Since there was an appeal to the grievance, the information pertaining to the case will be sent to the appropriate supervisor or designee, in which he or she has five working days to contact, set up, and meet with both parties of the grievance at the same time. The appropriate supervisor or designee then notifies the Student Association President that the first appeal process has been resolved or that the party or parties have requested a second appeal. If either the grievant or the respondent requests a second appeal, the Association President notifies the opposing party(s). If the case deals with a grievance between a student and a faculty member and the first appeal has been met and a second appeal has been requested, the Association President then notifies the Vice President of Academic Affairs. The Association President presents the case material to the Vice President of Academic Affairs and he or she has five days to meet with both parties. If the grievance lies between the student, as the grievant, and the dean, as the respondent, then the Student Association President notifies the Vice President of Academic Affairs of the filed grievance. The Vice President of Academic Affairs notifies and meets together with both parties within five working days. If a resolution is met, it must be documented and signed by all parties, then filed with the Student Association President. If a resolution cannot be met and either the grievant or the respondent requests an appeal, the Student Association President establishes a Board of Appeals. The Board of Appeals consists of two Student Supreme Court Justices appointed by the Student Association President, two faculty members appointed by faculty senate and one administrator picked by the four appointed board members. After notification, the board must meet within five working days. The board is presented the material in writing from the Student Association President. The materials will include all previous grievance appeals. The board will review materials and hear testimonies from both parties. After reviewing all materials and testimonies, the board will then make a recommendation of resolution to the University President. The University President has the final decision.

XIV. Notice of Nondiscrimination

OPSU, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid, and educational services.

XV. Sexual Harassment

OPSU strictly prohibits sexual harassment in any form. Sexual harassment includes instances in which an individual in a position of power or authority implies coercion or harassment. It may include employees or student conduct of a sexual nature that unreasonably interferes with a student's educational performance. It may consist of a variety of behaviors by an employee or a student including, but not limited to, inappropriate language, touching, subtle pressures for sexual activities, or demand for sexual favors. Violation of this policy could result in suspension or expulsion from the college. Inappropriate behavior should be reported to the Dean of Student Affairs, Student Union 10, 349-1360.

XVI. Campus Pet Policy

1. No animals may be brought onto the campus that can roam free (apart from their owners or person in their charge) without a leash or restraining device.

2. Owners must be in control of their pets at all times.
3. No dogs are to be brought to the school farm for any reason. Any dogs caught at the farm will be removed to the pound at the owner's expense. There are no exceptions to this rule.
4. Pets are not allowed in OPSU residence halls, the Aggie Apartments, the Aggie Annex or Married Student Housing. The fine for pets in these living areas is \$300 per violation. Additional fines may be issued if the carpet needs to be replaced or the room painted. There are no exceptions to this rule.
5. Pets are not allowed in the stands at the baseball, softball or football fields. Any fan that brings a dog into the stands will be asked to leave the stands immediately.
6. People who bring dogs to the university and leave them in vehicles in the parking lot will be issued a ticket for \$25. Students with dogs in their trucks should park off-campus along one of the streets.

If you have any questions, please contact the Dean of Student Affairs at 349-1362 or in SL 101.

XVII. Tobacco Free Campus Policy

Purpose: Oklahoma Panhandle State University (OPSU) became a tobacco-free campus following the passage of Executive Order 2012-01 by the Governor of the State of Oklahoma. The purpose of this policy is to eliminate all tobacco use on campus whether located indoors or outdoors, on property owned, leased or contracted for use by OPSU, and to promote healthy and productive lifestyles for OPSU students, faculty and staff and visitors. This policy was revised following passage of Executive Order 2013-43.

For the purpose of this tobacco free policy, the following words and phrases shall mean:

Tobacco products: Includes all forms of tobacco, and is not limited to cigarettes, cigars, pipes, hookahs, chewing tobacco, snuff and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking or both, and electronic cigarettes/vaping devices or any other product packaged for smoking or the simulation of smoking. This term also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products, including, but not limited to clove tobacco, bidis (beedies) and kreteks.

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

Campuses: Includes any and all OPSU owned or maintained property, including but not limited to buildings, facilities, sidewalks, roadways, parking lots and grounds in Goodwell and Guymon. Campus includes all OPSU owned, leased or rented vehicles whether parked or not. Campuses may include any properties that are leased by OPSU or leased to third parties under long-term leases.

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

Faculty and Staff: Includes, but is not limited to, all employees of OPSU in any capacity whether in a paid or unpaid (volunteer) status.

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

Effective July 1, 2012: It shall be the policy of OPSU that all tobacco products, as defined above, be prohibited on the campuses of OPSU.

1. The use, sale or distribution of tobacco products is prohibited on OPSU campuses.
2. No OPSU publication shall accept any form of advertising of tobacco products.
3. OPSU shall provide services to students, faculty and staff who wish to participate with tobacco-use cessation programs through the Oklahoma Tobacco Helpline. OPSU also shall make available appropriate educational materials concerning the harmful health consequences of tobacco use.
4. OPSU shall make available, through its website, a method of communication regarding tobacco use,

prevention efforts on campus related to policy, prevention, and cessation.

5. New hires are informed of the tobacco-free work environment at the time of employment.
6. Compliance of this policy is the shared responsibility of all students, faculty and staff. Violations of the policy shall be addressed as follows:
 - A. Students
 1. OPSU students residing in university housing reported for violating this policy shall be directed to the Residence Halls Coordinator. If the violation requires additional action, the complaint may be escalated to the Dean of Student Affairs.
 2. All other OPSU students reported for violating this policy shall be directed to the Dean of Student Affairs.
 - B. Faculty and Staff
 1. Faculty and staff shall be directed to the Dean of Student Affairs. If the violation requires additional action, the complaint may be escalated to the appropriate vice president.
 - C. Visitors
 1. Visitors reported for violating this policy shall be directed to the Dean of Student Affairs. The visitor may be asked to leave the university premises for failure to comply.
 - D. Procedure
 1. The designated university officer or designee will inform student, faculty, staff or visitor of the tobacco-free campus policy.
 2. The designated university officer or designee will inform this policy is a cooperative effort encouraged by all students, faculty and staff.
 - E. Penalties
 1. When discipline is necessary, steps may include but not be limited to verbal warning, written warning, fines and/or suspension. This does not prohibit OPSU from pursuing other corrective discipline deemed appropriate.

XVIII. Drug-Free Policy Statement

Purpose

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

Policy

As set forth in local, state, and federal laws, and the rules and regulations of the university, OPSU prohibits the unlawful possession, use or distribution of illicit drugs¹ and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the university or as part of university activities.

Internal Sanctions

Any student or employee of the university alleged to have violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the university.

External Sanctions

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

Federal law provides rather severe penalties for distributing or dispensing,² and penalties of a less severe nature for simple possession of a controlled substance. The type and quality of the drug, whether the convicted person has any

prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence.

Health Risks

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

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

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

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

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

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

Hallucinogens - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

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

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

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

Further information concerning health risks may be found in the Student Health Center. Students should also consult their personal physician about the health risks associated with alcohol and drug use.

¹ "Illicit drug use" is defined as the use of illegal drugs and the abuse of other drugs and alcohol, including anabolic steroids.

² A drug and/or alcohol abuse assistance/rehabilitation previously approved and/or certified by such purpose(s) by a federal, state, or local health, law enforcement, or another appropriate agency.

Drug/Alcohol Counseling and Rehabilitation Programs

National Institution on Drug Abuse

Prevention and Treatment

1-800-729-6686

Referral Line

1-800-662-4357

National Council of Alcoholism

1-800-622-2255

Alcohol Hotline	1-800-331-2900
Cocaine Anonymous	1-800-347-8998
National Help Line for Substance Abuse	1-800-262-2463

XIX. Suicide Prevention Policy

The presence of demonstrated suicidal intent through verbal threats or attempted suicide is a serious predictor of eventual suicide. Faculty and staff at OPSU take these indicators seriously and will report suicidal threats and attempts to the counselor on staff. Any current student who has witnessed another student threatening or attempting suicide should also contact the OPSU Counseling Center at 349-1558 immediately.

Any student who has exhibited suicidal thoughts and actions will be required to attend a series of professional assessments. The OPSU counselor may make referrals to other mental health professionals for further assessment and/or therapy. Any student who has attempted suicide will be required to attend at least 4 counseling sessions with a Licensed Professional Counselor within a 2-month period following the attempt.

Depression, stress, anxiety and loneliness can all lead students to consider suicide. If you would like help dealing with any of these issues, please contact the OPSU Counseling Center in Hamilton Hall room 141 or by calling 349-1558.

National Suicide Prevention Lifeline 1-800-273-TALK (8255)
www.suicidepreventionlifeline.org

National Hopeline Network 1-800-SUICIDE (784-2433)
www.hopeline.com

XX. Network Usage Policy

Use of OPSU's high-speed data network is a privilege, not a right. Any abuse and/or misuse of the OPSU IT infrastructure may result in loss of privileges, for a specified time period or permanently, as well as fines.

Please note, abuse may also be subject to additional legal and/or civil penalties. This may include prosecution by the Recording Industry Association of America (RIAA) and Motion Picture Association of America (MPAA), in which case OPSU is required to disclose all information known about illegal peer-to-peer file sharing participants.

OPUS officials are required by the Higher Education Opportunity Act of 2008 to identify and report any infraction of the unauthorized distribution of copyrighted materials through illegal downloading or peer-to-peer distribution of intellectual property. The Higher Education Opportunity Act of 2008 (HEOA) Pub. L. 110-315) added provisions to the Higher. These requirements were effective upon enactment of the HEOA, August 14, 2008.

You should be aware that unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject you to civil and criminal liabilities in accordance with the Federal copyright laws.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For detail, see Title 17, United State code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov especially their FAQ's at www.copyright.gov/help/faq.

OPSU RESIDENCE LIFE HANDBOOK **INFORMATION, RULES, & REGULATIONS**

Please Note:

One of the main reasons we [publish this document is to make sure that you are aware of the many services offered by campus housing. You are also responsible, however, for being aware of the housing policies and procedures. These regulations are not all inclusive. Please read the Student Handbook contained in the front of this publication, other OPSU publications, and posted notices for additional information.

Your room and board charges will continue until the end of the academic year if you do not check out properly.

Important Phone Numbers:

Rantz Trayler, Dean of Student Affairs.....	349-1362
Student Union 10	
Danny Smith, Housing and Resident Life Supervisor.....	349-1360
Student Union 1	
Ramy Anderson, Field Hall Head RA.....	349-1373
Field Hall Apartment	
Krista Dawkins, Aggie Apartments Head RA.....	349-1365
Garrett Leo Draper Clubhouse	
Samuel Lemin, Holter Hall Head RA.....	349-1364
Holter Hall Office	
OPSU Cafeteria.....	349-0824

Other Useful Phone Numbers

Emergencies.....	911 or 338-4000
Holter Front Desk.....	349-1364
Draper Clubhouse.....	349-1365
OPSU Switchboard.....	349-2611
Student Affairs.....	349-1360
Physical Plant.....	349-1590
Financial Aid.....	349-1580
Goodwell Fire Department.....	349-2209
Texas Count Sheriff (Night).....	338-4000
Goodwell Town Hall / Police Department (Day).....	349-2566

General Policies for Residence Hall Living

Front Desk / Office Hours

Hours – Holter Hall

Monday – Friday	8 a.m. – 11 p.m.
Saturday – Sunday	1 p.m. – 11 p.m.

Field Hall

Monday – Friday	8 a.m. – 10 p.m.
Saturday – Sunday	1 p.m. – 10 p.m.

Aggie Apartments

Monday – Friday	10 a.m. – 11 p.m.
Saturday – Sunday	12 p.m. – 6 p.m.

The office may be closed for lunch and dinner hours. The dormitory staff reserves the right to change and/or decrease operation hours due to on-campus activities or athletic events.

The front desk or office serves as an information and communication center for the residence halls. The desk/office is staffed by Resident Assistants who can help you with lost keys, maintenance issues, picking up mail, finding a staff member, and reporting emergencies.

Personnel

Resident Assistants

Your Resident Assistant, or RA, is a student living in the residence hall who is employed by the university. Your RA is there to help you in anyway she/he possibly can. When you need help finding a building, need information about the enrollment process, or want information regarding the rules and regulations governing life in the residence hall, your RA is the first person to contact. RAs are responsible for creating a community living environment that is comfortable for all residents in their buildings.

Senior and Head Resident Assistants

Senior and Head RAs coordinate the activities of their hall staffs and assist the Resident Directors and Residence Halls Supervisor with oversight of the residents and the building.

Residence Halls Supervisor

The Residence Halls Supervisor, or RHS, coordinates and oversees all aspects of residential living for traditional college-age students. This includes, but is not limited to, Holter Hall, Field Hall, and the Aggie Apartments. The RHS also serves as the main point of contact for safety and security issues in the OPSU Cafeteria.

Mail

Your new mailing address:

Your Name

Room #

P.O. Box 310 (for Holter) / P.O. Box 99 (for Field) / P.O. Box 550 (for Apartments)

Goodwell, OK 73939

Physical address used for UPS and FedEx deliveries, etc.

Your Name

Residence Hall & Room #

323 West Eagle Blvd.

Goodwell, OK 73939

There is no set time for mail delivery. All of your mail will be put in your box and you may ask for it at the front desk. Deliveries from UPS or FedEx will arrive at the Freight Office and students will be notified via their OPSU email account.

*Aggie Annex residents are responsible for obtaining a personal post office box from the Goodwell Post Office, located on Main Street.

Cable TV

OPSU provides each residence hall room with basic cable television service.

Internet Service

Individual rooms in Holter Hall, Field Hall and the Aggie Apartments are hardwired for internet service. Each Aggie Annex has one hard-wired drop per Annex. Residents must provide their own CAT 5e cable to connect to the Internet and can provide their own wireless routers. All wireless routers must be registered with the Student Affairs Office.

Laundry Facilities

Coin operated laundry facilities are available in each residence hall. You must furnish your own laundry supplies.

Room Policies

*You must be a full-time OPSU student to live in the OPSU residence hall. You

Changes

To change rooms, see your RA for moving dates and authorization. You will be charged \$25 for an improper checkout if you do not receive approval from the hall director prior to changing rooms.

Cleaning

You are responsible for cleaning your room! Custodians are employed to clean public areas only. As a resident, you are responsible for day-to-day upkeep of your room, as well as the general upkeep of your common area. As a resident, you are required to dispose of your personal trash in the dumpsters located adjacent to the apartments. Personal trash is not to be thrown away in the lobbies or halls. Vacuums are available at the front desk for your use. All rooms must be cleaned prior to checkout, or you and your roommates may be assessed a cleaning fee.

Decorations

Do not nail or tack anything to the floors or walls. The use of liquor bottles or cans for a decorative purpose, regardless of their present contents, is not permitted. When hanging curtains, pictures, posters, etc., be careful not to damage the walls or furniture. Do not use double-sided foam tape. You will be charged for the professional repair of any damages, no matter how small. This includes, but is not limited to, nail holes, scratches, and marks on the walls, ceilings, and floors. Painting or altering the room and its surfaces in any way is prohibited. If you have any questions regarding what you can and cannot do, ask your director.

Occupancy Check

Upon arrival, you will receive a check-in sheet to record the condition of your room. Be sure to note any and all problems and keep your copy. The same form will be used during checkout to identify any damages for which you may be responsible. You will be billed for missing items and damages.

Personalization of Your New Home

Because your apartment is your new home while at OPSU, we believe you should have freedom in making it truly yours. The first step in turning an ordinary residence hall room into your home is communication with your roommates. This apartment is “home” to all of you, so it is a good idea to mutually arrange it in a way you all like. We suggest you take the time to talk to your fellow residents to see what ideas they have. For guidelines on decorating your room, see the “Decorations” section in this handbook.

Repairs

If you have a maintenance problem in your room, notify your director. He/she will contact the Physical Plant. For your own benefit, keep an accurate record of when you notified the apartment staff.

Leaving the Apartment

Any time that you move out of an apartment, you must check out with your director and/or other apartment staff. Failure to check out of the apartment properly will result in your room and board charges continuing until the end of the month and an additional \$25 fine for failure to check out. If you are leaving the apartment at any time other than the end of the spring semester, you must:

- 1) Obtain and fill out a request to cancel your room/meal contract from the Student Affairs Office.
- 2) Clear your room of all your belongings and clean the room to our standards. Any property left in the room will be considered abandoned and subject to disposal by OPSU. You will be charged a disposal fee as determined by the director.
- 3) Pick up your room check card from your director, who will assign a staff member to check your room for damages.
- 4) Return your room check card to the appropriate staff member who signs your departure document.
- 5) Surrender your room keys. A key and lock replacement charge of \$55 will be assessed if you do not turn in a room key.
- 6) Leave a forwarding address.

If you are leaving the apartment at the end of the semester and will not be enrolled at OPSU during the rest of the current academic year, you should complete steps two through six above. You will receive a clearance slip from a staff member to document that you have completed check out properly.

Be sure to follow these procedures. Failure to check out properly may result in cleaning and administrative charges.

Summer School Apartment Reservations

If you plan to be here for summer, stop by the Student Affairs Office and complete a summer housing contract.

Alcohol and Other Drugs

You are expected to comply with state and local laws regarding the use of alcohol and drugs. Possession or consumption of alcoholic beverages, including 3.2 beer, in any apartment or on university grounds is prohibited, except as otherwise specified. The use or possession of all types of narcotics, barbiturates, amphetamines and other depressants, stimulants or hallucinogenic drugs, other than those prescribed by your doctor, are prohibited on university property, including apartments. The use of any such substances in the apartments will result in removal from the apartments and notification of local authorities.

Alcohol: Consuming, possessing, distributing, selling or serving alcoholic beverages on College premises (including residence halls) or at College-sponsored activities regardless of age, except as expressly permitted by College policy. The following are also violations on or off campus:

- a. Public intoxication
- b. Driving under the influence of alcohol
- c. Providing alcohol to individuals under 21 years of age
- d. Social Host: Providing a location for any individual under 21 years of age to possess or consume alcohol
- e. Transporting an open container of alcohol
- f. Driving while impaired on campus
- g. Incapacitation due to alcohol
- h. Possession or use of a fake ID
- i. Being underage in possession of alcohol.

Lawful and responsible alcohol consumption is permitted only in designated areas of the OPSU campus, properties and facilities as authorized by the Board of Regents.

Bicycles

Your bicycle may be kept in your room if you and your roommates agree. For safety reasons, bicycles may not be kept in the hallway, lounges, or other areas in apartments. Bicycles and like items (roller blades/skateboards) may not be used in the halls due to safety and property concerns. Violation may result in a \$25 fine. At no time are motorcycles, mopeds, or other motorized vehicles permitted in the apartments, on the sidewalks, in the breezeways, or in the plaza. Motorized vehicles should be legally parked in the spaces provided.

“Borrowing” Furniture from the Clubhouse/Common Areas

For inventory and maintenance reasons, all furniture in the room or common areas shall remain where it is installed. If this furniture is found in your room, disciplinary action and/or fines are the result. If the furniture is damaged, you will be required to pay repair or replacement costs. Any University furniture found in your room will be considered stolen state property and authorities will be notified.

Common Area Damages

The cost of repairs comes from you and your room and board charges. Because vandalism increases what the university charges you for your room, you are encouraged to report vandalism. Residents who vandalize housing facilities may expect disciplinary action and may also be held responsible for paying for repair. If the community and staff are unable to determine the individual(s) responsible for damages, all residents in that area, as determined by the director, may be billed for common area damages.

Electrical Appliances

Full-size refrigerators, freezers, etc. are not allowed in the apartments. Hot plates, grills, toaster ovens, and frying equipment are not authorized.

Any electrical extension cord must be 14 gauge or heavier. A microwave is provided in each apartment. A small coffee maker with an automatic shut off, small George Foreman grills, toasters, and crock pots are allowed.

Everything must be in good working condition with good electrical cords.

Please be aware that over loading an electrical circuit with too many appliances can cause problems. Computer equipment may be affected by other electrical appliances used in your room.

Visitation and Escort Policies

Residents are allowed to have visitors of the opposite sex according to the following schedule: no guest of the opposite sex will be allowed in the rooms outside the below hours. Should this be violated, discipline action will be taken.

Sunday – Thursday 12:00 p.m. – 12:00 a.m.

Friday – Saturday 11:00 a.m. – 1:00 a.m.

- During visitation hours in Holter Hall, Field Hall and Aggie Apartments, you are expected to register all guests of the opposite sex at the resident assistant's office located in the front lobby or the apartment's clubhouse respectively.
- Both parties are required to provide an I.D. card upon arrival and will sign the guest registry. The guest's name, host's room number, time of arrival and time of departure will be requested.
- Visitors must leave upon the ending of visitation hours.
- No room may be used for visitation unless all roommates agree.
- You are responsible for the conduct of your guests.
- Visitors under the age of 18 will not be allowed in university housing unless accompanied by a parent or guardian or unless written permission is on file with the Director of Student Affairs.
- Failure to escort your guest at all times will be considered a visitation violation.
- Improper or late checkout will be considered a visitation violation. If you or your guest violates visitation, the minimum fine for each is \$100.00 and two-week loss of visitation.
- If your guest is a nonresident, he/she will be banned from OPSU housing for the duration of the semester.
- Anytime a student is found letting a member of the opposite sex into an inappropriate area, both will be subject to disciplinary action, fine and/or expulsion.
- If you leave any doors propped open (which could allow unauthorized persons to enter your room) you are subject to disciplinary action, fine and/or expulsion.

Exercise Equipment

Most exercise equipment is too large for your room and therefore is not allowed. There is exercise equipment at the Noble Activity Center for your use.

Fines

Automatic fines of \$25 are assessed for certain offenses due to extreme disruptions or safety hazards to the apartment community. Fines may be assessed at the discretion of the apartment/university staff. In all cases, the particular fine plus cost to repair may be charged. Examples of these offenses include, but are not limited to:

- 1) Creating a fire hazard,
- 2) Throwing objects out of or at the windows,
- 3) Being on the roof,
- 4) Removal of window screens,
- 5) Storing bicycles or like items in prohibited areas,
- 6) Tampering with or entering any mechanical equipment room or system, including housekeeping areas and supplies,
- 7) Vandalism of any university building, space or grounds,
- 8) Violating any policy set forth by dormitory and/or university staff,
- 9) Missed meetings.

Firearms, Fireworks, and Explosives

Under state and federal law, these may never be kept in apartments on university property. Possession of these items will result in the immediate removal from the apartments. ***Projectile weapons or ammunition of any kind are not allowed on state property.***

Flammable Materials

Candles and incense are prohibited, as well as kerosene lamps and other flammable liquid fuel devices. Smoking is not allowed in the apartments. All smokers must follow the state guidelines.

Incident Reports

Incidents requiring the attention or intervention of apartment staff members are regularly reported to the apartment director. Violations of university policies, medical or emergency situations, and instances of property loss or damage can be reported by staff as well as students utilizing the incident report form.

ID

Your student ID is an important identification tool. Your ID must be presented to university and/or housing staff upon request. Your ID may be retained by staff if the situation warrants.

Overnight Guest Policy

You are welcome to have overnight guests of the same sex at least 18 years of age in your apartment. Guests are limited to three night visits and are required to pay an overnight fee. Visitation regulations must be observed and guests must be constantly escorted while in the living area. Prior consent of your room-mates is required. Guests may not infringe on the rights of roommates or other residents. Guests may not sleep in the lounges.

Overnight guests of the opposite sex are strictly prohibited.

Visits of longer than three nights, even with breaks in between or in a different resident's apartment, are prohibited. You are required to notify the apartment director when you have an overnight guest. In case of an emergency, staff must know who is in the building. Also, in the event someone needs to reach a guest, the staff can reach the guest in the appropriate room.

Pets

Pets are not allowed in the apartments due to health, safety, sanitation, noise, and humane treatment concerns.

Violations of this policy may result in appropriate disciplinary sanctions, assessment for damages, clean-up, etc. A \$300 fine will be charged to resident's violating the residence hall pet policy and possible eviction. The only exception to this policy is that of preapproved sight-assistance and aid dogs for students or guests with such impairment.

Quiet Hours

You are asked at all times to be courteous of students who may be sleeping or studying. Offer the same respect of others' rights that you ask of them. Failure to do so may lead to disciplinary action. The apartment staff determines specific quiet hours by majority vote. If the current hours do not meet your needs, please request a change in hours from your apartment director. The noise level will be monitored by your RAs and the Goodwell Police Department at all times, including hours not included in the quiet hours' time frame. For example, if your music is too loud at 11 a.m., you will be asked to turn it down or face the appropriate consequences.

Refrigerators

You are allowed to leave your refrigerator plugged in and running during breaks, excluding summer. It is your responsibility to remove any perishable food from the refrigerator prior to break periods. Spoiled food, clean up, and disposal is your responsibility.

Resident Confrontation

Policies for the apartment were developed to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of fellow residents. Ideally, all residents accept the responsibility involved with living in a community situation and make an effort to be aware of how their actions affect their neighbors and roommates.

When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be confronted.

When a resident infringes upon the rights of another individual or the community, she/he should first be confronted by the person(s) whose rights were violated. This statement assumes that the most effective tool to help others learn that their behaviors are violating personal rights and community regulations are the people in the community whose rights are being violated.

You are expected to be the first person to handle a situation when you or the community's rights are being violated. After addressing the inappropriate behavior of another individual, if the individual does not attempt to alter his/her behavior, you should take steps to visit with your resident assistant to work out alternatives. If the conflict continues,

the resident assistant may call in the resident halls supervisor for guidance. By exercising the resident confrontation policy, each resident can help others learn to live in the community. You are encouraged to take initiatives to begin solving problems when they occur, to confront fellow residents initially, and follow up with further steps in the conflict mediation process when appropriate.

In summary, the following steps may be necessary for conflict resolution:

- 1) Individual (student)
- 2) Resident Assistant
- 3) Residence Halls Supervisor

Roofs

Due to potential structural damage and safety concerns, you are not allowed on the roof of any building. Violations will result in a \$25 fine and disciplinary action may include dismissal from the apartments.

Screens

Except in an emergency, screens are not to be removed from the windows for any reason. Violation of this policy may result in a fine plus damages.

Security and Safety Equipment

Tampering with security and/or safety equipment such as fire alarms, smoke detectors, security cameras, storm shelter, etc., will result in a \$250 fine and may result in suspension from OPSU.

Use of Grounds and Halls

The lawns and recreation areas around the apartments are part of the community living environment. You are expected to care for them just as you would your apartment. Residents often gather formally and informally in these areas for picnics, sports activities, or other social events. If damage to the grounds or halls occurs, such as broken window glass, you will be held responsible for re-pairing the damage. As residents, you are also responsible for the cleanliness of these areas. Littering and other damage may result in a \$25 fine or other consequences.

Waterbeds

Waterbeds or any other type of water-furniture is not allowed in apartments.

Student Conduct

The students and staff of OPSU are a multi-cultural community of individuals. We are of diverse racial and ethnic backgrounds, and national origins. Our community encompasses a broad spectrum of religious and political beliefs. We are unique in that we strive to work and live together, and in the process, we can learn from one another in an atmosphere of positive contact and mutual respect.

We are committed to behaving and expecting others to behave in ways that demonstrate our beliefs about the respectful treatment of each member of our community. We believe that we are individually and collectively responsible for our behavior and fully accountable for our actions. We must take initiative and responsibility for our own learning and awareness of the differences that exist in our community and avoid all actions that diminish others. We are committed to these principles that are an integral part of our purpose, values, and daily activities.

Bigotry and hate is given no home within our residential community. While each of us have the right to personal beliefs, these beliefs in no way give us the right to denigrate another on the basis of his/her age, physical handicap, national origin, sexual orientation, race, gender, or religious affiliation. Our community will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against co-workers or residents. In addition, we cannot accept ignorance, false humor, anger, alcohol or substance abuse as an excuse, reason, or rationale for such behavior.

All those who work and live at OPSU and in the apartments have chosen to be here. Thus, we must commit ourselves to these principles that are the basis of our purpose, value, and worth.

The wellbeing of the residence community rests on the balance of the community's ability to meet the needs of the individual and vice versa. This balance is best achieved when all individuals are aware of their personal rights and responsibilities to their fellow residents. Your rights end when they infringe on another's rights.

The following principles are designed to describe the rights of the individual within the residence community:

- Every individual within the apartment community has the right to consideration and respect for their feelings and personal needs while at the same time respecting the same rights of every other person within the community.
- Every individual within the apartment community has the right to live in an environment where personal possessions and communal space are respected by every other individual.

Safety and Security Policies

Accidents/Illness

The OPSU Student Health Center, located in the Student Union, is open at designated times for general use. If an injury or illness is not serious, you may go to the OPSU Student Health Center to have it checked. Doing so may prevent health complications.

If the injury/illness is serious, immediately contact an apartment staff member or the apartment desk clerk, who will call an ambulance, if necessary. Apartment staff cannot transport you to the hospital. Any unsafe situations you cannot correct, such as lights out in a stairwell or tripping hazards should be reported to an apartment staff member as soon as possible.

Building Security

All residents may enter and leave their apartment at any time.

Students propping open locked doors are endangering fellow residents and will be dealt with appropriately. If you find unlocked doors, please notify the apartment desk staff immediately.

Electrical Safety

It is essential for your safety and that of others that you exercise care regarding the use of electrical cords and appliances. Use of light duty extension cords with multiple outlets is not permitted. Extension cords should be heavy duty; UL listed and should not feed more than one electrical device. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects.

Emergencies

In the event of danger to life and/or property, entry may be made by any authorized staff member or appropriate emergency personnel, i.e. fire safety, maintenance.

Fire Alarm Instructions

Building evacuation routes are posted at the end of each hallway and in the front office.

1. Turn on lights.
2. Open draperies and/or blinds; close windows.
3. Wear shoes and coat.
4. Carry a towel.
5. Close door on your way out.
6. Leave the building via the nearest stairway exit.

If you are unable to leave your room, a place towel under the door until help arrives. If possible, wave towels from the window to attract attention of rescuers. If the fire alarm sounds, you are required to leave the building at once.

Fire Drills

For your protection and safety, announced and unannounced fire drills will be held two times per academic year. In order for you to become familiar with evacuation routes, your cooperation is expected. Any time the alarm sounds, you must leave the building. Continuous sirens sounded on the large sirens in the city indicate a possible tornado.

Holiday Decorations

Because of the extreme fire danger present with decorations during the holiday season, please note the following rules for everyone's safety:

No live trees are permitted anywhere.

Noncombustible materials and UL approved electrical wiring are permitted in the room.

Noncombustible trees are acceptable with the apartment director's approval.

No lights permitted on metal trees.

No electrical lights, evergreen or cedar branches, combustible cotton or angel hair or other materials are permitted for use as decorations on doors, bulletin boards or exit locations.

All decorations must be taken down prior to break periods.

Loss or Damage to Personal Property

You are urged to keep your room and apartment locked whenever you leave and while you are sleeping. The university cannot be responsible for any damage or loss of personal property due to fire, facility failure, severe weather, theft, or other incidents. If a theft of personal property occurs, it is your responsibility to notify an apartment director and proper authorities. We recommend that you carry your own personal property insurance.

Tampering with Fire Protection Devices

A false alarm can endanger the safety and lives of fellow residents. Anyone found guilty of initiating a false alarm will be disciplined.

Tampering with alarms in any way, including removing the battery or disabling the detector, will result in discipline.

DINING SERVICES

Contract Change

If you wish to change your Dining Services Contract, you should request a meal plan transfer in the Student Affairs Office. There are no deadlines or charges to change your meal plan; however, you may change your meal plan only once per semester. The cost of your meal plan is prorated accordingly. Students living off-campus may also purchase a meal plan through the Student Affairs Office.

If you wish to change your Dining Services Contract, you should request a meal plan transfer in the Student Affairs Office. You may increase your meal plan at any time; however, you may only decrease your meal plan during the first 10 days of a semester. You may change your meal plan only once per semester. The cost of your meal plan is prorated accordingly. Students living off-campus may also purchase a meal plan through the Student Affairs Office.

Guests

Cash prices are available for guests or for meals outside your meal plan. At no time are guests or other students allowed to use your meal plan. Please do not ask cafeteria personnel to allow your guest to eat by checking off two meals on your plan.

Personnel

The Dining Services Manager is the professional person who operates the cafeteria. The manager's concern is to provide a high quality, comprehensive food service program in an economical and pleasing manner and to strive to create an environment for interaction.

The manager is responsible for the proper preparation and service of nutritious meals and the supervision of employees working in the dining area. In addition, the manager serves as the person to answer your questions, listen to feedback about the dining programs, and to assist you with any needs that you might have.

Policies

As long as you are on a meal plan, your student ID serves as your meal ticket.

It entitles you to eat in the cafeteria when the meal plans are in effect. You may not use the meal plan any time the cafeteria is closed.

You are not charged for the following university holidays: Thanksgiving break, semester breaks, and spring break. Meal plans are non-transferable. Meal rates are based on an average number of meals eaten rather than on potential meals eaten.

The assumption that not every student will eat every meal enables the use of a missed meal factor, which allows an overall reduced rate to each student on the meal plan.

If IDs were transferable, the meal rate would increase significantly to cover the added costs of higher meal attendance.

If ID misuse is discovered, dining staff will retain the ID and disciplinary steps will follow.

Removal of Items from the Cafeteria

You may leave the dining hall with a cookie, ice cream cone, or a piece of fruit. All other food must be eaten in the cafeteria. Glasses, silverware, dishes, trays, and all other reusable items are not to be taken from the cafeteria. If these items are found outside of the cafeteria, it will be considered theft, and it will be reported to the police.

Student ID

Your OPSU ID identifies you as the holder of a meal contract. It is a valuable card and should be treated like cash. The ID must be presented at each meal for entry into the dining center. IDs are not transferable and may be used for dining services only by the cardholder. Abuse of this system results in disciplinary action.

If you lose your ID or find that it is missing or stolen, you may acquire a new one in the Student Affairs Office. If you are unable to do this before your next meal, you may ask the cashier permission to allow you to eat until you get a new one. Your account will be charged \$10 for obtaining a new ID.

Sick Tray Meals

Meals may be taken from the cafeteria for students confined to their rooms due to illness or injury. Written documentation from the school nurse or apartment director must be submitted to the Dining Services Manager before a meal may be taken from the cafeteria.

Special Dietary Needs

Students whose religious or lifestyle practices prohibit or restrict the consumption of certain foods are able to satisfy their nutritional needs by a number of soup, entree, and salad bar choices on our menu. Special requests should be directed to the dining service manager. The request must be submitted, in writing, at the beginning of the semester. If you need a special diet for medical reasons, please have it prescribed by a doctor. Most special diets, with consultations, can be handled by the student with the variety found in cafeteria menus.

OKLAHOMA PANHANDLE STATE **UNIVERSITY**

Residence Hall and Aggie Apartment/Annex Damage Charges:

- **Lost Key (change locks and issue two new keys)..... \$250.00**
- **New Room Key (returned broken key)..... \$25.00**
 - I. **If key is not returned..... \$40.00**
- **New Lock Cylinder..... \$200.00**
- **Ceiling Tile Replacement (2 x 4)..... \$25.00**
- **Screen Door Replacement..... \$75.00**
- **Repair Small Hole in Wall..... \$25.00**

• Exit Sign Replacement.....	\$150.00
• Light Fixture Replacement.....	\$100.00
• Wooden Door Replacement (Hollow Core).....	\$250.00
I. (Solid Core).....	\$400.00
• Glass Door/ Lobby Door Replacement.....	\$500.00
• Room Window Replacement.....	\$300.00
• Fire Alarm Pull Station Replacement (Water Damage to be determined).....	\$250.00
• Smoke Detector Replacement.....	\$250.00
• Fire Extinguisher Replacement.....	\$250.00
• Thermostat Replacement (Programmable).....	\$125.00
• Room Cleaning.....	\$25.00
• Improper Check-Out.....	\$25.00
• Painting Room/Walls.....	\$150.00
• Damage to Walls.....	Charge Per Hour
• Microwave Replacement.....	\$100.00
• Refrigerator Replacement.....	\$150.00
• Microwave Plates.....	\$50.00
• Refrigerator Shelves.....	\$50.00
• Window Blind Replacement.....	\$50.00

Discipline Fines:

Setting off Fire Alarms (other than fire).....	\$250.00
Tampering with Extinguishers, Pull Station, etc.	\$250.00
Tampering with Security Equipment (Cameras, Lights, etc.)	\$250.00
Tobacco Violations (First Offense).....	\$50.00
I. Second Offense / Refer to Director of Students.....	\$60.00
II. Third Offense / Conduct Probation.....	\$75.00
III. Forth Offense / Housing Suspension.....	\$100.00
IV. Evidence of Smoking in Residence Halls.....	\$50.00
(Enforced when the individuals' residence consistently displays signs of smoking such as, but not limited to; lighters, cartons, wrappers, ashes, bags over the smoke detectors and strong marijuana or tobacco odors.)	
Alcohol Violations (First Offense).....	\$100.00
I. Second Offense / Conduct Probation / Alcohol Awareness.....	\$200.00
II. Third Offense / Housing Suspension (From university housing)	\$300.00
III. Public Intoxication.....	\$100.00
IV. Providing alcohol to individuals under 21 years of age.....	\$250.00
V. Possession or use of a fake ID.....	Determined by Campus Police
VI. Being underage in possession of alcohol.....	\$250.00
VII. Evidence of Drinking in Residence Hall.....	\$50.00

(Enforced when the individuals' residence displays signs of drinking such as, but not limited to; clinking of bottles, empty alcohol containers around the room, and alcohol containers in the trash cans.)

Visitation Violations (First Offense / Two Week Loss of Visitation).....	\$100.00
I. Second Offense / One Month Loss of Visitation.....	\$125.00
II. Third Offense / Loss of Visitation for the Semester.....	\$150.00
III. Fourth Offense / Loss of Visitation for the Year / Possible Housing Suspension.....	\$170.00
Drug Violations (First Offense / Conduct Probation).....	\$500.00
I. Second Offense / Suspension from OPSU/Housing.....	\$750.00
Pet Policy Violations (Possible Eviction from Apartments/Annex's).....	\$300.00
Firearms on campus.....	\$1,000.00

**For other miscellaneous damage charges, contact Student Affairs.*

**Additional actions can be administered in accord with the University Housing Lease, signed by the student, depending on the violation and the student's residence.*

OPSU SEVERE WEATHER SHELTERS

Priority Shelters:

Noble Center – Women's Locker Room (**Handicap Accessible**)

Sewell-Loofbourrow – Basement

Aggie Apartments – Gazebo

- If you cannot reach a priority shelter safely, the first floor bathrooms, closets, and/or interior rooms are the safest locations in a building. Be sure to stay away from windows and shut doors to limit danger from flying debris.
- Off-campus severe weather shelters are located at the Goodwell Baptist Church (203 S. College Ave.) and the United Methodist Church (203 N. Main).
- If you have questions about severe weather procedures, please contact the OPSU Student Affairs Office at 580-349-1362