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Legend
ACAD – Academic Affairs
BKST - Bookstore
BUSO – Business Office
HRM – Human Resources
IT – Information Technology
LIBR – Library
REGR – Registrar
STAF – Student Affairs
UNIV – President’s Office
### Policies Under Separate Cover

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TITLE: Adjunct Policy

APPROVED BY: Wayne Manning, VPAAO

DATE: May 9, 2005 (Updated 9-23-10)

Qualifications for Appointment:

1. All adjunct employees must be verified by Human Resources and must fill out appropriate paperwork as well as present appropriate employment verification.

2. All appointments shall be semester-by-semester as determined by deans of individual schools.

3. Demonstration of qualifications to teach the course(s) for which s/he is hired. For example, have at least 60 college credit hours or have a certification in the areas they are teaching.

4. Official transcripts are required to be on file in the Office of Academic Affairs.

Consideration for payment:

1. Courses taught are paid per credit hour at the current rate.

2. The payment schedule is as follows:

   **Fall** – Four equal payments beginning the last working day of the month in September and ending the last working day of the month in December.

   **Spring** – Four equal payments beginning the last working day of the month in February and ending the last working day of the month in May.

3. Courses must have a minimum of ten students.

4. Courses with less than ten students will be dealt with on a case-by-case basis and offered by recommendation of the dean. Faculty teaching these classes could receive a prorated salary.

5. A course can be combined with another to receive full payment as one class if less than 10 in both courses.
6. Classes that are offered simultaneously will be considered one class for the purpose of payment. This also refers to cross-listed courses.
The following is the policy for international students beginning in the Spring of 2011:

1. All international applicants must submit the following admission requirements. Once students have submitted all admission requirements, they are sent a verification email to confirm that we have the correct information before issuing the I-20. Once we receive it back with all corrections, we prepare an Acceptance package including the I-20 and mail it to the applicant:

   1. **Application form**: Each section of the application must be completed. The applicant is required to complete and sign the application.

   2. **The following must be submitted by your high school in a sealed envelope unless indicated otherwise:**

   ✓ **Secondary School Transcripts**: International students must have the equivalent high-school education from their country. Your high school should send the official transcript directly to OPSU.

   ✓ **Diploma**: Students must submit a certified copy of secondary school exam results or a diploma. If you took the WAEC exam, please request WAEC or your high school to send your results directly to OPSU. You may also mail your scratch card for confirmation of your results online.

   ✓ **English Proficiency**: A waiver of English proficiency can also be obtained for students who have graduated from an English speaking high-school institution, and for those from West Africa, scored at least a C6 (credit) on the English section of the WAEC exam. Official TOEFL or IELTS scores or a waiver of English proficiency are required of all applicants except for those from Australia, United Kingdom, and English-speaking provinces in Canada or the Caribbean. TOEFL score requirements that must be met for admission and sent directly from ETS are an official TOEFL score of 500 paper-based or 173 computer-based or 61 internet-based. IELTS score requirements that must be met for admission and sent directly from IELTS are an official IELTS score of
6.0. A waiver of English proficiency can be obtained for students who have earned 24 hours of college-level credit, with passing grades, at a recognized college/university which is located in an English speaking country and whose language of instruction is English. A waiver of English proficiency can also be obtained for students who have had 4 units of English at an American High School, or completed grades 10-12 at an American High School and received a diploma.

3. **SAT/ACT College Entrance Exams:** Exam scores must be sent directly from CollegeBoard to OPSU if you are not 21 years or older. You will not be allowed to enroll until you provide us with a copy of your SAT or ACT score. You will be more likely to receive a visa when you visit the embassy if you have an SAT or ACT score.

4. **Financial Sponsorship Forms:** A student must provide proof of financial support for the period of time necessary to complete degree requirements.

   - Complete the **Financial Guarantee Form** provided by OPSU by completing the first and second pages. A bank official will complete the bottom portion of the second page and stamp or seal in the marked box. This form must be stamped by your sponsor’s bank in order for you to be accepted to OPSU. The financial guarantee must be dated within 6 months of the I-20 issuance and is only valid for one year.

   - Submit a **Bank Statement** to accompany the Financial Guarantee Form. The bank statement must be original, show the balance of the account, and must be dated within six months of the Form I-20 being issued. Photocopies must be stamped by the bank and sealed in an envelope.

   - **OR**

   - If your bank is unwilling to complete the previous two requirements, we will accept a **Bank Letter**. The bank letter should be on bank letterhead, signed and stamped by a bank official, and include the following: 1) Name of account holder – If the account is the sponsor’s business, the letter should document it, 2) Current account balance in U.S. dollars, and 3) date.

5. **University Health Requirements:** Oklahoma state law requires that all new students who attend Oklahoma colleges and universities for the first time provide proof of immunization for certain diseases. You must complete the University Health Requirements form and Compliance form to show you have completed the health requirements. You may complete the Exemption form if you have any objections to receiving the immunizations. **You must receive your first dose of MMR (measles, mumps, and rubella) and Hepatitis B before admission, unless the Exemption form is completed. A Tuberculosis Skin Test/ t-spot test is required for admission to OPSU, NO EXCEPTIONS.**

6. **Passport:** If you have a passport, you must provide a photocopy.

   **Note:** Once students are accepted and receive a visa, they are required to pay full cost for tuition and fees before arrival through wire
transfer. Students should not wire personal spending money with their school fees.

2. New students will pay in-state plus out-of-state tuition for the first year (Fall and Spring semesters).

3. Beginning their second year (third semester), the out-of-state portion of the tuition can be waived if they meet the following criteria:

   a. Zero balance of their bursar account.

   b. Minimum of 3.0 grade point average (GPA)

4. This would apply for transfer international students with an official transcript. They would continue to qualify for the out-of-state waiver as long as they met the aforementioned criteria.

5. In an effort to prevent the contract and spread of infectious diseases, Oklahoma Panhandle State University requires any international student traveling outside the U.S. to inform the International Students Office at least two weeks before departure. Completion of the International Travel Policy form will provide sufficient information for Oklahoma Panhandle State University to provide security to the campus through the preparation of adequate safety precautions for the student’s return to campus.
OPSU POLICIES AND PROCEDURES

TITLE: On-Line Instruction Policy

APPROVED BY: Wayne Manning, VPAAO

DATE: Spring 2010

Developed by Online Policy Instruction Committee

I. Definition of Online Instruction

Online instruction is an Internet-based process in which students learn through an online platform. Instruction is conducted in an online platform between the instructor and students where courses are either synchronous or asynchronous. This policy shall apply to courses in which one-third or more of class instruction or the equivalent is placed in an online environment. Online instruction courses and programs shall be consistent with on campus courses and with the educational mission of OPSU.

II. Principles for Online Instruction

Students

A. Support and Information

1. Online instruction courses and programs shall provide interaction between students and the faculty members on a regular basis so that online students have similar interaction as on-campus students. Faculty should respond to student requests in a timely manner. In most cases, responses will be expected within 48 hours.

2. The OPSU Class Schedule shall identify online courses so students have knowledge of this information before enrolling in a course.

3. Online Course information shall also be available on the OPSU website, including but not limited to course name and number, course description, instructor name, and textbook information.
4. Online course curriculum shall be comparable to classroom-based courses.

5. Students enrolled in online courses are subject to the same OPSU policies and procedures applicable to students attending courses on campus. Academic standards such as cheating, plagiarism, and etiquette shall be clearly communicated to students in online instruction courses in the syllabi.

6. All online students shall be informed of library resources, student services, and online technical assistance. Online technical assistance information should be listed in the syllabi.

B. Online Course Textbook Policy

Online students can obtain textbooks for their online course from the source of their choice. Some books for online courses are available at the OPSU bookstore, either for purchase or rental. Students may order these from the bookstore, or students living near campus may pick up books at the bookstore. The University bookstore will mail rental books to online students per their request. Textbook information will be posted on the University web site with online course information.

C. Advising for Online Students

Students taking classes online will be required to follow OPSU’s advisement procedure. Students taking online classes from a distance may seek and receive advisement through email or by phone with an advisor/instructor.

D. Dropping Online Classes

Students taking online classes will follow the University’s Drop Policy. Online students may contact their instructor by email or phone and the advisor/instructor will complete the drop class form and submit it to the Registrar for the online student.

E. Online Enrollment Policy

Online students may request course enrollment through fax or email using the online enrollment form found on the University’s web site. Online students submit the course enrollment request to their advisor, to the course instructor, or to the Admissions Office. If a student is taking the online course concurrently with on-campus courses, then the student needs to enroll through his/her advisor. If this is the only course the student is taking, then he/she may enroll through the instructor.

The Registrar’s Office is responsible for enrollment management, which include transfer of data between the University and the eCollege learning management system.
II. Support Rights and Responsibilities

Faculty

1. Faculty members or persons creating online courses for use in online academic courses or in online continuing education courses shall retain the ownership of the course components he/she has created. This right allows the creator, as an employee of the University, to exercise control over the present and future use, modification, and distribution of his/her course and course materials. The faculty member shall determine whether his/her course presentations and material shall be revised or withdrawn from use.

   An online course created for academic use by faculty may continue to be delivered by the University upon departure of the faculty. However, the creator of the online course shall have the right to take the work and to use the work in its entirety with a new employer and the right to use the work in pursuit of one’s own profession.

   Online intellectual property, such as Continuing Education courses, unrelated to an individual’s full-time employment with the University that is conceived, created, or developed on the individual’s own time and without funds or support of the University shall be deemed the exclusive property of the creator, and the University shall have no interest or claim to any such property.

2. Copyright of courses, course presentations, and course materials shall be owned by faculty members as in the case of traditional courses.

3. If an online course is offered in a classroom setting, then the online course shall meet the same requirements as listed in the classroom-based course objectives.

4. Course evaluations for online courses shall be administered, collected and summarized by the Director of Institutional Research and Assessment for the University. Access to online course evaluations is available in the online classroom via a link provided to the faculty by the Director of Institutional Research and Assessment.

5. The University shall offer appropriate training and support services to faculty to prepare and support them in developing and teaching online courses. Online faculty meetings are held annually or semi-annually. All faculty members who teach online are strongly encouraged to attend all in-services and trainings. Minimum orientation for new
online faculty members includes orientation by the OPSU Network administrator and completion of the eCollege instructor tutorial.

6. All online courses listed in the OPSU Class Schedule normally shall be hosted by the platform approved by the Regents. Exceptions may be granted by the Vice President of Academic Affairs and the dean of the school.

7. Any course that uses online instruction shall indicate so in the course syllabus/outline. The following information shall be included in course outlines for online instruction courses, in addition to OPSU course syllabi requirements.

a) How online courses will be assessed and graded (e.g. participation in chat sessions, posting, frequency of web access, tests, assignments, etc.).

b) Deadlines, including dates and times for assignments, chats, etc.

c) Contact hours of instructors, including how quickly the instructor will respond to email questions, online assignments, and alternate communication options.

d) Safeguards as to how student work will be authenticated.

e) Appropriate online behavior—netiquette—and consequences of not following netiquette.

f) Technical competencies expected or required of the students.

g) Contact information for technical support.

h) Alternative procedures for submitting work, in the event of technical problems.

8. Assuring Academic Honesty and Integrity

Recommended actions include but are not limited to the use of test banks, question pools, time limits, or the use of a proctor for exams. Exam Guard, which prohibits printing exams, copying and pasting, and navigating to other programs and websites while taking an exam, is also available in the eCollege learning management system. A verification statement appears when the student logs on to class for the first time each semester.
III. Teaching Appointments

1. Online instructors are not required to maintain traditional on-campus office hours. However, some campus attendance may be required.

2. The recommended minimum for number of students per class is 5. The instructor has the right to refuse to teach the course with less than 5 students.

3. The faculty may limit the class size (enrollment) to 15 the first time it is offered. Thereafter, the class size is limited at 25. Additional enrollments may be permitted at the discretion of the faculty.

4. No member of the faculty will be required to teach distance education courses or programs.

IV. Faculty Pay

Online Class Development Pay

Faculty shall be paid for developing online classes. Developmental money shall be earned as classes are offered to online students. This pay is in addition to adjunct/overload pay criteria. Development pay is limited to 15 students or $1500 per three credit hour class. Faculty teaching an initial (first-time) online class shall be paid $100 per student for developing the class for an online environment. If fifteen students do not enroll when the class is offered for the first time, the faculty member may teach the class additional times and receive $100 per student until the faculty member has been paid $1500 for the development.

V. Review of Online Instruction Policy

The Online Instruction Policy Committee will meet in the spring and fall semesters to address issues of concern relating to online education and to discuss any revisions to the Online Instruction Policy.
Grants and Professional Development financial support will be provided by the OPSU Vice President of Academic Affair & Outreach, using the Baughman Grant Funds as well as travel funds in each school plus the travel funds in VPAAO budget. The list below provides the priority of funding:

1. Support research in the individual’s academic field,

2. Support research publication, presentations,

3. Other approved activities during the summer months, and

4. Support of terminal degree pursuits.
OPSU POLICIES AND PROCEDURES

TITLE: Buy Book Policy

APPROVED BY: Larry Peters, VPFA

ISSUSING SOURCE: Mandy Batenhorst Manager, OPSU Bookstore

DATE: 1-16-2004

The OPSU bookstore is a for-profit operation. One of the elements that produce a marginal return is the Book Rental System. Technology has driven textbook updates at an outstanding rate; therefore, in some disciplines, the book rental system is outdated. In this case, students must purchase a textbook either through the bookstore or other electronic sources. The bookstore just cannot afford to purchase textbooks with a short shelf life. To elevate some of the risk to the bookstore in the purchase of textbooks for re-sale, the following issues should be considered for buy books:

1. The course is offered on an annual basis or less often
2. The course is technology driven
3. The course has typically low enrollment

The Dean and VPAA must sign all change text forms.
INTRODUCTION AND GENERAL STATEMENT

1.01 The purpose of this Policy and Procedures Letter is to inform University personnel of the services available at OPSU and the procedures to use in requesting Motor Pool services.

1.02 OPSU Motor Pool Services is managed by the Administrative Assistant at the Physical Plant.

PURPOSE AND SCOPE

2.01 The purpose of Motor Pool Services is responsible for the following support to all University departments, authorized staff, and faculty:

a. A pool of sedans, vans, and mini-vans for official University use;
b. Oil, tires, batteries, antifreeze, and other automotive supplies for all OPSU-owned motor vehicles; and

c. Automotive repair service for all OPSU-owned motor vehicles.
UNIVERSITY POLICY AND STATE LAW

3.01 It is contemplated that the supply of vehicles at Motor Pool Services will be sufficient to meet most requests. In the event a Motor Pool Services vehicle is not available for use, the customer will have the option of taking his/her personal vehicle. Inquiry as to availability of vehicles should always be made before using personal vehicles for official travel.

3.02 Private use of any University-owned vehicle is prohibited by State Statue (O.S. 1981, Title 47, Section 159.7). All University-owned vehicles shall be used strictly for official business. The following guidelines shall be used in determining whether vehicle usage fits the official usage requirement:

a. Travel directly incidental to the performance of official business, provided that the vehicle is not diverted from a reasonable and prudent route to or from its intended official purpose;

b. Transportation between temporary lodging and temporary duty station;

c. Transportation while in travel status between the temporary duty location or temporary residence and place where meals are taken, drug stores, barber shops, churches, laundries, cleaning establishments and other similar places required for the health and well-being of the traveler;

3.03 The term “official” use or purpose does not include the use of a University-owned or leased vehicle or commercial rental vehicle for personal entertainment, the visiting of friends or relatives, or loan to or use by guests of the University. All persons traveling in University-owned vehicles must be on official business at all times.

3.04 A Motor Pool vehicle is to be checked out by an authorized current OPSU state employee with a valid Oklahoma State driver’s license. The employee who checks out a University vehicle is responsible for the safe operation and care of the vehicle while in that individual’s custody. The employee is also personally responsible for citations received while operating the vehicle.

3.05 If the vehicle is operated by anyone other than the employee who checked out the vehicle, the employee shall be responsible for the approval of capable and competent drivers. All drivers must have in their possession a current and valid USA motor vehicle driver’s license with no restrictions other than for corrective lenses.

3.06 Tobacco use is prohibited in all Motor Pool vehicles. The department may be charged a cleaning fee to remove tobacco odors or stains.

3.07 All occupants of a university vehicle must wear a seatbelt.

3.08 Drivers of university vehicle should be check email and/or text messaging.
PROCEDURES

4.01 Written requests for advance reservations for Motor Pool vehicles are required. Phone-in reservations are urged if need be, but the request will not be binding until the written one is received by the Motor Pool Coordinator in Room 102, Physical Plant building. This request MUST have all authorized signatures by appropriate supervisors. CANCELLATIONS: All cancellations must be submitted by email or fax and will be acknowledged by the same. Fax number 349-1591 or email jfrieling@opsu.edu.

4.02 A student organization must file a Student Organization Motor Pool Services request form for approval with the Student Activities Office prior to vehicle use. This form must be forwarded to Motor Pool Services prior to vehicle check out. The organizational advisor must be the individual checking out and signing for the vehicle.

4.03 The business hours of the Motor Pool Services are as follows:

- Monday through Friday: 8:00AM to 4:30PM
- Saturday: CLOSED
- Sunday: CLOSED

Motor Pool Services normally closes on Saturday, Sunday, and University holidays.

4.04 Motor Pool Services vehicles should be promptly returned to the Motor Pool Services facility upon arrival to the University.

4.05 If the departure of a Motor Pool vehicle is scheduled prior to the opening of the Motor Pool facility, the following pick-up alternatives are available. Any exception must be approved by the Motor Pool Coordinator.

   a. Monday through Friday reservations leaving before 8:00AM may be picked up between 3:00-4:30PM the previous evening if the assigned vehicle is available.

   b. Saturday and Sunday reservations may be picked up any time after 3:00PM Friday, depending on the availability of the assigned vehicle.

4.06 Gasoline credit cards will be issued to each Motor Pool vehicle. Any purchase made with this credit card must have the vehicle number, and odometer reading on the credit card receipt to facilitate University verification and billing purposes. All receipts must be returned with the credit card at the check-in time of the vehicle.
4.07 If repairs are needed while traveling in a Motor Pool vehicle, the following procedures should be strictly observed:

a. Minor Repairs – Items such as belts, hoses, flat tires, etc. can be replaced at any competent full-service station and may be purchased with the University fuel credit card. Please check with the vendor at the time of repairs that the credit card can be used and accepted. Upon return to the campus, contact the Motor Pool Coordinator to inform them of such vehicle repairs. If for some reason the driver must personally pay for the repairs, reimbursement will be made upon presentation of receipts. The receipt(s) must have the **vehicle number** and **odometer reading** on the copies turned in for reimbursement.

b. Major Repairs – There may be incidents that require major repairs and/or render the vehicle unsafe or inoperative, such as engine, electrical, transmission, brakes, steering, etc. problems. In this event, the driver should follow the instructions in the emergency procedures policy letter located in an envelope in the glove-box or door side pocket of each Motor Pool vehicle. Under **NO** circumstances should the driver abandon a Motor Pool vehicle without being given explicit permission to do so.

4.08 If a Motor Pool vehicle is involved in an accident, the insurance information and the emergency procedures policy letter are located in the glove-box or door side pocket of each Motor Pool vehicle. Follow the instructions and **make no statement concerning guilt or innocence**. Immediately place a collect call or call the 800 number to the University listed on the emergency procedures policy letter. In the event of an accident involving a Motor Pool vehicle that leaves the University the liable party, a $250.00 deductible fee will be charged to the user department.

4.09 The Motor Pool Coordinator has the authority and responsibility to assign vehicles in order to maintain a balanced fleet vehicle mileage usage plan:

a. Information concerning availability of vehicles is available to the user departments by contacting the Motor Pool Coordinator at 349-1590.

b. All vehicles are to be returned **full of fuel** before credit cards and keys are turned in. The Sinclair / Wright Express card can be used to fill vehicles at the 54 Gas-n-Go station, 24 hours a day, 7 days a week.

c. When returning the keys and credit cards, please complete the form indicating mileage, fuel receipts, and any maintenance issues concerning the vehicle.
Check-out Procedures

4.10 At the time of checkout, the University personnel, state, or federal employee must complete and sign the Sign-Out Log. The person checking out the vehicle must be prepared to show either a University ID or a current and valid USA driver’s license.

Return of Vehicle

4.11 At the termination of travel, the vehicle, credit card and vehicle keys should be returned to the Motor Pool Coordinator during normal operating hours.

4.12 Each driver is encouraged to inspect the vehicle for damage before and after return to the Motor Pool facility and discuss any damage or problems with the Motor Pool employee. See attached Vehicle Inspection Report.

4.13 In the case of vehicle damage resulting from the driver’s gross negligence, competitive bids are used to assess the cost of repairs. The user department will be charged the full amount of the total of the charges to repair the vehicle.

Preventive Maintenance

4.14 A complete preventive maintenance program is followed for each Motor Pool vehicle. All departments are encouraged to follow a similar maintenance program for their departmental vehicles.

Revised for OPSU
Motor Pool – 2008
Before using OPSU issued Purchasing Card, carefully read and understand the guidelines listed below.

**Program Description**

1.1 The Oklahoma Panhandle State University purchasing card (p/card) program establishes the use, by designated University employees, of commercial purchase cards to facilitate the acquisition of lower dollar goods and services needed for conducting official University business. It is intended that the p/card be issued to selected University employees to enhance departmental effectiveness or economy of operation. P/cards are issued in the name of Oklahoma Panhandle State University and include the cardholder’s name, department, and a unique account number. Liability for payment and total responsibility and accountability for the p/card resides at the departmental level.

1.2 It is accepted that no policy and procedure statement can cover all eventualities. Exceptional cases will be resolved as circumstances and prudent business practices warrant on a case-by-case basis.

1.3 The cardholder is responsible for and accountable to the University for all charges made with the p/card. Use of the p/card is solely for official University purchases. **Personal purchases are strictly forbidden and may result in disciplinary action.**

2. **Purchase Card Operations**

2.1 **Issuance of the P/Card**

2.1.1 The p/card is issued by Oklahoma Panhandle State University in coordination with a bank. The p/card will include the institution’s name, tax ID, cardholder’s name, cardholder’s department, and unique individual account number.
2.1.2 Cardholder must be an Oklahoma Panhandle State University permanent employee (.75 FTE and above). P/cards will not be issued to temporary employees with the exception of head coaches for men’s golf, women’s golf, and cross country.

2.1.3 All P-card’s will be issued by the card administrator, who is currently the Director of Purchasing at OPSU. When it is determined and approved for an employee to have a P-card, the administrator will submit the application to the credit card company. The P-card request form must be complete. (Attachment #1) Once the card is received the administrator will contact the new card holder. After the purchase card employee agreement (Attachment #2) and training are complete the card will be given to the employee. You must also sign the training acknowledgement form. (Attachment #3)

2.1.4 Property of Oklahoma Panhandle State University: All p/cards issued under this program are the property of Oklahoma Panhandle State University and shall be surrendered to the approving official upon termination of employment with the department or upon request of the cardholder’s supervisor or the Purchasing Director.

2.2.1 Card Controls and Limits

2.2.1.1 Departments are required to establish the following categories of controls and limits on each p/card as required by the bank. The mandatory categories are:

- Credit limit (dollar amount per cycle) - $20,000.00 or less. (if your budget allows)

- Single purchase limit (dollar amount per transaction) shall not exceed $1,000.00.

- There could be exceptions to this on a case by case basis. Examples could be computers, or other IT equipment that if purchased by credit card, saves the university money. The director of purchasing will approve these types of purchases.

**If purchase is more than $1,000, you must follow the regular purchasing guidelines; this involves filling out a requisition and waiting for approval from the Director of Purchasing, before ordering anything!**

2.2.2 Transaction Flow: A typical p/card transaction consists of the following steps:

- Cardholder makes purchase from merchant using p/card. Cardholder retains receipt from purchase and maintains a log of all p/card purchases including those by phone or Internet. (See attachment #4)
• Merchant delivers goods or service and submits transaction to credit card company.

• The bank pays merchant.

• The bank furnishes OPSU cardholders with a report (memo statement) of purchases. These are mailed once a month directly to the cardholders.

• Cardholder reconciles receipts and logs with memo statement and forwards to the vice president or supervisor for approval, and then forwards to the purchasing director.

• Approving official reviews and approves reconciliation. **Departments have 5 calendar days after cycle ends to complete account reconciliation.**

• OPSU Accounting Department makes a single payment to the bank on behalf of all OPSU departments.

2.2.3 **How to Use the P/Card**

The cardholder of record is the only person authorized to make purchases using his/her card. The p/card shall not be loaned to another person. Such occurrences may result in revocation of the card.

The fact that the cardholder has been provided a card does not imply prior approval of all purchases. The cardholder must follow proper University and departmental procedures to obtain authorization to purchase.

After determining that the anticipated purchase does not conflict with University policies, the cardholder may select a vendor that can supply the items with the best method of purchase.

2.2.3.1 **Purchase in Person (Point of Sale, phone, internet)**

• Determine whether the p/card is the most appropriate method for this purchase. (Check the list of excluded charges to make sure it is not a restricted item.)

• It is recommended that Internet purchases be made from a secure site or sites that provide account number encryption. Departmental policies and good judgment should be used when ordering over the Internet.

• Be sure that the total amount (including all shipping, handling, freight, etc.) will not exceed the card’s single purchase limit.

• Determine if the price is the best you can reasonably obtain.
- **Ensure that sales tax is not charged.** (Cardholder must have a copy of the Oklahoma Tax Exemption letter for most merchants to have sales taxes excluded.) Although merchants out of state are not required to give tax exemption, some may honor exemption if requested. (Attachment #5)

- Note: Many companies provide discounts through their Education Sales Department, so ask for that department. In some cases, there may be an additional charge for using the p/card, i.e. University contract items where vendors have cut their previously bid profit margins too close to allow p/card use without an up-charge. There should be no up-charge for vendors outside of these discount arrangements. Report violations to the Program Administrator. (Exceptions are vendors using a 3rd party service group with a fee i.e. some Internet purchases.)

- If items will be shipped, remember to give the vendor your name, department name, phone number and complete delivery address.

- Ask for a confirmation number after the vendor takes the order. Give the vendor your p/card number and expiration date. Request a receipt and /or packing slip with itemized description and pricing information to be sent with the purchase. A best practice would be to request vendor to print only the last 4 to 6 digits of the account number on the packing slip. Retain these documents with your record of the purchase.

- Obtain a receipt at the time of purchase and keep the receipt for documentation.

- After you receive the items, keep packing lists and any other documentation.

- Log purchase on the Transaction Log. (Attachment #4)

- Before making purchases on the Walmart website, see Walmart instructions for tax exemption (Attachment #9) to ensure tax exemption.

### 2.2.3.2 Returns, Damaged Goods, Credits, Backorders

- If materials purchased with the p/card need to be returned, the cardholder should work directly with the supplier.

- Retain boxes, containers, special packaging, packing slips, etc. until you are sure you are going to keep the materials. Some items, such as software or fragile pieces, cannot be returned without the original packaging materials.

- Read all enclosed instructions carefully. Often a phone number or instructions for returning the materials are included on the packing slip and/or receipt.

- Many suppliers require a “Return Authorization Number” before they will accept a return. A “Return Authorization Number” is obtained from the shipper. In cases
where a “Return Authorization Number” is required, if a package is returned without it, the package will be refused and no credit will be issued to your account.

- Request a credit receipt for returned items. Some companies may not provide this receipt unless requested.
- In some cases there may be a restocking fee (usually a percentage of the purchase price). If the vendor is responsible for the error or problem, you should not have to pay a restocking fee. If the vendor is not responsible, you may have to pay the restocking fee. You may use the p/card to pay this fee, as long as it does not exceed any of your limits or violate policies.
- Keep on file all documentation pertaining to returns and credits. Check the monthly statement to make sure that the charge for the returned item(s) is credited properly.
- No charges should be incurred for backorders. Charges can only be applied for material that has been received or shipped from vendors dock.

2.2.3.3 Disputed Transactions

- If the cardholder and the supplier cannot resolve the issue, contact Bank of America Customer Service at 888-449-2273. Disputed items should be reported within 60 days of the statement date. Mark the transaction as disputed on transaction log.
- Bank of America will investigate the dispute on the cardholder’s behalf and assist in resolution. A Dispute Form (Attachment #6) must be completed and mailed to Bank of America for complete processing. Regardless of the status of the dispute, payment will be made to the Bank. Adjustments will be made upon resolution.

2.2.4 Excluded Charges

- **Split Purchases:** “Split purchasing” means dividing or failing to consolidate a known quantity of goods or services for the purpose of evading (1) the p/card single transaction limit of $1000.00 and/or (2) limit(s) established for an individual p/card and/or (3) a quotation/bidding requirement

- **Sales tax:** The cardholder is responsible for ensuring that sales tax is not charged at the time of purchase. The University’s tax ID number is on the front of the card. Vendors may request a copy of the tax-exempt letter. (Attachment #5)

- **Cash:** Cash advances, automated teller machine (ATM) transactions.

- **Travel expenses** including but not limited to food and beverages, travel agencies, and other items that normally would be paid on a travel voucher. (Reference travel policy)

- **Maintenance/service/licensing agreements and lease/rental agreements requiring contract signature.**
- **Personal items**, such as flowers, candy, haircuts, meals, etc.

- **Trade-in**: Purchases involving trade-in of University property.

- **Conflict of interest**: As with any purchase made for the University, a cardholder shall not purchase goods or services from a member of their immediate family or realize personal gain. The cardholder shall inform his/her supervisor in writing of reasonable foreseen potential conflicts of interest.

- **University Departments/Auxiliaries**: Goods or services available from University sources, such as the Student Union Bookstore (use the Campus Vendor system).

- **Gasoline** should be purchased with a gasoline credit card.

- **Professional/Personal services** rendered by individuals, corporations, partnerships, or any other entity, including but not limited to consultants, attorneys, physicians, engineers, architects, public accountants, or computer programmers.

- **Other purchases** not permitted under OPSU Policy and Procedures.

2.2.5 **Documentation**

2.2.5.1 **Transaction Log**: Cardholders shall maintain a current Transaction Log (Attachment #4) for all p/card purchases. A separate log shall be maintained for each p/card for each cycle. A sample transaction log is attached, however departments may add data fields. The cardholder, Approving Official, and purchasing director must sign the Transaction Log.

2.2.5.2 **Receipts**: An original receipt from the vendor shall support each purchase. Refer to procedures for purchases. Copies or faxes are acceptable only if the original is lost or destroyed. (See Lost Receipts below.)

**Receipts** should include:

- Date

- Vendor

- Amount

- **Itemized description of item(s) purchased.** If the p/card receipt includes only the total amount of purchase, attach the detailed receipt or packing list with detail information.

**Lost Receipts**: If receipts are lost, the cardholder shall note the loss on the Transaction Log and complete a Missing Receipt Form. (Attachment #7) The bank can provide a copy for a fee, which will be charged to the cardholder’s account. Repeated loss of
receipts may be grounds for discontinuing a cardholder’s p/card use or other
disciplinary action.

2.2.5.3 Memberships: Dues for institutional memberships in professional societies,
associations, social service or civic clubs shall contain documentation stating the
complete name of the organization. The purpose of the membership should be clearly
written on the receipt. Individual memberships are prohibited.

2.2.5.4 Gift certificates: Gift certificates shall contain documentation stating the printed names of the
Individual(s) who were awarded the gift certificate along with their signature showing
the card was received.

2.2.6 Reconciliation

P/card transactions shall be reconciled by the cardholder and submitted to the
approving official not later than five (5) calendar days after the end of the billing cycle.
If you will be absent during the time when p-card paperwork is due, please submit it in
advance. The Purchasing Director can provide you with a statement ahead of time if it
will not arrive in the mail before your departure.

2.2.6.1 Billing cycles run from the 11th of the month to the 10th of the next month.

2.2.6.2 Cardholder responsibilities: Cardholder must reconcile the individual receipts to their
monthly statements to verify that purchases and returns are accurately listed and
charged to the appropriate account. The monthly statement must be made available to
the cardholder and after review and reconciliation departments may store the
statements in a central location. Departments may choose to delegate the
reconciliation of cardholder receipts to another individual. However, the cardholder is
responsible for the purchases, as well as obtaining appropriate documentation, and
maintaining a Transaction Log. The cardholder shall sign the Transaction Log and date
the signature, indicating that the cardholder did make those purchases.

Transactions made on or near the cycle date (10th of the month) may not post until the
next cycle. These transactions would appear on the next cycle memo statement and
would need to be carried over on the transaction log.

Although not required, it is recommended the P-Cardholder not carry the P-Card on their
person outside of normal duty hours unless required.

Note: In reconciling transactions, approving officials/cardholders should use
appropriate documents, such as Transaction Log, purchase receipts, receiving
documents, and credit receipts.

2.2.7.3 Approving Officials Responsibilities: Approving officials shall review documentation for
accuracy, completeness, appropriateness of the purchase and whether the transactions
were conducted in accordance with policies and procedures. The approving official shall
sign and date the Transaction Log indicating that the purchases were reviewed and
reconciled. Any issue which cannot be resolved between the official and the cardholder shall be brought to the immediate attention of the cardholder’s supervisor.

2.2.8 Payment

OPSU will make timely payment to the bank for all credit card purchases without regard to individual discrepancies in transaction billing.

2.2.9 Lost or Stolen Cards

Immediately upon determining that a p/card is lost or stolen, the cardholder shall notify Bank of America 888-449-2273.

These numbers are available 24 hours per day. Cardholders should keep these phone numbers readily available but separate from the card. (Note: When calling these numbers, you may be asked to input the first four digits of the card number. If you do not know this number, hold for a customer service representative.) Upon notification, the customer service representative will block the use of the card. The cardholder shall record the date and time the bank was notified, as well as the name of the bank customer service representative contacted. Next, the cardholder shall complete a Lost or Stolen P/Card Notification Form (Attachment #8) and promptly provide it to the Purchasing Department with a copy to the appropriate approving official.

The cardholder’s department is responsible for all charges incurred against a lost/stolen card until the card is reported to the bank as lost or stolen.

2.2.10 P/Card Cancellation

All p/cards issued under this program are the property of Oklahoma Panhandle State University and shall be surrendered to the department administrator upon termination of employment with the department that authorized the card, or upon request of the cardholder’s supervisor, department p/card administrator, or the OPSU Purchasing Director.

2.2.11 Misuse of the P/Card

Misuse of the p/card in any manner by a cardholder may result in revocation of the privilege to use the p/card, disciplinary action, termination of employment, and/or criminal charges being filed with the appropriate authority.

2.2.12 Card Renewal: Prior to a p/card’s expiration date, the bank will prepare a replacement card and send it to the Director of Purchasing, who will notify the cardholder to pick up their new card. The expired card must be returned to the Director of Purchasing to be destroyed before the new card will be given to the cardholder.

2.2.13 Replacement of Defective, Lost, Stolen Cards: P/cards may be replaced when the original p/card is defective or mutilated or when the p/card has been lost or stolen. The Oklahoma Panhandle State University P/Card Administrator shall submit a Commercial
Card Cardholder Account Form. The bank will prepare a new card with a new account number and forward to the cardholder. Additionally, in the case of a defective or mutilated p/card, the card shall be forwarded to the Oklahoma Panhandle State University P/Card Administrator for disposal.

2.3.1 Cardholder/Departmental Audits

Each month, the Purchasing Department will conduct audits. The objective of the audit will be to determine compliance with University Policy and Procedures. The cardholder will be responsible for validating all transactions.

2.3.2 Lodging

PLEASE NOTE: All Purchasing Card Guidelines and Travel Policies and Procedures apply. The following are policies and procedures pertaining specifically to direct purchase of lodging with your OPSU credit card.

Direct purchase of lodging consists of the following steps and requirements:

1. A valid Travel Request is completed and approved per standard travel procedures.

2. The cardholder is responsible for and accountable to the University for all charges made with the p/card. Use of the p/card is solely for official University purchases. Personal purchases are strictly forbidden and may result in a disciplinary action, up to and including termination.

3. The direct purchase of lodging can be made for any state officer, employee or others, while in official travel status, after attending an arranged meeting, workshop, conference or other such events conducted at a designated location as evidenced by the sponsor's announcement, agenda, brochure, registration form, and/or notice not to exceed the single occupancy room rate charged by the designated hotel, motel, or other public lodging place. If no designated rate is available, direct purchase of lodging is not to exceed the single occupancy room rate of the Federal room rate per city and/or county.

   a. No prepayment is permissible. **No payment of processing/booking fee is permissible.** Any internet purchases that would charge the p/card before the end of stay is not permissible. **No package deals or bundles are permissible.**

   b. The P-Cardholder (Traveler) shall verify the charge to be free of Oklahoma lodging tax, Municipality tax, City tax, hotel occupancy tax, Tourism tax, entertainment tax. OPSU is exempt from all of these taxes.

   c. The State of Oklahoma is not exempt from Tribal Tax.
4. The state officer, employee, or others, while in official travel status, are personally responsible for paying out-of-pocket expenses for other travel related items. The direct purchase of lodging may not include, phone calls, meals, and other travel expenses. A separate receipt should be obtained for these charges to address the issue of original receipts when claiming personal reimbursement on a travel reimbursement requisition.

5. Direct purchase of lodging must be acknowledged in the appropriate places on the travel reimbursement requisition and/or out-of-state travel requisition.

6. No payment of direct lodging will be made for persons receiving payment for service rendered, including but not limited to honorariums.

7. Documentation.

   a. Transaction Log: Cardholders shall maintain a current Transaction Log for all p/card purchases for lodging. Departments may download the form and add data fields. The cardholder and the approving official must sign the Transaction Log.

   b. Receipts: An original receipt from the vendor shall support each direct purchase of lodging and must be filed with the transaction log. A lodging receipt is not required to be attached to the travel reimbursement requisition to indicate payment of lodging with p/card. Checking the box for agency direct purchase of lodging with an authorized OPSU purchasing card on the travel reimbursement claim is sufficient notice of the use of a p/card for this purpose.

   c. Support the lodging rate paid by retaining either:

      1. Sponsor’s announcement, agenda, brochure, registration form, and/or notice to verify designated lodging site and single occupancy room rate, date, and location of meeting.

      2. Printed documentation of the Federal lodging rates for city and/or county.

          http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentId=17943&contentType=GSA_BASIC

8. Cardholder/Department Compliance Reviews. On a monthly basis the cardholder will receive a report directly from the bank that lists all transactions posted on the p/card. The approving official will reconcile the Transaction Log processed during the cycle to the bank report. The Purchasing Department and/or University Accounting will conduct monthly compliance reviews of lodging purchases.
2.3.3  Airfare

Direct Purchase of Commercial Airfare with the Purchasing Card

PLEASE NOTE: All Purchasing Card Guidelines and Travel Policies and Procedures apply. The following are policies and procedures pertaining specifically to purchasing card airfare purchases.

Direct airfare p/card transaction for purchasing airfare consists of the following steps and requirements:

1. A valid Travel Request is completed and approved per standard travel procedures.
   a. The recommended option is to contact McClure Travel Agency and obtain a quote. For accurate comparison as assurance of obtaining the lowest price, the quote should be obtained before the ticket purchase. If McClure’s quotes the lowest price, proceed with ordering tickets.
   b. If purchasing from a non-contract travel agency or an internet vendor using a p/card authorized for the direct purchase of commercial airfare:

      1. The traveler must obtain a quote from the state contract travel agency. The written or verbal quote may be obtained from the state contract travel agency, McClure Travel Agency.
      2. The traveler must obtain a quote from the non-contract travel agency and the amount of the quote will be written and the cost savings, if any, will be indicated on the form. A cost savings must occur to proceed. (If no cost savings occurs the airfare must be purchased from a state contract travel agency).
      3. Continue by documenting that you (1) used your OPSU purchasing card and (2) enter the amount of the quote from the non-contract travel agency or an internet vendor.

   4. Log the purchase on the Transaction Log (see sample Transaction Log attached).

   5. Cardholders shall maintain a current Transaction Log for all p/card airfare purchases. A separate Transaction Log shall be maintained for each p/card for each billing cycle. The cardholder and the approving official must sign the Transaction Log.

6. Canceling Airfare. Airline tickets purchased with a p/card should be bought with the intent not to cancel. If canceling or rebooking is a possibility, the tickets should be purchased as refundable tickets from a state contract travel agent. In the event
that a ticket is canceled, it is the responsibility of the department to obtain and use any credit received from the vendor for official University business. It is the cardholder’s responsibility to ensure the vendor’s policies for cancellation and rebooking do not conflict with University policy and procedures.

2. Documentation.

a. Transaction Log: Cardholders shall maintain a current Transaction Log for all p/card airfare purchases. A separate Transaction Log shall be maintained for each p/card for each billing cycle. The cardholder and the approving official must sign the Transaction Log.

b. Receipts: An original receipt from the vendor shall support each airline ticket purchased.

c. Receipts should include the following as established by the Department of Central Services per Title 74 O.S., Sec. 500.3 Subsection F:

1. Date
2. Vendor and/or Name of Airline
3. Total Cost of Purchased Ticket
4. Class of Accommodation
5. Name of Traveler

d. Travel Request completed with all approval signatures.

e. Quote: A quote from a state contract travel agency must be obtained when purchasing a ticket without the use of the regular OPSU purchase order. For accurate comparison as assurance of obtaining the lowest price, the quote should be obtained before the ticket purchase.

1. A written or verbal quote obtained from a state contract travel agency. Comparison is a quote for a refundable ticket from the state contract agency to a refundable ticket from a non-contract agency. The same applies for a non-refundable ticket. Comparison to a state rate ticket (a refundable) to a non-refundable ticket results in an inaccurate comparison. The purchaser of the ticket is responsible for obtaining accurate comparative quotes.

3. Transaction Log. The cardholder shall sign the Transaction Log, indicating that the cardholder did make those purchases. (See attachment #4)
Note: In reconciling transactions, approving officials/cardholders should use appropriate documents, such as the Transaction Log, receipts of airline tickets, the Travel Request, and quotes.

4. Cardholder/Department Compliance Reviews. On a monthly basis the cardholder will receive a report directly from the bank that list all transactions posted on the p/card. The approving official will reconcile the Transaction Log processed during the cycle to the bank report. The Purchasing Department and/or Accounting will conduct monthly compliance reviews of p/card airfare purchases.

If you have any questions or need clarification of any of the policies contained in this document, please contact Purchasing at 349-1566.

Revised: November 27, 2013
OPSU POLICIES AND PROCEDURES

TITLE: Purchasing

APPROVED BY: Benny Dain, VPFA

ISSUING SOURCE: Elizabeth McMurphy, Director of Purchasing

DATE: 10-16, 2009 Updated 11-4-2014

******************Bidding Requirements******************

Purchases ranging from $5,000.01 to $10,000 will require bidding and/or quotes. These will be done by the Department requesting the purchase or Director of Purchasing at OPSU. Contact three vendors for quotes. Complete a requisition as described above for the vendor with the lowest bid that met the specifications. Although this will require additional time, it will save OPSU money by making vendors compete for our business. This includes products as well as any services you need. Planning is key to making this process work effectively! You cannot submit multiple requisitions to the same vendor to get around the bidding process; this is called Split purchasing and is strictly prohibited!

Purchases ranging from $10,000.01 to $25,000 will require formal bidding to be conducted by OPSU Director of Purchasing who will request bids and complete this process for OPSU. If you have specifications for the purchase or suggested vendors to be contacted for bids, please include this information on your requisition including a phone number, fax number, and email.

Purchases ranging from $25,000.01 and above will require formal bidding to be conducted by OSU who will request bids and complete this process for OPSU. If you have specifications for the purchase or suggested vendors to be contacted for bids, please include this information on your requisition including a phone number, fax number, and email to the vendor “subject to bid”.

**************************Purchasing Process and Procedures**************************

The steps listed below must be done before anything can be ordered:
1) Completely fill out a requisition- This can be done online using OK Corral, unless you are using a club account (begins with a 9). Clubs and organizations must use a paper requisition and include the sponsor’s signature and one officer’s signature. Paper requisitions are available in the Business Office.

2) Check first to make sure the vendor is in OK Corral by doing a supplier search. If they are not in OK Corral, check with OPSU Purchasing to do a search in SCT. Sometimes vendors have to be moved over to OK Corral if they have not been used in it before. If this is a new vendor, request a W9, addresses, phone and fax numbers, and email address.

3) It is very important to put your department account number on the requisition.

4) The items or services you are requesting must be included in detail on the requisition. Simply writing “see attached quote”, is not appropriate. We have to know the quantity, catalog number, and description of exactly what you are requesting. Be sure to include the unit price and total price. Do not forget to include the shipping or freight charges.

5) When applicable bidding requirements have been met and after the above steps have been completed, the requisition will go through the proper approval process before it will be created into a purchase order. Please keep in mind you must have adequate budget in your account or your requisition will be returned back to you. If you have questions regarding your budget, please contact the Director of Purchasing.

6) Once the purchase order is completed, you can place your order. Do not place the order before receiving the Purchase Order! You could be liable for the purchase if these procedures are not followed. The Director of Purchasing will not place the order; the requestor places the order once the purchase order is received. If a PO distribution fax or email is included in the vendor’s information, the purchase order will be distributed to the vendor upon completion.

Unencumbered Purchases

The following are purchases that do not require a requisition.

a) Debt service payments from the OPSU Bursar Office.

b) Bookstore purchases under $5,000.

Payment of invoices

After you have received your products and/or services, you should receive an invoice to pay the vendor. When submitting your vendor invoices to Accounts Payable, please be sure to:

A) Write “okay to pay” on the invoice, date it, and sign your name as having received the merchandise/services. Reference a purchase order number if it is not already on the invoice.

B) After everything is attached, turn in to Accounts Payable for payment.
The Oklahoma Panhandle State University purchasing card (p/card) program establishes the use, by designated University employees, of commercial purchase cards to facilitate the acquisition of lower dollar goods and services needed for conducting official University business. It is intended that the p/card be issued to selected University employees to enhance departmental effectiveness or economy of operation. P/cards are issued in the name of Oklahoma Panhandle State University and include the cardholder’s name, department, and a unique account number. Liability for payment and total responsibility and accountability for the p/card resides at the departmental level.

If you are issued a purchasing card, you will receive the full Purchasing Policy and Procedures packet.

Students and vendors are responsible for checks received from OPSU. A $15 fee will be charged for reissuance of any lost or stolen checks.
OPSU POLICIES AND PROCEDURES

TITLE: Social Security Number Policy

APPROVED BY: Larry Peters, VPFA

ISSUSING AUTHORITY: Cheryl Ashpaugh, Director HR

DATE: 7-2009

PURPOSE AND SCOPE

1.01 Oklahoma Panhandle State University is committed to maintaining the confidentiality of sensitive and personal information. This policy applies to all individuals and University units that collect, use, store, and transmit Social Security Numbers (SSNs).

OBJECTIVES

2.01 In issuing this policy, the University is guided by the following objectives.

   A. Increase awareness of the confidential nature of SSNs and the risk of identity theft related to unauthorized disclosure and reduce collection of SSNs except where authorized by law or approved administrative exceptions.

   B. Reduce the use of SSNs in records and information systems, including display screen and printed reports and reduce electronic storage of SSNs to a minimum number of locations with the goal being one location.

   C. Create consistent policies regarding the collection, storage, use, and disclosure of SSNs throughout the University and increase the confidence of students, employees, and affiliates/guests that their SSNs are handled in a confident manner.
POLICY

3.01 The Information Technology (IT) Information Security Office has the oversight responsibility for the use of SSNs.

3.02 Every OPSU department and/or unit, including branch campuses, that collect, store, or transmit SSNs must report that use to the OPSU IT Office. A centralized inventory will be maintained for all approvals and exception requests. Systems that collect or store social security numbers, which have not been approved by the OPSU IT Office, will be in violation of this policy.
OPSU POLICIES AND PROCEDURES

TITLE: Travel Reimbursement

APPROVED BY: Wayne Manning, VPAAO

ISSUSING SOURCE: Abby Evans, Office of VPAAO

DATE: 10-1-2010

Travel Reimbursement Policy and Guide

**Please refer to this when planning travel**

If there is any question you may have that is not addressed here, please call Abby Evans @ Ext. 1400.

1. Travel claims for reimbursement must be turned in within 30 days of the actual travel dates. Claims turned in beyond the 30 day window may be approved on a case by case basis. Documentation must be presented with the reason the claim was not turned in within 30 days of actual travel.

2. Please make sure you fill out a travel request completely BEFORE you take your trip with appropriate signatures, etc.

3. If you take your own vehicle on a trip and are claiming mileage, you must provide your license plate number.

4. When filling out the reimbursement form, please write down the time the first meeting began and the time the last meeting ended. NOT the time you left and came back from your trip.

**NEW**

5. **If you are traveling on school business by air, please note the following:**
   If you begin a trip, which includes airline travel, more than 24 hours before your official meeting starts, you must show that it was a cost savings to the university.
   If you do not include a cost comparison/documentation showing a cost savings, you will not be paid for the travel that is beyond 24 hours before the official meeting begins.

The official rule follows as stated:

“Under limited circumstances involving airline travel, reimbursement may begin as many as 48 hours before and extend as many as 48 hours after the objective of the trip. This procedure allows state employees in travel status to take advantage of the least expensive air fares available for weekend departure or arrivals, particularly Saturdays.”
"If the 48 hour rule is claimed, the voucher must include a detailed cost comparison of the additional per diem, or meals and lodging versus the savings on the airfare. The airfare rate used in the comparison must come from the same travel agency where the ticket was purchased. The total reimbursement cannot exceed the amount of eligible reimbursement if the 24 hour rule were adhered to, including the airfare rate available at the time."

"Also, reimbursement may begin as many as 48 hours before and extend as many as 48 hours after the objective of the trip for travel outside the contiguous U.S."

**NEW**
6. If you are using an OPSU purchasing card, we must know if you charged meals so it can be deducted from the per diem amount.

**NEW**
7. If you are recruiting, you must fill out the Recruitment Log form to accompany your travel reimbursement form.

**NEW**
8. Regardless of mode of travel, reimbursement for out-of-state transportation cannot exceed that of coach airfare plus mileage to and from the airport. If you choose another mode of travel, other than by air, you must provide a cost comparison between the estimated cost of transportation and the cost of the airline ticket (had you flown to the destination). You must have an estimate from our state contracted agency:

McClure Travel
Carol Bramlett
131 East Oklahoma Blvd, P.O. Box 917
Alva, OK 73717
580-327-3213 or 800-281-3213
580-327-3218 fax
Email: mccluretravel@sbcglobal.net

**If you still choose to travel by a different mode of transportation and it is more expensive, you will only be reimbursed up to the amount of the coach airfare plus mileage to and from the airport.**

9. If you are going to a conference/meeting, we must have a copy of your conference agenda or proof of the meeting so that we can verify meeting dates and times, etc. Any documentation you may have is beneficial!

10. When reserving overnight accommodations, and using a P.O., the rate cannot be above the state rate for that particular city.

You can look up per diem and lodging rates at the following location:

http://www.gsa.gov/portal/category/21287

11. If you pay for your own motel room and are requesting reimbursement, you cannot be reimbursed above the state rate for that city. The receipt must show a zero balance.

12. If the motel/hotel you stay at is a conference designated site, we must have that documentation. If it is designated, we will reimburse the full amount.

13. If you are on an overnight trip and prefer to stay w/ a friend, family, etc., we must document this. We must prove why we did not reimburse you for lodging. Along with this, there is a $10 increase to the per-diem rate. We cannot pay this if we don't know!

14. If any part of your trip is paid on a P.O., the P.O. # (Q-XXXXX) must be listed on the appropriate part of the reimbursement form.
15. If you make your own airline reservations and are requesting reimbursement, you must first get a quote from McClure Travel and provide that quote along with your reimbursement form so we can verify that your reservation was the least expensive. Remember, McClure ALWAYS accepts OPSU P.O.'s!!

16. All receipts must be originals - do not include meal receipts if you are requesting per-diem (there are different rates for different cities - the standard rate is $46.00 per day - must be an overnight stay to claim reimbursement or be gone at least 18 hours)
Title: OPSU Vehicle Operations Policy

Approved by: Larry Peters, VPAAO

Date: March 18, 2011

Driver's License Policy

It is an OPSU policy that employees who are required to operate a university motor vehicle on any public roadway while in the performance of their regular job duties must have a valid driver's license. Below are the procedures to ensure adherence to this policy.

1. OPSU will conduct a driver's license verification and status check on new employees selected for positions that involve operation of a university motor vehicle. In addition, the University will conduct periodic driver's license verification and status checks on all employees in positions involving operation of a university motor vehicle.

2. Any new employee who has applied and been accepted for university employment in a position where possession of a valid driver's license is a listed requirement and who is subsequently determined not to have (or to have had at time of application) a valid driver's license will be considered to have submitted false information and will therefore be subject to termination.

3. An employee who is hired by OPSU and who holds a valid out-of-state driver's license will be considered to be a properly licensed driver for employment purposes. However, any such employee who resides in Oklahoma must obtain a valid Oklahoma driver's license within thirty (30) calendar days of the first day of employment. Failure to obtain an Oklahoma driver's license within this period may result in termination.
   a. Student employees with prior approval by the University may operate a university motor vehicle in the course of their employment so long as they hold a valid driver's license issued by their state/country of residence/origin.
   b. The only driver's licenses recognized by the State of Oklahoma and Oklahoma law enforcement agencies are those issued by any other U.S. held properties and those issued by the country of origin of international students. The so-called International Driver's License is not recognized and does not constitute a valid driver's license for employment purposes.

4. Current employees who must possess a valid driver's license to perform their job are required as a condition of employment to notify their supervisor immediately upon
receipt of any notification that their driver's license has been suspended or revoked or has in any way been modified or subjected to restrictions not previously known to the supervisor. Failure to make such notification within the specified time period may result in termination.

5. Oklahoma law requires that holders of a driver's license who have taken legal action to change their name (through marriage, divorce, or court action) and/or have changed their mailing address must notify the Oklahoma Department of Public Safety of such change(s) within ten (10) days. University employees will be expected to be in compliance with this provision of the law.

6. If a current employee's license is suspended or revoked, expires, or is subject to modification or restriction and such action prevents the employee from performing any part of his/her regularly assigned work duties, that employee will not be permitted to operate a university motor vehicle on any public roadway until the license is fully reinstated, renewed, or additionally modified.

7. Until the employee's driving privileges are restored, the employee's department may reassign the employee to a job not requiring the operation of a university motor vehicle or place the employee on appropriate leave status, including but not limited to compensatory time, paid leave, or leave without pay. Before the employee may resume operating a university motor vehicle on public roadways, written confirmation from the Oklahoma Department of Public Safety verifying license reinstatement or conferring privileges to drive while at work or a properly issued renewal license must be presented to the supervisor.

OPERATION OF UNLICENSED VEHICLES

POLICY
Due to the liability exposure for OPSU, no University employee is permitted to operate any unlicensed/unregistered university vehicle outside of the Main Campus. It is not permissible to cross any of the aforementioned boundaries to go to Franklin Hall, Carter Hall, Hughes-Strong Auditorium, or any other place off the Main Campus of OPSU (as defined by the specific landmark boundaries described below). If you need to go to any place away from the Main Campus (even across the street) either park the unlicensed/unregistered vehicle on the Main Campus and walk to your destination, or take your own vehicle.

University Vehicles, Registered or Unregistered, are not to be driven for personal business, whether on campus or off campus. Personal business includes but is not limited to breaks, whether it is a breakfast break, a lunch break, or a supper break. University vehicles, registered or unregistered, are not to be driven to any destination in the city of Goodwell for personal business.

Using a registered university vehicle for conducting official authorized university business is addressed by the OPSU travel policy and is not covered under this policy.
To qualify to operate a registered university vehicle, the operator must have both of the following:

1. Valid United States driver’s license, issued by the country or state of origin or the State of Oklahoma, and
2. Status as an OPSU employee.

To qualify to operate an unregistered university vehicle, the operator must have status as an OPSU employee.

The grounds of the Main Campus at OPSU are defined by the following landmarks:

- North side limit: Eagle Blvd
- East side limit: Aggie Blvd.
- South side limit: Southern edge or border of the Golf Course.
- West Side limit: Western edge or border of the Western-most athletic/sports field.

For the purpose of this notice the following definitions will apply:

Unlicensed/Unregistered University vehicles include, but are not limited to, the following:

1. Golf Carts
2. Cushman Carts
3. Gator
4. Any other University vehicle that does not have a valid license plate and/or a VALID registration. The only exceptions to this definition are the man lift, backhoe, tractor, wheel loader and lawnmowers.

A University employee is defined as a person who is paid by the university including faculty (whether full time, part time, or adjunct); staff (whether full time, part time, exempt, or non-exempt); student worker, or a contract employee.

**PERSONAL VEHICLE USE**

If a university employee is authorized to use their personal vehicles for university business, the liability coverage outlined above extends to their personal vehicle (just as if it were a university-owned vehicle). However, the State of Oklahoma also requires such persons to have personal automobile liability insurance in force at the time of use. The University or State, provides no physical damage insurance for an employee’s personal vehicle while that vehicle is being used on university business. Further information is available from the Risk Management Office.
LEASED/RENTED VEHICLES
The University's liability coverage extends to vehicles leased or rented by individuals or departments of the University while the vehicles are being used on university business. The University or state provides no physical damage insurance; the individual or department must purchase physical damage coverage for the leased/rented vehicle. Example: if using a rented vehicle while traveling on university business, employees/departments must purchase the Collision Damage Waiver unless a personal automobile insurance policy will extend physical damage insurance to the rented vehicle or the University contract with the auto rental company exempts liability for collision damage. Further information is available from the Risk Management Office.

USE OF STATE VEHICLES FOR PRIVATE PURPOSES
Oklahoma statutes prohibit the use of state-owned vehicles for private purposes. It is the policy of the University that passengers shall not be transported in state vehicles unless they are on state business. No non-state employee shall be transported in a state vehicle or the privilege to drive a state vehicle will be suspended.

When private vehicles are used for state business purposes and one expects to be reimbursed pursuant to 74 O.S. Suppl 1987, 500.4(B), the transporting of private passengers not on state business is not prohibited; however, it is suggested that the practice be held to a minimum.

According to Oklahoma statute, the use of state-owned vehicles to ride to and from an employee's place of residence, except in the performance of official duty, is expressly prohibited. Employees of the University cannot be assigned a university-owned vehicle for use on a permanent 24-hour basis unless an exception under the statute has been granted. Requests for an exception must be submitted in writing to the President of the University.

If employees using university vehicles plan to depart at an earlier hour than the motor pool opens or return at a later hour than the motor pool closes, they may be authorized by the motor pool to retain the vehicle at their residence until their departure or until the vehicle may be returned to the motor pool.
OPSU POLICIES AND PROCEDURES

TITLE: OPSU Team Travel Policy

APPROVED BY: Larry Peters, VPAAO

DATE: April 27, 2013

1.01 Purpose

A. To provide a framework for safe and efficient athletic team travel for the Oklahoma Panhandle State University Department of Intercollegiate Athletics.

B. To assign responsibility and accountability for enforcement.

C. Where compliance with any of the specific requirements of this policy may not be capable of verification, such compliance shall nevertheless be considered an expectation of performance by the University.

2.01 Applicability

For purposes of this policy, athletic teams are defined as:

- Baseball
- Basketball, Women and Men’s
- Football
- Golf, Women and Men’s
- Softball
- Volleyball
- Cross Country, Women and Men’s
- Cheerleading, Mascots, Spirit Squad, Student Trainers, and/or Student Managers traveling as a part of a team listed above or any other such team as may be subsequently added to the OPSU Intercollegiate Athletics Program.
3.01 Responsibility for Administration

A. The Vice President for Fiscal Affairs shall be responsible for overall administration of this policy and shall assign a member of his/her staff to be responsible for compliance, oversight, and necessary record keeping. The Vice President for Fiscal Affairs or his/her designee shall provide a copy of this policy to every coach; provide training to every coach; and maintain on file in the Fiscal Affairs Department a signed certificate by each coach stating the coach has read and understands this policy.

B. The Vice President for Fiscal Affairs or his/her designee shall have the responsibility to verify the type of vehicle recommended for use for athletic travel is in compliance with this policy. Coaches are responsible for developing their season travel plans, to include recommended vehicle types, and gaining written approval from the Vice President for Fiscal Affairs in advance of the season or subsequent schedule change. Coaches will consider the type of travel necessary to comply with the institutional policy on missed classes. Post-season travel shall be handled according to NCAA guidelines and approved by the Vice President for Fiscal Affairs or his/her designee.

C. The Vice President for Fiscal Affairs or his/her designee shall review and recommend revision, as deemed appropriate to this policy annually, in accordance with institutional guidelines on policy revisions. The Vice President for Fiscal Affairs shall have the authority, to approve reasonable waivers, in writing, of the OPSU Team Travel policy guidelines to allow travel in emergency situations. The Vice President shall place student-athlete welfare as the highest priority in any modification. All such waivers will be kept on file in the Fiscal Services Department.

4.01 Accountability

Any coach or athletic staff member knowingly violating this policy will be suspended with or without pay until the Vice President for Fiscal Affairs or his/her designee investigates the violation. Violations may result in disciplinary action or termination.

5.01 Types of Vehicles Used for Team Travel and Requirements for Operation

General Requirement: Coaches, assistant coaches, student trainers, student managers, mascots and members of the spirit squad may drive vehicles used for team travel, if the specific requirements for the vehicle are met. Student athletes may not drive other athletes as a part of team travel. Drivers must be insurable. Drivers shall not use alcohol eight (8) hours prior to or during operation of motor vehicles.
The following types of vehicles shall be approved for athletic team travel under the conditions noted:

A. Automobiles/Minivans (Specific Requirements)
   1. Drivers are required to obtain a certification.
   2. Drivers must be at least 21 years of age, have a valid and approved driver’s license and be rested.
   3. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way, or if the trip is expected to extend later than 2:00 a.m., or overnight.

B. Twelve and Fifteen Passenger Vans (Specific Requirements)
   1. Drivers are required to obtain a certification.
   2. Drivers must be at least 21 years of age, have a valid and approved driver’s license, proof of insurability and be rested.

   Drivers must submit to a health check as required by the license.

   3. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way or if the trip is expected to extend later than 2:00 a.m., or overnight.

   4. Only vans with a 155-inch wheelbase equipped with “E” rated radial tires, or equivalent, properly inflated will be allowed to transport teams greater than150 miles from a point of departure. In cases when it is necessary to lease vans from a commercial vendor or when vans are provided as a courtesy, team travel is authorized even if the van does not meet the 155 inch/”E” criteria, but travel will be limited to 150 miles one way.

   5. Twelve passenger vans shall be loaded with no more than ten passengers, with or without, equipment. Fifteen passenger vans shall be loaded with no more than twelve passengers, with or without, equipment.
C. Fifteen Passenger Dual-Wheeled Mini-Buses (Specific Requirements)

1. Drivers are required to obtain a certification.

2. Drivers must be at least 21 years of age, have a valid and approved driver’s license, proof of insurability, and be rested.

   Drivers must submit to a health check as required by the license.

4. A qualified, paid driver, not a member of the travel party, must be used if traveling farther than 500 miles one-way or if the trip is expected to extend later than 2:00 a.m., or overnight.

5. Occupancy and load capacity must not exceed the manufacturer’s suggested limits.

D. Buses (Specific Requirements)

1. Buses may be used to transport to away venues, transport to hotels from airports, and transport from hotels to playing venues.

2. Approved buses for team transport are motor coach common carriers or institution leased, owned or operated over-the-road bus transports.

3. Drivers of buses must have a valid and approved Class B(P) Commercial Driver’s License.

4. Drivers must submit to a health check as required by the license.

5. The designee shall continue to request on a semi-annual basis, written proof of compliance with Sections 6.01(d)(3), 6.01(d)(4), and 6.01(d)(5). Contracts with bus companies must contain an assurance that Sections 6.01(d)(3), 6.01(d)(4), and 6.01(d)(5) are still current. On an emergency basis, designee must obtain assurances orally and document. Oral verification is acceptable only when written verification is not reasonably obtainable. All such oral verifications will be documented at a later date and kept on file in the Fiscal Services Department.
E. Mini-buses (defined as 16 – 30 passenger transports) (Specific Requirements)

1. Acceptable mini-buses shall be institution owned or commercially owned.

2. Driver must have a valid and approved Class B(P) Commercial Drivers License to operate a mini-bus for purposes of this policy.

3. Drivers must submit to a health check as required by the license.

F. Air Transportation

Commercial air carriers may be used for the purposes stated and are subject to the provisions below:

Commercial carriers maintaining a 121 scheduled certificate are an acceptable means of travel for athletic teams. Tickets for commercial travel must be procured under the travel guidelines established by the State of Oklahoma.
Applicant/prospective employee pre-employment background checks must be requested to the Payroll/Human Resources Department via written request via email or OPSU inter-office mail.

Once the written request is received, HR will initiate that pre-employment background check. HR will contact the requesting department by email of the status of the completed background check.

Purchasing and Human Resources will work together to insure the billing charges for background checks are charged to the appropriate requesting departments.

If the background check returns as clear the requesting department may then issue an invitation to that prospective candidate to come to campus for an interview.
OPSU POLICIES AND PROCEDURES

TITLE: New Hire Policy

APPROVED BY: Cheryl Ashpaugh, Department of Human Resources (Payroll Office)

DATE: 8-7, 2009

In order for OPSU to stay within budgeted salaries, the following procedures MUST BE followed before ANY NEW HIRE will be allowed to begin working for OPSU. The term NEW HIRE pertains to all: full-time, adjunct, contractual, part-time, temporary, or student employees. PLEASE NOTE: No exceptions will be allowed.

FULL-TIME:

1. Resignation must be submitted to the Payroll Office.
2. Job Vacancy Approval form (available in the payroll office) must be filled out and submitted to Dr. Bryant before the vacant position can be advertised.
3. Payroll office must have a current job description on file. If one is not on file you must provide one before any advertising will be done.
4. You must provide information for the ad to the payroll office along with the final date resumes will be accepted.
5. Advertising will be done via:
   a. Bulletin board on campus – free
   b. OPSU website, job opening page – free
   c. Oklahoma Employment Office, Oklahoma Job Net web page – free
   d. Any newspapers you request, payroll office will prepare and submit the ad to your designated newspapers. You will then be notified of the amount of charges so you can then prepare a requisition with ad charges billed to your department.
6. All resumes will come to the payroll office with the originals held there. One copy will be made for your department and forwarded to you as they are received in the payroll office either by email and/or hard copy.
7. You CANNOT schedule an interview with any prospective candidate until after payroll does a background check in advance of that scheduling. Each applicant MUST complete and submit a Consent & Disclosure form for this background check before being invited to come to campus for an interview. This step CANNOT be omitted or overlooked. The committee chair MUST ask payroll to run the background check on specific candidates. Payroll does NOT run background checks on every application received. It is the committee’s
responsibility to make the determination of possible candidates and notify payroll before the candidate is contacted to schedule an interview.

8. Once you and your committee has received the resumes and interviewed prospective candidates, list the candidates strengths and weaknesses. Select the candidate that best fits the needs of your position to be filled.

9. Once Dr. Bryant, Dr. Manning and/or Larry Peters approve your prospective candidate, you may then make an offer of employment.

10. As soon as your new hire arrives on campus bring him / her by the payroll office to fill out paperwork. All new hires MUST fill out an I-9 so they MUST bring a valid driver’s license, State birth certificate, or U.S. Passport, and a valid United States social security card within the FIRST THREE DAYS OF EMPLOYMENT to allow payroll to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification CANNOT be skipped or delayed – if it is skipped or delayed it is your department that is NOT in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for such violations! These violations could cost your department as much as $10,000 per violation!

ADJUNCT INSTRUCTORS:

1. Job Vacancy Approval form (available in the payroll office) must be filled out and submitted to Dr. Bryant before the position can be considered.

2. Payroll office must have a current job description on file. If one is not on file you must provide one before any consideration will be done.

3. All prospective adjunct instructor resumes will come to the payroll office with the originals held there. One copy will be made for your department and forwarded to you as they are received in the payroll office either by email and/or hard copy.

4. You CANNOT schedule an interview with any prospective candidate until after payroll does a background check in advance of that scheduling. Each applicant MUST complete and submit a Consent & Disclosure form for this background check before being invited to come to campus for an interview. This step CANNOT be omitted or overlooked. The committee chair MUST ask payroll to run the background check on specific candidates. Payroll does NOT run background checks on every application received. It is the committee’s responsibility to make the determination of possible candidates and notify payroll before the candidate is contacted to schedule an interview.

5. Once Dr. Bryant, Dr. Manning and/or Larry Peters approve your prospective candidate, you may then make an offer of employment.

6. As soon as your new hire arrives on campus bring him / her by the payroll office to fill out paperwork. All new hires MUST fill out an I-9 so they MUST bring a valid driver’s license, State birth certificate, or U.S. Passport, and a valid United States social security card within the FIRST THREE DAYS OF EMPLOYMENT to allow payroll to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification CANNOT be skipped or delayed – if it is skipped or delayed it is your department that is NOT in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for
such violations! These violations could cost your department as much as $10,000 per violation!

**TEMPORARY:**
1. Job Vacancy Approval form (available in the payroll office) must be filled out and submitted to Dr. Bryant before the position can be considered.
2. Payroll office must have a current job description on file. If one is not on file you must provide one before any consideration will be done.
3. All prospective temporary employee resumes/applications will come to the payroll office with the originals held there. One copy will be made for your department and forwarded to you as they are received in the payroll office either by email and/or hard copy.
4. You **CANNOT** schedule an interview with any prospective candidate until after payroll does a background check in advance of that scheduling. Each applicant **MUST** complete and submit a Consent & Disclosure form for this background check before being invited to come to campus for an interview. **This step CANNOT be omitted or overlooked. The committee chair MUST ask payroll to run the background check on specific candidates. Payroll does NOT run background checks on every application received. It is the committee’s responsibility to make the determination of possible candidates and notify payroll before the candidate is contacted to schedule an interview.**
5. Once Dr. Bryant, Dr. Manning and/or Larry Peters approve your prospective candidate, you may then make an offer of employment.
6. As soon as your new hire arrives on campus bring him/her by the payroll office to fill out paperwork. All new hires MUST fill out an I-9 so they **MUST** bring a valid driver’s license, State birth certificate, or U.S. Passport, and a valid united states social security card within the FIRST THREE DAYS OF EMPLOYMENT to allow payroll to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification CANNOT be skipped or delayed – if it is skipped or delayed it is your department that is NOT in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for such violations! These violations could cost your department as much as $10,000 per violation!

**CONTRACTUAL EMPLOYEES:**
1. Job Vacancy Approval form (available in the payroll office) must be filled out and submitted to Dr. Bryant before the position can be considered.
2. Payroll office must have a current job description on file. If one is not on file you must provide one before any consideration will be done.
3. All prospective contractual employee resumes/applications will come to the payroll office with the originals held there. One copy will be made for your department and forwarded to you as they are received in the payroll office either by email and/or hard copy.
4. You **CANNOT** schedule an interview with any prospective candidate until after payroll does a background check in advance of that scheduling. Each applicant **MUST** complete and submit a Consent & Disclosure form for this background
check before being invited to come to campus for an interview. **This step CANNOT be omitted or overlooked.**

5. Once Dr. Bryant, Dr. Manning and/or Larry Peters approve your prospective candidate, you may then make an offer of employment.

6. A comprehensive up-to-date list of all contractual employees must be maintained within the payroll office at all times; therefore, if your department employs contractual employees you must make every effort to help maintain a current list.

**STUDENT EMPLOYEES:**

1. Supervisor must print out and complete the Student Employee Notice Form (1st page) available at the following link: [Student/Hourly Employment Packet](Student/Hourly_Employment_Packet)

2. The prospective student employee must be in good standing with the University with no disciplinary actions.

3. The prospective student employee must be current on all student bills with the University.

4. The prospective student must obtain all required signatures from each department.

5. Once Payroll and Financial Aid have approved your prospective student employee for hiring you will be notified that you may hire that student for your department.

6. The student employee must bring the following to the OPSU payroll department:
   a. Completed Student Payroll Notice Form (Completed by Supervisor)
   b. Photo ID
   c. Social Security Card


8. International student, in addition to items 1, 6, & 7 above, must bring I-94 and Passport to payroll.

9. Once your prospective student employee has been approved to work you will be notified via email.

10. As soon as your student employee arrives to work on campus bring him/her by the payroll office to fill out paperwork and bring a completed I-9 so they **MUST** bring a valid driver’s license, State birth certificate, or U.S. Passport, **and a valid united states social security card within the FIRST THREE DAYS OF EMPLOYMENT to allow payroll to E-verify them through the Social Security Administration and the Department of Homeland Security. This E-verification CANNOT be skipped or delayed – if it is skipped or delayed it is your department that is NOT in compliance and in violation of the law as stated in HP-1804, and, therefore; subject to possible fines as assessed for such violations! These violations could cost your department as much as $10,000 per violation!**

11. Once the E-Verify is authorized the student can then begin employment with OPSU.
In an effort to insure OPSU hires the most qualified students to work, the following guidelines are established prior to hiring. All students must be a student in good standing. This means:

1. Good Academic Standing (GPA 2.0).

2. No Conduct Probation.


4. Be enrolled in school during the period of employment.

All students must file a student worker packet with the department of human resources and be approved by the Business Office and Student Services before an offer of employment is made.
A. Introduction
Oklahoma Panhandle State University (OPSU) attempts to create an environment where university information technologies meet the needs of university programs in research and instruction.

As an institution of higher learning, OPSU encourages, supports, and protects freedom of expression and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. Consistent with other University policies, this policy is intended to respect the rights and obligations of academic freedom, while protecting the rights of others. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Usage of these facilities is a privilege rather than a right. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the University's philosophy about computing use.

B. Scope
This policy is applicable to all individuals using University owned or controlled computer and computer communication facilities or equipment. It is applicable to all University information resources whether individually controlled or shared, stand alone or networked. It applies to all computer and computer communication facilities owned, leased, operated, or contracted by the University. In addition, a user must be specifically authorized to use a particular computing or network resource by the campus unit responsible for operating the resource.

Individual units within the University may define "conditions of use" for information resources under their control. These statements must be consistent with this overall Policy but may provide additional detail, guidelines and/or restrictions. Such policies may not relax or subtract from, this policy. Where such "conditions of use" exist, enforcement mechanisms defined therein shall apply. Units must also publicize both the regulations they establish and their policies concerning the authorized and appropriate use of the equipment for which they are responsible. In such cases, the unit administrator shall provide the appropriate Vice President and the campus IT Director with a copy of such supplementary policies prior to implementation thereof. Where use of external networks is involved, policies governing such use also are applicable and must be adhered to.

C. Authorized Users
An authorized user is any person who has been granted the privilege by the University to access its computing and network systems and whose usage complies with university policy. Authority to use a particular University computing or network resource should come from the campus unit responsible for operating the resource.

D. Authorized Use
Use of University computers must comply with Federal and State laws and University policies. Facilities and accounts are to be used for the activities for which they are assigned.

Users are held responsible for their own computer accounts and the usage thereof.

Computing facilities, services, and networks may not be used in connection with compensated outside work for the
benefit of organizations unrelated to the University except in connection with scholarly pursuits (such as faculty publishing activities). State law generally prohibits the use of University computing and network facilities for personal gain or profit, and use of computing resources for unauthorized commercial purposes, unauthorized personal gain, or any illegal activities is prohibited.

E. Privacy
Following OPSU Policies and Procedures, Oklahoma laws and applicable federal laws, OPSU strives to protect personal privacy and the confidentiality of information. Information will be handled with the strictest of security and confidentiality standards.

F. User Responsibilities
Ethics and etiquette are required to successfully participate in the OPSU community and are extended to the computing environment. Individuals who share computing resources at OPSU and who also use those resources to access the worldwide network are responsible for knowing and following the Appropriate Computer Use Policy. It is the responsibility of the user to access and use data in accordance with the university's policy and applicable state and federal laws.

Access to the information resource infrastructure both within and beyond the University campus, sharing of information, and security of the intellectual products of the community all require that each and every user accept responsibility to protect the rights of the community. Access to the networks and to the information technology resources at OPSU is a privilege granted to University students, faculty, staff, and affiliates who have been granted special permission to use such facilities. Access to University information resources must take into account the following factors: relevant laws and contractual obligations, the requestor's need to know, the information's sensitivity, and the risk of damage to or loss by the University.

Anyone who accesses, uses, destroys, alters, or damages University information resources, properties or facilities without authorization, may be guilty of violating state or federal law, infringing upon the privacy of others, injuring or misappropriating the work produced and records maintained by others, and/or threatening the integrity of information kept within these systems. Such conduct is unethical and unacceptable and will subject violators of this Policy to disciplinary action by the University, including possible termination from employment, expulsion as a student, and/or loss of computing systems privileges.

Individual users certify understanding and agreement to adhere to OPSU’s policies by signing on to OPSU systems. Specifically, a user acknowledges an understanding of and agreement to adhere to the following:

- Users are personally responsible for all activities on their User ID or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.
- Updates to the system and changes in system data are to be made in a manner that is consistent with the University policies and procedures that govern the particular action to be changed.
- Computing resources are to be used only for legitimate University business.
- It is against the University's policy to use the University's records including, but not limited to, confidential information for personal interest or advantage.
- Proper password security is to be maintained by not revealing passwords to others.
- Security is to be maintained by not providing unauthorized users access to or use of the University's information systems.
- Proper physical security is to be maintained by not leaving a workstation/terminal unattended while logged in to the University's systems.
- The privacy and confidentiality of all accessible data is to be maintained and it is understood that unauthorized disclosure of personal/confidential information is an invasion of privacy and may result in disciplinary, civil and/or criminal actions against an individual.
- Suspected security violations will be reported to the campus IT Director.
- Under existing law, any person who maliciously accesses, alters, deletes, damages or destroys any computer system, network, computer program or data may be charged with a felony.
- The University also requires that members of its community act in accordance with these responsibilities.
- Act in accordance with the Family Educational and Privacy Rights Act (Buckley Amendment),
- respect copyrights and licenses,
- respect the integrity of computer-based information resources,
- refrain from seeking to gain unauthorized access,
- respect the privacy of other computer users, and comply with this Policy, the University's Student or Faculty Handbook, as appropriate, OPSU Policies and Procedures, relevant laws and contractual obligations, and the highest standard of ethics. OPSU accommodates and does not interfere with standard technical measures used by copyright holders to identify and protect their rights (for further information see the U.S. Copyright Office at www.loc.gov/copyright).

Network User Responsibilities

The owners or primary users of computers connected to the OPSU network are responsible for the following:

1. **Abiding by OPSU's Appropriate Computer Use Policy**
   Users should efficiently use network resources and follow OPSU's Appropriate Computer Use Policy and OPSU's Network Security Policy. Users are personally responsible for all activities on their User ID or computer system and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.

2. **Reporting Problems**
   Users should promptly report network problems to either the local network administrator or to the campus IT Director, and cooperate with support staff in correcting malfunctions.

3. **Taking Proper Security Precautions**
   Users should select secure passwords and change them regularly. Security-minded network access techniques should be used whenever practical.

4. **Keeping the Operating System Secure**
   Users should make sure their computer's operating system is kept up-to-date with current security patches. This may be accomplished by the owner, local support staff, or central staff.

- **Network Use Special Notifications**

The University's computing and network systems are a university owned resource and business tool only to be used by authorized individuals for business and academic purposes. Users should never distribute mailing lists owned by the University. The University owns everything stored in its systems unless it has agreed otherwise. The University has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The University will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

Devices not approved for use on OPSU's Data Communication Network may be disabled to ensure the stability and availability of the network.

The University reserves the right to limit, restrict, or extend computing privileges and access to its information resources. Usage is a privilege, not a right.

Users are held responsible for their own computer accounts and the usage thereof. Users will be subject to disciplinary action, including termination and/or loss of privileges for misuse of computers or computing systems under their control.

Units and individuals may, with the permission of the appropriate Vice President and in consonance with applicable University policies and guidelines, configure computing systems to provide information retrieval services to the public at large. However, in so doing, particular attention must be paid to University policies regarding authorized use (must be consistent with the mission of the University), ownership of intellectual works, responsible use of resources, use of copyrighted information and materials, use of licensed software, and individual and unit responsibilities. Contact information for the system administrators of these systems must be reported to the campus IT Director.

**G. Special Notifications**

The University cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be the recipients of materials they find offensive. Those who use e-mail and/or make information about them available on the Internet should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information. Personal use of any University information
system to deliberately access, download, print, store, forward, transmit or distribute obscene material is prohibited.

The University's computing and network systems are a university owned resource and business tool only to be used by authorized individuals for business and academic purposes. Users should never distribute mailing lists owned by the University. The University owns everything stored in its systems unless it has agreed otherwise. The University has the right of access to the contents of stored computing information at any time for any purpose for which it has a legitimate "need to know." The University will make reasonable efforts to maintain the confidentiality of computing information storage contents and to safeguard the contents from loss, but is not liable for the inadvertent or unavoidable loss or disclosure of the contents.

The OPSU Data Communications Network is a mission critical strategic University resource. In order to protect the Data Communications Network, devices that are considered end nodes, other than computers, servers, printers, and workstations must not be plugged into any network port, unless special arrangements are made with the campus IT Director. This includes but is not limited to hubs, switches, repeaters, routers, network modems and wireless access points whose installation has not been coordinated and registered with campus IT Director. These devices may be incorrectly configured or incompatible with the OPSU Network causing outages and reliability problems to all or part of the network. Devices not approved for use on OPSU's Data Communication Network may be disabled to ensure the stability and availability of the network.

OPSU strives to provide high availability and stable network resources relevant to the OPSU community's needs. Colleges or Departments needing additional network resources should contact the campus IT Director.

H. Access
Unauthorized access to information systems is prohibited. No one should use the ID or password of another; nor should anyone provide his or her ID or password to another. A password should never be shared, not even with computer support personnel. Users are personally responsible for all activities on their User ID or computer system, including security of their own passwords and may be subjected to disciplinary action and/or loss of privileges for misuse of computers or computing systems under their control, even if not personally engaged in by the person controlling the computer or system.

I. Ownership and Rights of Access to Software and Data
OPSU has software and data that have been acquired through a variety of sources. Some software and data, though available for use by all users of OPSU's systems, remain the property of the supplier and the dissemination of the software or data (in any form) is strictly prohibited. This also applies to software made available by non-IT University personnel. This software is not to be distributed, unless authorized by the person or department that initially secured the software or data. No software or data should be distributed, reproduced or used without ensuring that proper licensing and/or authorization has been obtained.

J. Conduct Expectations and Prohibited Actions
OPSU provides computing resources and worldwide network access to members of the OPSU community for legitimate academic and administrative pursuits to communicate, access knowledge, and retrieve and disseminate information. All members of the OPSU community (faculty, staff, students, and authorized guests) sharing these resources also share the rights and responsibilities for their use.

Examples of misuse include, but are not limited to:

- Knowingly running or installing on any computer system or network, or giving to another user, a program intended solely for the purpose of damaging or placing excessive load on a computer system or network. This includes, but is not limited to, computer viruses, Trojan horses, worms, bots, flash programs or password cracking programs.
- Attempting to circumvent data protection schemes or uncover security loopholes without prior written consent of the system administrator. This includes creating and/or running programs that are designed to identify security loopholes and/or intentionally decrypt secure data.
- Using computers or electronic mail to act abusively toward others or to create a hostile environment, violent reaction, such as stalking, threats of violence, or other hostile or intimidating "fighting words."
- Posting on electronic bulletin boards or web pages materials that violate the University's codes of conduct (faculty, student). This includes posting information that is slanderous or defamatory in nature or displaying graphically disturbing or sexually harassing images or text in a public computer facility or location that are in view of other individuals.
- Attempting to monitor or tamper with another user's electronic communications or reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner.
Using campus networks to gain, or attempt to gain, unauthorized access to any computer system.

Using a computer account or obtaining a password without appropriate authorization.

Masking the identity of an account or machine. This includes sending email that appears to come from someone else.

Performing an act without authorization that will interfere with the normal operation of computers, terminals, peripherals, networks, or will interfere with others' ability to make use of the resources.

Using an account for any activity that is not approved through policy and procedure, such as, such as consulting services, typing services, developing software for sale, advertising products, and/or other commercial enterprises for personal financial gain.

K. Systems Security Officer
The university's campus IT Director or the person designated by the President of OPSU, shall be the primary contact to work in conjunction with appropriate university officials for the interpretation, enforcement and monitoring of this policy and the resolution of problems concerning it. Any issues concerning law shall be referred to OPSU Legal Counsel for advice and action as applicable.

In situations that are an immediate threat to the security or operation of a computer or network, the campus IT Director may require immediate intervention of access privileges and affected user files or messages. In such an emergency, the campus IT Director will notify, as soon as possible, the appropriate university administrators and users affected by the situation.

L. Consequences of Misuse
Misuse of computing, networking, or information is unacceptable, and users will be held accountable for their conduct. Serious infractions can result in temporary or permanent loss of computing and/or network privileges and/or Federal or State legal prosecution. Appropriate corrective action or discipline may be taken in conformance with applicable personnel policies and student policies. Some computer abuses are a crime, (such as illegal reproduction of software protected by U. S. copyright law) and penalties can include a fine and/or imprisonment.

Abuse of computing privileges is subject to disciplinary action, including termination of employment. If system administrators have strong evidence of misuse of computing resources, and if that evidence points to the computing activities or the computer files of an individual, they have the obligation to pursue any or all of the following steps to protect the user community:

- Notify the campus IT Director.
- Notify appropriate departmental administrators
- Will notify the user's instructor, department or division chair, or supervisor of the investigation, when appropriate.
- May suspend or restrict the user's computing privileges during the investigation.
- May inspect the user's files, diskettes, tapes, and/or other computer-accessible storage media.
- Will refer issues, when appropriate, to the appropriate University department for possible disciplinary action, i.e., this may include but not be limited to the Office of the Vice President of Academic Affairs, the Office of the Vice President for Fiscal Affairs, the unit administrator for staff, and the Dean of the School for faculty.

Users, when requested, are expected to fully cooperate with system administrators or the campus IT Director in any investigations of system abuse. Failure to cooperate may be grounds for cancellation of access privileges or disciplinary action, including dismissal.

When individual privileges to access University computing resources have been suspended, a user may request that the Vice President of Academic Affairs, or his/her designee, review the suspension. The Vice President of Academic Affairs, or designee, in his/her discretion, may reinstate privileges, alter any restrictions that have been imposed, or refuse to interfere with the administrative action taken to that time. Further appeals may be filed with the Office of Student Conduct, the University Personnel Office, or the Chair of the Faculty Senate, as appropriate.

Failure to comply with these policies, rules and regulations may result in disciplinary action, up to and including dismissal. Any violation of local, state or federal laws may carry the additional consequence of prosecution under the law, where judicial action may result in specific fines or imprisonment, or both; plus the costs of litigation or the payment of damages or both; or all.

M. Notification
References to this policy may be in the OPSU Catalog, the Student Handbook, the OPSU Staff Handbook, the OPSU web site and the OPSU Faculty Handbook.
N. Application and Enforcement Each University department shall be responsible for enforcing this Policy in a manner best suited to its own organization. It is expected that enforcement will require cooperation between such departments as computer systems administration, personnel, affirmative action, academic affairs and student affairs.

References

OPSU Administrative Policies & Procedures
- Buckley Amendment – Family Rights and Privacy Act
- Digital Millennium Copyright Act
- Federal Computer Intrusion Laws
OPSU POLICIES AND PROCEDURES

TITLE: Copyright Infringement Policy

APPROVED BY: David A. Bryant, President

ISSUSING SOURCE: Howard Henderson, Director IT

DATE: 9-10, 2010

OPSU 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 include institutions of higher education. These requirements were effective upon enactment of the HEOA, August 14, 2008.

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, are subject 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 details, 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 website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ’s at www.copyright.gov/help/faq.
OPSU POLICIES AND PROCEDURES

TITLE: McKee Library Policy

APPROVED BY: C. Evlyn Schmidt Director, Library

DATE: Updated 8-31-10

MISSION STATEMENT

The mission of Marvin E. McKee Library, Oklahoma Panhandle State University (OPSU) is to select, acquire, organize, and preserve relevant materials to support the educational curriculum of OPSU. The library facilitates the dissemination of information through the organization and arrangement for access and use, and through the provision of appropriate information services for the students, faculty, and staff of the university and for the surrounding community.

GENERAL LIBRARY POLICIES

LIBRARY: ACCEPTABLE USE POLICY (Expectations of Appropriate Conduct)

To better serve all library patrons, the McKee Faculty Library Committee has established certain standards of responsible, ethical, and lawful behavior to ensure an environment conducive to library use.

The privilege of using McKee Library and its information sources is extended to everyone in the University community and to the general public. This privilege is extended, however, with responsibilities which require patrons to respect the needs of other patrons and abide by the following expectations that are an essential part of those responsibilities.

1. Use of all tobacco is prohibited. Rules about drinking and eating in the library are posted and should be observed.
2. Patrons must not consume alcoholic beverages or illegal drugs on premises.
3. Patrons are expected to act in accordance with all policies publicly posted in the Library or related to them by Library staff. Disagreements with any Library policies should be appropriately appealed to Library or University Staff.
4. Patrons should not engage in loud or boisterous conduct. (This policy does not prohibit the normal, quiet conversation between patrons and/or Library staff, or conversations required to carry on Library programs or business. It is designed to preserve a generally quiet atmosphere where all Library patrons may study or otherwise use Library materials without disturbance.)

5. Animals are not allowed in the Library, except for those required for personal assistance.

6. Patrons are expected to abide by all relevant University policies, laws of the State and Federal Government, and those general principles which guide ethical behavior in an academic environment.

7. Patrons must not deface, destroy, or corrupt any of the Library’s information resources.

8. Patrons are expected to comply with U.S. Copyright Law.

9. Patrons are expected to offer for examination all books, coats, backpacks, briefcases, and any other possessions when security alarm is activated.

10. For their safety and well being, children under the age of 13 must be accompanied by a parent or adult guardian. Children, as defined above, must be within visual and physical contact of a parent or adult guardian at all times while using the library.

11. When you enter the library, we ask that you put your cell phone, pager, or text messenger on vibrate or silence mode. Be considerate of those around you; keep your conversations short and your voice lowered when using cell phones. If you need to have an extended conversation, please go outside the library to do so.

Patrons displaying unacceptable behavior:
- Will be asked to modify their behavior.
- Will be asked to leave library premises if the unacceptable behavior continues.
- Will be denied temporary or permanent rights and access to library services if the patron does not comply with these policies.

**ELECTRONIC INFORMATION RESOURCES: ACCEPTABLE USE POLICY**

The primary function of the McKee Library is to contribute to the University’s teaching and research functions. Public Internet access workstations have been established in the library to provide educational resources for academic research.

**Liability**

The Library has no control over these resources nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and correct or it may be inaccurate, out of date, or unavailable at times. The Library is not responsible if the user finds information and/or images that are offensive.
McKee Library is responsible only for the content of pages bearing its name. Users are responsible for any outside Internet sites they reach. Users are also responsible for evaluating resources for accuracy, currency, and authority. McKee Library assumes no liability for use of outside resources.

**Designated Computers**

Some Library computers are designated for specific purposes.
- Specific rules are posted adjacent to computers so designated.
- In addition to specific posted rules, patrons must also follow the [Electronic Information Resources: Acceptable Use Policy](#).
- Use of designated computers will be limited to patrons who have a valid OPSU identification card.
- Designated computer’s usage will be monitored.
  - Patrons must check out designated computers at the circulation desk, leaving their OPSU identification card at the circulation desk while they use the designated computer. The OPSU identification card will be returned to patron when he/she checks in the computer.

**Downloading/Word Processing**

Downloading and word processing from Library computers is allowed only on designated computers. Circumventing security programs on PCs not designated for such use is prohibited.

**Use of the Internet by Minors**

Parents are ultimately responsible for setting standards and establishing guidelines for their children’s use of the Internet. It is not possible for library staff to control the flow of information that may be inappropriate for children. A parent or adult guardian must remain with children under the age of 13, and must supervise all use of the Internet by their minor children.

All minors between the ages of 13 and 17 must be accompanied by a parent or adult guardian to register for independent Internet usage. The parent or guardian, in addition to the minor, must sign the Internet Acceptable Use Agreement. The parent or adult guardian must present photo identification and may be asked to provide documentation verifying legal custody of the minor before the agreement can be completed. The agreement will be kept on file at the Library Circulation Desk. During subsequent library visits, minors may be asked for name and specific personal identification information in order to verify registration for Internet use. Signing of the Internet Acceptable Use Agreement signifies agreement and understanding of all McKee Library Policies. Violation of policy will result in loss of Internet use and the Internet Acceptable Use Agreement will be removed from the consent file. The parent or adult guardian will be notified the minor is in violation of the Agreement and Internet access has been denied.
Laptop Use Policy

Students, faculty, staff, and Texas County Borrower’s Card members are welcome to bring laptops into McKee Library and use them with our Internet drops. By making available its Internet drops to patrons, the Library inherits a certain amount of responsibility for authentication and security. Any malicious activity can be traced back to the perpetrator, who may then be held responsible. Users must be a registered library patron, sign a Laptop Use Agreement (on file at the Circulation Desk), present a photo ID and sign-in each time prior to gaining access, and access only designated Internet drops. It is expected that all those who use the library’s Internet drops to access electronic resources will do so responsibly, following the existing McKee Library Electronic Information Resources: Acceptable Use Policy.

Authorized users: Electronic information and services provided directly or indirectly by the McKee Library shall be accessible, in accordance with licensing or contractual obligations and in accordance with existing McKee Library policies. Internet/World Wide Web searches must be in accordance with McKee Library Policy.

The first violation of this policy results in a warning. A second violation will result in six (6) month suspension of laptop Internet drop access. Repeat abusers will lose laptop Internet drop access for twelve (12) months.

Acceptable Use

All users of the OPSU electronic information resources are expected to behave responsibly, legally, and ethically in that use. To that end, it is the responsibility of these users to:

1. Honor all State and Federal laws, copyright provisions, and software licensing agreements to which the institution is a party.
2. Be aware of and comply with any OPSU and McKee Library policies and regulations for accessing and operating computer hardware, software, and other information resources.
3. Cooperate with legitimate requests by library staff.

Unacceptable Use

Consistent with the above, unacceptable uses and behaviors include, but are not limited to:

1. Use of any computer for illegal, commercial, or profit making purposes.
2. Violation of computer system security.
3. Violation of another patron’s privacy.
4. Destruction of or damage to equipment, software or data.
5. Altering the configuration of the workstations for any purpose.
6. Participating in “chat” groups or viewing bulletin boards.
7. Using the workstations for recreational purposes, including games and gambling (NCAA Rule 10.3.1).
8. Accessing, viewing, displaying, or downloading materials that can be construed as pornographic, discriminatory, or culturally insensitive.
9. Introducing software on the library workstation that has not been loaded by Library staff, including word-processing, spreadsheet, or other applications.
10. Any illegal or unethical usage which violates relevant State or Federal legislation or OPSU policies.
11. Any usage which is interpreted by professional library staff as not being in the spirit of acceptable use.
12. Any usage which violates copyright and intellectual property agreements and laws.

**Results of Inappropriate Behavior**

1. When library staff identify uses of the library workstations that appear unacceptable, the patron must demonstrate the use is intended for educational research purposes to continue usage.
2. Users will be asked to produce their Library Borrower’s Card, OPSU identification card, or other proof of identification upon request.
3. Library reserves the right to ask users to cease using library workstations.
4. Misuse of any computer workstations or Internet access or violation of established policies may result in temporary loss of library privileges.
5. Repeated misuse or violation of established policies may result in permanent loss of library privileges.

**CIRCULATION POLICY**

All patrons wishing to borrow materials from McKee Library must present their current OPSU identification card “with a valid McKee Library barcode” or their library borrower’s card with a valid McKee Library barcode. This applies to students, faculty, staff, and other patrons.

All circulating library materials may be checked out for two weeks. Faculty may check out circulating library materials for up to a semester with the exception of AV materials and equipment. If a hold is requested on a material that is checked out, the faculty member will be asked to return the item within one week. 16MM films and AV equipment may be checked out only by faculty and staff. Personnel who pick up AV equipment for faculty or staff members must present a dated, signed note of permission as well as the faculty or staff member’s OPSU identification card.

Circulating library materials may be renewed for two weeks. These items must be returned to the circulation desk for renewal, and the patron must present his or her OPSU identification card again. Only audiovisual equipment loans may be renewed once by telephone.
Reserve materials designated “overnight” may be checked out for one day only and are due the next library workday.

Reference materials and magazines, including bound periodicals and microfilm, do not circulate.

**LIBRARY CARD**

Library patrons school age or older who reside in Texas County and are neither students nor employees of OPSU may apply for a Library Borrower’s Card. A fee of $6.00 per year is charged for each card. Positive identification containing a current address is required for issuance of the card. The applicant (or legal guardian for all patrons age 17 and younger) must sign an agreement to abide by all McKee Library regulations and policies, and to accept responsibility for all materials borrowed with the card. Library Borrower’s Card will be issued upon verification of responsible party. Failure to abide by library regulations and policies results in the loss of library privileges and forfeiture of the Library Borrower’s Card.

The Library Borrower’s Card must be presented each time materials are checked out. Overdue notices will be sent periodically if materials are not returned on time.

University faculty and staff may obtain a free Library Borrower’s Card with Borrower’s Card privileges for their spouse and school age dependent children by presenting their current OPSU Identification Card and completing the appropriate forms. The sponsoring university employee is responsible for materials borrowed with these cards.

**OVERDUE LIBRARY MATERIALS AND FINES**

When overdue library materials are returned, the charge is the regular fine up to a maximum of $5.00 per item.

The following fines are charged for overdue library materials:

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Fine Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOOKS</strong></td>
<td>$.10 cents per day</td>
</tr>
<tr>
<td><strong>AV MATERIALS</strong></td>
<td>$.10 cents per day</td>
</tr>
<tr>
<td><strong>AV EQUIPMENT</strong></td>
<td>$1.00 per day</td>
</tr>
<tr>
<td><strong>RESERVE MATERIALS</strong></td>
<td>$.25 cents per hour</td>
</tr>
<tr>
<td><strong>VERTICAL FILE AND CURRICULUM FILE</strong></td>
<td>$1.00 per day for overnight reserve materials</td>
</tr>
<tr>
<td><strong>INTERLIBRARY LOAN MATERIALS</strong></td>
<td>$1.00 per day per item OR the lending library’s overdue fine, whichever is greater.</td>
</tr>
</tbody>
</table>
**COMPUTATION OF LIBRARY FINES**

Overdue days are counted from the first day the material becomes overdue to the day the material is returned to the library. Days on which the library is closed are not counted. A library receipt is completed for all fines or lost materials.

**LOST OR DAMAGED LIBRARY MATERIALS**

The borrowing library patron is financially responsible for lost, stolen, or severely damaged library materials and/or equipment. All library materials and/or equipment not returned by the last day of each semester are declared lost. A $5.00 non-refundable processing fee will be assessed for each item declared lost or damaged. In addition, the borrowing library patron is also responsible for the replacement cost ($10.00 minimum) of each item damaged or not returned.

**UNRESOLVED LIBRARY OBLIGATIONS**

A library patron’s borrowing privileges are suspended until all library obligations are resolved. Students’ grades and transcripts are also placed on “hold” until obligations are resolved. All students, faculty, staff, and borrower cards patrons who have fines exceeding $5.00, or who have library material overdue for more than one week, may lose borrow privileges.

**APPEALS PROCEDURE**

Library patrons wishing to dispute fines or other library obligations should appeal in writing to the Library Director. If the problem cannot be resolved to the satisfaction of both parties, the Library Appeals Committee will resolve the dispute.

**LIBRARY APPEALS COMMITTEE**

The Library Appeals Committee shall consist of the members of the Library Committee that represent each School of OPSU, the student representative, and the Library Director.

**RESERVE MATERIALS**

Faculty-owned or library materials placed on reserve status when delivered to the library circulation desk by a faculty member. Requesting faculty members must choose one option for each reserve material: 1) two hour in “In Library Use Only” or 2) “Overnight.” All materials are removed from reserve status at the end of each semester unless the instructor requests otherwise.
COLLECTION DEVELOPMENT

In support of the mission, the Library acquires information resources in a variety of formats, i.e. books, journals, newspapers, CD-ROM’s, video and audio tapes, DVD’s, digital files. We also acquire access to information through direct licensing from authorized providers, establishing connections to free resources, or making consortial agreements with publishers, libraries, or other organization. This document will refer to all of these resources as the Library’s collections, whether they are owned, leased, or borrowed, and whether or not they reside physically in the Library.

The Library selects resources for its’ collections primarily in support of the current and anticipated curriculum of the University. Faculty liaison librarians are assigned to specific university school and department faculty and work collegially to select relevant materials to support the educational curriculum of the University.

In addition to collecting these resources, the Library is responsible for promoting their use among the University community and outside of it, through cataloging the collections as well as more focused outreach to potential users. We will maintain and preserve archive materials that may be of long-term usefulness for the University and surrounding region.

SELECTION CRITERIA: GENERAL

1. Relevance to the actual or potential needs of the University’s educational curriculum.
2. Scope and content of materials are judged in relation to primary user groups in the University community, i.e. faculty, staff, students, distance students, concurrent students, ITV students.
3. Depth of existing collection in the subject is considered. Redundancy is avoided, duplicates can be purchased if high use is expected, and access instead of ownership may be considered.
4. Quality of a title must be evaluated weighing several factors collectively, i.e. its sponsorship; scholarship; level of creativity; lasting value; reputation of the author; the publisher; the contributors; the quality and importance of the illustrations; bibliographies included, etc.
5. Currency and timeliness is important in many disciplines and preference is given to titles that report new and revised information.
6. Bibliographic accessibility is necessary when evaluating user access, particularly in periodicals. Inclusion or exclusion of indexing and abstracting tools is employed to evaluate subscriptions.
7. The price, in addition to other criteria mentioned above, has to be considered when evaluating a purchase. When evaluating “free” or donated materials, the cost of acquisitions processing, cataloging, shelving, housing, and preservation must also be considered.
SELECTION CRITERIA: GENERAL

Electronic Resources

In addition to the General Selection Criteria outlined in the Library’s Collection Development Policy, other criteria to be applied include:

- Selection of electronic information for the collection, as with other formats, must support the teaching needs of the University community.
- There should be demonstrated demand or a potential audience for the resource.
- Since materials in electronic format are frequently more expensive than print equivalents, selectors must determine that some value will be added by the electronic format.
- The technology and staff to deliver and support the resource is available at the University.
- The resource is user friendly. Resource should be “intuitive” to use with appropriate help screens, tutorials, index browsing and general ease of use.
- Whenever possible, access to electronic resources must meet these goals:
  - Support remote users of library resources
  - Deliver reliable remote access
  - Be available 24 hours a day, 7 days a week
  - Provide usage statistics
- The confidentiality of individual searches should be fully protected.
- The cost of the resources must be sustainable by the Library budget for the foreseeable future.
- The Library will participate in a consortial purchase for a resource when the agreement provides a significant price advantage over the cost as an individual institution.
- Library evaluation of usage, cost-effectiveness, and user satisfaction will determine renewal of electronic resources.
- Vendor and Licensing:
  - Trial period is available for examining the resources before a final commitment is made.
  - The vendor should be stable, reliable, and offer technical support.
  - Vendor license allows an appropriate number of users.
  - The license must be in accordance with any established University electronic resource licensing policy.

REQUEST FOR RECONSIDERATION

A request for reconsideration form will be available for all patrons. The Library Director will review all requests and provide a written response. If the matter cannot be resolved to the satisfaction of both parties, the patron can submit a written request to ask the Library Appeals Committee to resolve the complaint.
AVAILABILITY OF LIBRARY POLICY

Official library policy is periodically subject to change by the Library Committee. Current official library policies are available for review upon request at the library circulation desk and available online: http://www.opsu.edu/library/policy/policy.htm.

INTERLIBRARY LOAN POLICY

Interlibrary Loan Address:

Interlibrary Loan
Marvin E. McKee Library
Oklahoma Panhandle State University
P.O. Box 370
Goodwell, OK 73939
(580) 349-1548

Books:
Will lend: Yes
Length of Loan: Thirty Days
Renewable: Yes
Charges: None
Average turnaround time: 24-48 hours

Periodicals:
Will not lend

Audiovisual materials:
Will not lend

Photo duplication service (In-State and Out-of-State):
Charges: None
Average turnaround time: 24-48 hours

Postage charged borrowing libraries:
None

INTERLIBRARY LOAN SERVICE

Occasionally, a book or periodical needed for research is not among the titles at McKee Library. In such a case, the Interlibrary Loan Service may be able to obtain the material from another library.
What is Interlibrary Loan?

Interlibrary loans are transactions, usually involving online telecommunications, in which one library lends original or photocopied library materials to another library for a patron’s use. NOTE: Libraries lends to libraries—Never directly to an individual patron. The borrowing library remains ultimately responsible for the materials borrowed. While the process is standardized, each loan is negotiable based on conditions and charges initially stated, within automatically set time limits, by a library able and willing to lend the materials. The borrowing library must fully accept, specifically decline, or otherwise request exceptions to the conditions on behalf of the patron desiring the materials. Honoring requests is not mandatory. Requests stemming from a library known for causing unnecessary inconveniences in identifying and locating materials or returning items overdue or damaged (even though the individual patron was at fault) may in time simply be ignored by potential lending libraries.

Who May Borrow Through Interlibrary Loan?

Any OPSU faculty member, staff, student, or valid library cardholder in good standing at McKee Library may request an interlibrary loan.

What May Be Borrowed?

Most printed materials may be requested. Works of limited interest or in limited editions may take longer to obtain.

What May Not Be Borrowed?

Ordinarily, other libraries do not lend the following materials through interlibrary loan:

1. Reference or rare books.
3. Complete issues of periodicals. Requests for photocopies of articles are usually honored. Photocopy charges are the responsibility of the patron. Photocopy charges vary widely among libraries. Library patrons should state the maximum amount they will pay for copies when the request is initiated.
4. Audiovisual materials and computer software.
5. Most theses and dissertations.

These restrictions ensure the lending library’s patrons of having access to popular items or basic library materials.

Note: Consultation with the interlibrary loan librarian may result in obtaining acceptable alternatives.
Unacceptable Requests

McKee Library does not ordinarily accept interlibrary loan requests for the following:

1. Materials for mass student assignments. For interlibrary loan purposes, copyright law is generally interpreted to limit each institution to receiving five (5) photocopies from any periodical title in one (1) calendar year.
2. Duplicates of titles owned by McKee Library. Since interlibrary loans are based upon mutual cooperation among libraries, each library is expected to make no unreasonable demands on another library’s staff or resources.
3. More than five (5) interlibrary loan requests per week per patron.
4. Renewal requests less than four (4) days before the due date.

How to Make Requests

1. Accurate, complete, and timely bibliographic information is essential in processing interlibrary loans. It is highly desirable that an ILL application be completed in personal consultation with the librarian negotiating the loan. Experience has shown that in the absence of such an interview, unnecessary delays, greater expenses, or inability to obtain materials within the time the patron needs them may be incurred.
2. Request forms are available from the office of the Interlibrary Loan Librarian, ML1112, and at McKee Library’s circulation desk.
3. Two types of request forms are available: one for books and one for periodical articles. Transactions are performed more efficiently when complete information is provided. Completed forms are best submitted directly to the Interlibrary Loan Librarian, but may be left at the circulation desk.
4. The patron is notified upon receipt of the material. Interlibrary Loan materials are checked out at the circulation desk. All special instructions on the material’s use must be observed.
5. Materials are returned to the Circulation Desk. Materials must be returned on or before the due date.

Essential Information

The following information is essential for an interlibrary loan request:

1. Patron’s name, phone, address, and need-by date.
2. Author’s last name, first name, and/or initials
3. Complete title of book, periodical, and/or article.
4. a. For books: publisher, publication/copyright date.
     b. For periodicals: volume, issue date, pages.
5. Edition number/name, if patron requires a specific edition.
6. If requested item is part of a series, name of the series as well as name and volume number of the item.
7. Name of translator(s) and editor(s), is patron wants titles to which these specific individuals have contributed.
8. On periodicals request form, patron’s own signature attesting to having read the copyright restriction warning section on the form.

**Clues**

The patron may not have all of the necessary information regarding the desired materials. In most cases, if the author and title are correct, the librarian can assist in locating the additional information. However, this information is often difficult to locate. The patron may be able to provide important clues:

1. Where did the patron read or hear about the material?
2. Is the material fiction, biography, travel, a collection of essays, etc?
3. If the publication date is not known, the patron may be able to assist in determination of an approximate date.

**Time Factors**

Loan periods are determined by the borrowing library based on conditions stated by the lending library, and usually vary between two and three weeks.

**Interlibrary Loan Fines**

McKee Library’s fines for overdue interlibrary loan materials is $1.00 per day per item, OR the lending library’s overdue fine, whichever is greatest.

**Interlibrary Loan Renewals**

Renewals of interlibrary loan materials are controlled by the lending library. Any requests for renewal should be made at least four (4) days before the due date.

**Restrictions**

McKee Library and its patrons are bound by any restrictions imposed by the lending library. Some libraries require the borrowed material to be used in the borrowing library only, or photocopying may be prohibited. Some libraries require the reader’s signature for unpublished dissertations. The borrower should not allow others to use materials secured by interlibrary loan unless prepared to accept full responsibility for the material’s safety.
Charges

McKee Library does not charge the patron for processing interlibrary loan requests. The patron is responsible for any charges assessed by the lending library up to an agreed maximum. Until such charges are paid in full, the borrowing library will not release the item in question to the patron.

What Makes it Work?

Interlibrary loan is based upon cooperation among many libraries and is necessary because no library can own all of the materials needed by its patrons. McKee Library participates in interlibrary loan services in an effort to provide access to needed and timely information.

WITHDRAWAL POLICY

The acquisition and withdrawal of library materials are both facets of the same continuous process: practical consideration and shelf-space. Withdrawal or weeding is an important function in all libraries that do not intend to be permanent repositories of all that has been published. Weeding may be viewed as “pruning dead wood” in order that the collection remains viable. “On the average, about 5 percent as many books are discarded as are acquired” (University Library Administration, Rogers & Weber. NY: H.W. Wilson Co., 1971, p. 144.).

Withdrawals in the following areas will be determined in relation to the library collection:

1. Duplications: once heavily demanded, no longer needed.
2. Mistake in initial selection: variant printings; vanity press; low quality materials; specialized materials of no interest or usage.
3. Obsolete material: not relevant.
4. Outdated material: outlived usefulness.
5. Poor physical condition: beyond reasonable repair. If material is still valid, replacement will be considered.
7. Unreliable material.

The following are suggestions to be used in various subject areas (Building Library Collection, Carter & Bonk. Metuchen, N.J.: The Scarecrow Press, Inc. 1969, p. 140-142).
**Religion and Philosophy**

Retain systems of philosophy, but discard historical and explanatory texts when superseded, older theology works, old commentaries on the Bible, sectarian literature, sermons, and books on the conduct of life, popular self-help psychology, and other guides to living which are old or no longer popular. Be sure to take into account the use made of such materials, which will vary greatly from community to community.

**Social Sciences**

Requires frequent revision because much of the material deals with problems of temporary interest that can be replaced later by historical coverage of these topics. Economics need careful watching for dates. Superseded almanacs and yearbooks should be discarded.

**Language**

Discard old grammars and ordinary school dictionaries (rarely discard the larger dictionaries). Weed the rest of the collection on the basis of use.

**Pure Science**

Discard books with obsolete information or theories and all general works that have been superseded, unless they are classics in their field. All ordinary textbooks can usually be discarded after ten years. Botany and natural history should be inspected carefully before discarding.

**Applied Sciences**

Try to keep this section up-to-date by discarding older material. Five to ten years will date much material in fields such as medicine, inventions, radio, television, gardening, business, etc.

**Arts, Music, Hobbies, etc.**

Discard in the fine arts sparingly. Keep collections of music, engravings, finely illustrated books.

**Literature**

Keep literary history unless it is superseded by a better title; keep collected works unless definitely superseded; discard poets and dramatists no longer regarded in literary histories and no longer read; discard the works of minor novelists whose works have not been reissued and who are no longer of interest to readers.
**History**

Discard inaccurate or unfair interpretation, much contemporary writing which is now recorded in basic histories (as World War II materials), historical works which are only summaries and not authoritative, and works of travel over ten years old, unless distinguished by the style or the importance of the author. Keep histories which have become literary classics.

**Biography**

Keep collected biography, but individual lives of persons whose importance is no longer great may be discarded after several decades.

Generally, the following classes should be inspected carefully as potential areas for much weeding: privately printed verse, memoirs, and essays; subjects not currently popular; unused or unneeded volumes of sets; publications of municipalities; multiple editions of books; incomplete runs of periodicals, or periodicals without indexes.

**Process of Withdrawal**

Withdrawal selections will be made by trained library personnel. As a crosscheck, faculty opinions may be solicited in their special areas of expertise.

A probation period may be established in the determination for final withdrawal. A check may be made on the use or demand for a specific work over a set time period. All withdrawal materials must be withdrawn completely. All catalog cards and shelf list cards will be removed from the files. The withdrawal of the specific materials will be so noted (with the date) in the accession records. The materials will then be transferred to surplus property for disposition.

**GIFTS POLICY**

Gifts to the library will be judged by the same criteria used for acquisitions and withdrawals.

**ARCHIVES POLICY**

The Archives Collection of the McKee Library contains a wide range of formats that support the Library’s mission to better serve the needs of the Oklahoma Panhandle State University community. Gifts in many areas are sought and considered, and the Archives continues to welcome such gifts in order to enhance the research and intellectual value of our holdings. Gifts to the Archives will be judged by the same criteria used for library acquisitions and withdrawals. All materials are non-circulating and are for use only in the Archives except under special circumstances with the express permission of the Library Director.
The Archives collects materials relating to the history of Oklahoma Panhandle State University, the state of Oklahoma, and all surrounding regions with which the University is culturally and economically affiliated. The great importance of the No Man’s Land Museum is acknowledged in this area, and every effort will be made to coordinate collection efforts with the Museum and with any other local or state agencies.

Works of historical importance or research value may also be transferred from the General Collection. Works in any format will be considered for transfer if those items are within the scope of the Archives Collection. The transfer of materials is based on the following criteria, characteristics, and circumstances:

- Age
- Author affiliation
- Condition
- Content
- Edition
- Intrinsic importance
- Market value
- Rarity

These are flexible guidelines; special circumstances may apply and will be reviewed on a case-by-case basis. These items will be cataloged and organized according to Library of Congress Classification System and will not be available for general circulation or through Interlibrary Loan.

*This policy was modified from information on the Hanover College Library Archives and Special Collections website, [http://www.hanover.edu/Library/aspccolldev.html](http://www.hanover.edu/Library/aspccolldev.html)
OPSU POLICIES AND PROCEDURES

TITLE: Home Schooled Students

APPROVED BY: Bobby Jenkins, Registrar & Director of Admissions

DATE: 2-28-2006

OPSU procedure is as follows for Home School Students:

1. Student must have participated in ACT or SAT program.
2. Student's high school class must have graduated.
3. Student must satisfy curricular requirements as certified by school or, for home study, the parent.

We do not require a GED for these students, but they must take the CPT's and report scores to Financial Aids for the Ability to Benefit component. The home school diplomas, according to OPSU, do not meet Ability to Benefit test.

We do accept home school diplomas signed by the parent for admissions purposes only and they do not meet ability to benefit requirements.
OPSU POLICIES AND PROCEDURES

TITLE: Limited English Proficiency Policy

APPROVED BY: Wayne Manning, VPAAO

ISSUSING AUTHORITY: Bobby Jenkins, Director of Admission and Registrar

DATE: 11-12-2010

OSRHE policy will allow a student who has limited English Proficiency to attend OPSU if they meet one of the following criteria:

1. Meet minimum score on TOEFL
2. Meet minimum score on IELTS
3. Complete High School from school where English is primary language in a country where English is primary language
4. Graduate with a Bachelors degree from a College/University where English is primary language in a country where English is primary language
5. Institutional Discretion

Based upon conversations with Dr. Wayne Manning and Carolyn McCargish, it has been determined that we may utilize #5 when dealing with permanent residents who are Non-Native Speakers of English.

The process will be as follows:
1. Student will take Placement Exams
2. If the student passes all the placement exams, they may proceed with their collegiate work.
3. If the student does not pass all the placement exams, the Office of Admissions will contact Carolyn McCargish to set up a time for the student to meet with her.
4. The student must visit with Carolyn McCargish, who will determine if any other of the criteria must be met…or if they may proceed in enrolling in developmental courses.
5. Carolyn will relay the decision to the Office of Admissions via telephone or in writing
It is the policy of Oklahoma Panhandle State University that official and/or unofficial transcripts are not released if the student has a financial obligation to the University or missing required documents at the Office of the Registrar.
OPSU POLICIES AND PROCEDURES

TITLE: Official Transcripts

APPROVED BY: Wayne Manning, VPAAO

ISSUSING SOURCE: Bobby Jenkins, Registrar and Director of Admissions

DATE: 10-24-2008

All official transcripts from colleges/universities must be sent to the admissions office in a sealed envelope from the corresponding college/university. Any official transcripts that are hand delivered and/or not in the sealed envelope from the corresponding school/university will not be accepted as official transcripts.

If you have any current transcripts that were not received in sealed envelopes from a school, we will need to verify the validity of the transcripts. Attach the sealed envelope to the back of the official transcript that we received. The envelope will be a part of the validation process and will need to be in the student’s file as well. Such documents are to be opened by full time admissions staff only in order to verify the validity of transcripts.

Please note this on all correspondence to prospective students.
The following guidelines are provided for pre-enrollment and confirmation for each of the scheduled sessions and/or semesters:

1. Upon pre-enrollment, advisors will encourage students to go to the business office and pay 10% of their bill to confirm classes. Confirmation must be accomplished by the following dates:
   - Interterm and Summer Sessions: First day of classes
   - Fall and Spring Semesters: First day of classes

   Students who do not confirm within this time frame will have their enrollments cancelled.

2. The balance of the school bill must be paid by the following dates:
   - Interterm and Summer Sessions: First day of classes
   - Fall and Spring Semesters: 45 calendar days from the first day of classes.

3. Continuing students who are unable to comply with the above must see the Comptroller in SL 111 or the Comptroller in SL 111 or VPAAO in SL 137, to make payment arrangements.
OPSU complies with the Family Educational Rights and Privacy Act of 1974; therefore, students must request transcripts in writing. 

Transcripts are available in the Registrar’s Office during normal business hours.

To request a transcript contact the Registrar’s Office or complete a transcript request form at OPSU website then mail or fax it to OPSU.

http://www.opsu.edu/Offices/Admissions/?page=Transcript_Request

You may mail the transcript request to

OPSU  
Office of the Registrar  
PO Box 430  
Goodwell, OK 73939

Or you may fax the transcript request to  
(580) 349-1371

All holds must be cleared for any transcripts to be released. The standard processing time for transcripts is 24-48 hours after the completed transcript request is received. The process may be delayed during peak times in the semester.

OPSU does not charge for official transcripts; however, OPSU does limit 10 transcripts per request. OPSU does not pay for overnight delivery.
OPSU POLICIES AND PROCEDURES

TITLE: Camp Policy

APPROVED BY: Jessica Lofland, Director Student Services

DATE: 4-8-2008

All entities interested in hosting a camp or retreat on the Oklahoma Panhandle State university campus must officially request permission to use the OPSU facilities by submitting a Facility Request and Events coordination checklist form to the OPSU Camp Committee. This will assure no other activities are scheduled for the facilities requested on that date and the requestor will be coordinating with all involved departments. Priority will be given to OPSU campus organizations.

After approval is granted, a Facility Use Permit will be issued. At this time, camp information and requirements for Residential Living, Noble Center, Oscar Williams Fieldhouse, Student Union Ballroom, Hughes-Strong Auditorium, classrooms, and Sodexho (meal service) scheduling will be provided. All requestors must schedule a meeting with the OPSU Summer Camp Committee to review and approve all requests.

All summer camps must be scheduled within the months of June and July and not be scheduled over the 4th of July holiday. Camps are scheduled on a first-come, first serve basis.

Mandatory Fees (for all camps)

HS Auditorium - $125/day
Student Union Ballroom - $75/day
OW Field House - $150/day
Classrooms - $50/day
Noble Center - See Amber Hollis-Fesmire for Pricing

Insurance Fee - $2.75 per person, per camp
All activities/organizations must show proof of insurance or pay the insurance fee.

Housing is separate from the above pricing.

Meal pricing is set by Sodexho and charged separately.
Contacts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jessica Lofland, Student Services</td>
<td>580-349-1362</td>
</tr>
<tr>
<td>Tere Curtis, Housing</td>
<td>580-349-1360</td>
</tr>
<tr>
<td>Amber Hollis, Noble Cultural and Activity Center</td>
<td>580-349-1368</td>
</tr>
<tr>
<td>Abby Evans, Classrooms</td>
<td>580-349-1400</td>
</tr>
<tr>
<td>Jerry Olson, Athletics</td>
<td>580-349-1344</td>
</tr>
<tr>
<td>Russ Guthrie, Hughes-Strong Auditorium</td>
<td>580-349-1478</td>
</tr>
<tr>
<td>Kenny Gipe, Sodexho</td>
<td>580-349-1006</td>
</tr>
</tbody>
</table>
OPSU POLICIES AND PROCEDURES

TITLE: Emergency Operation Policy

APPROVED BY: David A. Bryant, President

ISSUING SOURCE: Jessica Lofland, Director Student Services

DATE: 12-21, 2009

The following is the EOP in the case of a campus-wide power outage. In general, the following individuals will be the most likely to identify a problem on campus:

Dr. David Bryant 580-651-3437
Dr. Wayne Manning 580-651-6097
Mr. Bob Scott 580-651-2847
Mr. Larry Peters 580-461-0571
Mr. Ray Ortiz 806-339-3035
Ms. Jessica Lofland 580-461-0075
Mr. Howard Henderson 806-717-8083

In the event the campus loses power during a semester break, whoever discovers an outage will notify the following individual in this order:
1. Notify Larry Peters, if no answer then
2. Notify Bob Scott, if no answer then
3. Notify Wayne Manning, if no answer then
4. Notify Jessica Lofland

The individual contacted then should notify Dr. Bryant of the situation.

Call Tri-County Electric (Rick Wayman 580-522-2063) to determine the duration of the outage. If the outage is likely to continue for 48 hours or more and the weather is extreme, the following action should be taken

- Call Howard Drilling-Travis Winters of Guymon (580-338-8008 or cell 580-461-2998 or 800-722-3649) to bring generator for the Water Well #1 and generator for the communication room in SL 100.

- Call Darrel Grandy at (580-652-2443 or 580-651-4261 or 24 hours number 580-625-3098) to bring generator for the SL 100 and water well and to connect standby generator at Noble Center.

- Standby Generator for Noble Center from Mike Pipzer at Warren Cat (806-336-6991)

- Check empty housing in MSH, Faculty Row, Aggie Apartments, Holter Hall, and Field Hall.
OPSU POLICIES AND PROCEDURES

TITLE: Missing Student Notification Policy

APPROVED BY: David A. Bryant, President

ISSUSING SOURCE: Jessica Lofland, Director Student Services

DATE: 9-10-2010

Missing Student Notification Policy

Any Oklahoma Panhandle State University student reported missing for 24 hours to any OPSU faculty or staff member will be reported as presumed missing to the Goodwell Police Department at (580) 349-2566.

OPSU students may register a confidential contact person to notify in case the student is reported missing for 24 hours. Students may register their contacts in the OPSU Housing/Student Affairs Office. Contact information will be kept confidential and reported only to law enforcement and University personnel directly involved with the search for a missing student.

If the missing OPSU student is under 18 years old, is not emancipated, and is missing for 24 hours, a custodial parent or legal guardian must be notified in addition to the Goodwell Police Department.

If an OPSU student has not registered and is reported missing for 24 hours, the Goodwell Police Department will still be notified.

Missing Student Procedures

Upon receiving a report of a missing student, the Goodwell Police Department will notify the OPSU Residence Hall Supervisor, Director of Student Affairs, and Vice President of Academic Affairs and Outreach.

OPSU personnel and the Goodwell Police Department will attempt to locate the student and/or verify that the student is missing and has been missing for 24 hours. This includes, but is not limited to contacting the confidential contact person registered, checking the student’s on-campus residence, and checking class attendance records.
If OPSU and the Goodwell Police Department verify that the student has been missing for 24 hours, Goodwell Police will begin a missing person investigation in conjunction with other appropriate area law enforcement agencies.

These procedures may begin in less than 24 hours if circumstances require faster implementation.
Introduction

1.01 Oklahoma Panhandle State University developed the Identity Theft Prevention Program (“Program”) explained in this document pursuant to the Federal Trade Commission’s (FTC) Red Flags Rules (“Rules”), which implements Section 114 of the Fair and Accurate Credit Transactions Act of 2003 16 C.F.R § 681.2. After consideration of the size and complexity of the University’s operations and account systems and the nature and scope of the University’s activities, the University determined that this policy was appropriate and necessary for University compliance.

Background

2.01 Under the Rules, every financial institution and creditor [universities receiving certain federal grants as well as institutions delaying payments and/or issuing debit cards must comply with these rules] is required to establish an Identity Theft Prevention Program tailored to the size, complexity, and nature of its operation.

Scope

3.01 Oklahoma Panhandle State University is committed to supporting the intent of the Red Flags Rules and understands the importance to its constituents. Protecting individual privacy and the University from data loss and from identity theft is essential.

Purpose

4.01 The University strives to make reasonable efforts to detect, prevent, and mitigate identity theft. This policy and procedure is intended to help protect students, faculty, staff, other constituents and the University itself from damages related to the fraudulent activity of identity theft. It is not intended to list all the details of the Program or identify...
all possible instances for identity theft. This policy and procedure requires departments to maintain written procedures, identify specific activities that indicate possible existence of identity theft (“Red Flags”), outline appropriate responses to Red Flags that are detected to mitigate identity theft, and establishes recommended employee training. This policy and procedure will be periodically reviewed by the University’s Identity Theft Committee (“Committee”), chaired by the Vice President of Academic Affairs and Outreach’s designee(s), and will be updated to reflect changes in risks to faculty, staff, students, and affiliates at the University with respect to Red Flags and identity theft.

Identity Theft Program Adoption

5.01 Each University entity with access to personal identification and financial information is required to develop and implement reasonable internal written procedures to comply with the Red Flags Rules as well as other privacy requirements (e.g.; Gramm-Leach-Bliley, Family Educational Rights and Privacy Act, Health Insurance Portability and Accountability Act etc.). Departmental policies will be submitted to the Committee for review and will be subject to audits. The policies will identify red flags, ensure procedures are in place to prevent and detect opportunities, and determine a response to identity theft occurrences.

Definitions (As Defined in the Act)

6.01 Definitions

A. “Identity Theft” is a “fraud committed or attempted using the identifying information of another person without authority.”

B. “Red Flag” is a “pattern, practice, or specific activity that indicates the possible existence of Identity Theft.”

C. “Covered Account” includes all bursar accounts or loans that are administered by the University. Additionally, it includes any other account for which there is a reasonably foreseeable risk of identity theft.

D. “Program Administrator” is the individual designated with primary responsibility for oversight of the Program. See Section 9.01.

E. “Identifying Information” is “any name or number that may be used alone or in conjunction with any other information, to identify a specific person,” including name, address, telephone number, social security number, date of birth, government issued driver’s license or identification number, alien registration number, government passport number, employer or taxpayer identification number, student identification number, computer’s Internet Protocol address, or routing code.
Identification of Red Flags

7.01 In order to identify relevant Red Flags, the University considers the types of accounts that it offers and maintains, methods it provides to open its accounts, methods it provides to access its accounts, and its previous experiences with identity theft. The University identifies the following specific Red Flags in each of the listed categories (individual departmental policies may contain additional Red Flags specific to their area):

A. Notifications and Warnings from Credit Reporting Agencies
    Red Flags
    1. Report of fraud accompanying a credit report;
    2. Notice or report from a credit agency of a credit freeze on an applicant;
    3. Notice or report from a credit agency of an active duty alert for an applicant;
    4. Receipt of a notice of address discrepancy in response to a credit report request; or
    5. Indication from a credit report of activity that is inconsistent with an applicant’s usual pattern or activity.

B. Suspicious Documents
    Red Flags
    1. Identification document or card that appears to be forged, altered, or otherwise appears not authentic;
    2. Identification document or card on which a person’s photograph or physical description is not consistent with the person presenting the document;
    3. Other document with information that is not consistent with existing account holder/student information; or
    4. Application for service that appears to have been altered or forged.

C. Suspicious Personal Identifying Information
    Red Flags
    1. Identifying information presented that is inconsistent with other information the account holder/student provides (example: inconsistent birth date);
    2. Identifying information presented that is inconsistent with other sources of information (for instance, a permanent address not matching a permanent address on a loan application);
    3. Identifying information presented that is the same as information shown on other documents that were found to be fraudulent;
    4. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
    5. Social security number presented that is the same as one given by another account holder/student;
6. A person fails to provide complete personal identifying information on a document when reminded to do so; or
7. A person’s identifying information is not consistent with information that is on file for the account holder/student.

D. Suspicious Covered Account Activity or Unusual Use of Account Red Flags
   1. Change of address for an account followed by a request to change the account holder/student’s name;
   2. Account used in a way that is not consistent with prior use;
   3. Mail sent to the account holder/student is repeatedly returned as undeliverable;
   4. Notice to the University that an account holder/student is not receiving mail sent by the University;
   5. Notice to the University that an account has unauthorized activity;
   6. Breach in the University’s computer system security; or
   7. Unauthorized access to or use of account holder/student account information.

E. Alerts from Others Red Flags
   1. Notice to the University by an account holder/student, identity theft victim, law enforcement or other person that the University has opened or is maintaining a fraudulent account for a person engaged in identity theft.

7.02 Detecting Red Flags
A. Student Enrollment – In order to detect any of the Red Flags identified above associated with the enrollment of a student, University personnel will take the following steps to obtain and verify the identity of the person opening the account. Individual departmental policies may contain additional Red Flags specific to their area.
   Detect
   1. Require certain identifying information such as name, date of birth, academic records, home address or other identification; and
   2. Verify the student’s identity at time of issuance of student identification card (review of driver’s license, passport, or other government- or tribal-issued photo identification).

B. Existing Accounts – In order to detect any of the Red Flags identified above for an existing covered account, University personnel will take the following steps to monitor transactions on an account. Individual departmental policies may contain additional verifications specific to their area.
   Detect
   1. Verify the identification of account holders/students if information is requested in person, via telephone, via facsimile, or via email;
2. Verify the validity of requests to change billing address by mail or email and provide the account holder/student a reasonable means of promptly reporting incorrect billing address changes; and
3. Verify changes in banking information given for billing and payment purposes.

C. Consumer (“Credit”) Report Requests – In order to detect any of the Red Flags identified above for an employment or volunteer position for which a credit or background report is sought, University personnel will take the following steps to assist in identifying address discrepancies:

Detect
1. Require written verification from any applicant that the address provided by the applicant is accurate at the time the request for the credit report is made to the consumer reporting agency; and
2. In the event that notice of an address discrepancy is received, verify that the credit report pertains to the application for whom the requested report was made and report to the consumer reporting agency an address for the applicant that the University has reasonably confirmed is accurate.

8.01 Preventing, Mitigating, and Response to Identity Theft
In the event University personnel detects any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag. Individual departmental procedures may contain additional steps specific to their area.

A. Prevent and Mitigate
1. Continue to monitor a covered account for evidence of identity theft;
2. Contact the account holder/student or document provider (for which a credit report was run);
3. Change any passwords or other security devices that permit access to covered accounts;
4. Not open a new covered account;
5. Provide the account holder/student with a new campus identification number;
6. Notify the Program Administrator for determination of the appropriate step(s) to take;
7. Notify law enforcement;
8. Notify the University Registrar, Information Technology Director, Controller, or Chief Human Resources Officer;
9. File or assist in filing a Suspicious Activities Report (“SAR”); or
10. Determine that no response is warranted under the particular circumstances.

B. Prevent Misuse of Account Holder/Student Identifying Information
In order to further prevent the likelihood of identity theft occurring with respect to covered accounts, the University will take the following steps with respect to its
internal operating procedures to protect account holder/student identifying information. Individual departmental procedures may contain additional steps specific to their area.

1. Ensure that websites are secure or provide clear notice that a website is not secure;
2. Ensure complete and secure destruction of paper documents and computer files containing account holder/student account information when a decision has been made to no longer maintain such information;
3. Ensure that office computers with access to covered account information are password protected;
4. Avoid use of social security numbers;
5. Ensure computer virus protection is up-to-date; and
6. Require and keep only the kinds of account holder/student information that is necessary for University purposes.

9.01 Identity Theft Program Administration

A. Oversight
Responsibility for developing, implementing, and updating this program lies with the University’s Committee. The Committee is headed by a Program Administrator who is the Vice President for Academic Affairs and Outreach of the University or his/her designee. The remainder of the committee membership includes representatives from the offices of Information Technology, Student Affairs, Admissions/Registrar, Financial Aid, Bursar, Human Resources, and Housing. The Program Administrator will be responsible for ensuring appropriate training of University staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating identity theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.

B. Staff Training and Reports
1. University staff responsible for implementing the Program shall be trained either by or under the direction of the Program Administrator in the detection of Red Flags and the responsive steps to be taken when a Red Flag is detected. University staff shall be trained, as necessary, to effectively implement the Program. It is recommended that employees sign a document to be stored in their personnel file stating that they have been trained and understand this policy.
2. University employees are expected to notify the Program Administrator once they become aware of an incident of identity theft or of the University’s failure to comply with this program. At least annually or as otherwise requested by the Program Administrator, University staff responsible for development, implementation, and administration of the Program shall report to the Program Administrator on compliance with this program. The report should address such issues as effectiveness of
the policies and procedures in addressing the risk of identity theft in connection with the opening and maintenance of covered accounts, service provider arrangements, significant incidents involving identity theft and management’s response, and recommendations for changes to the Program.

C. Service Provider Arrangements
   In the event the University engages a service provider to perform an activity in connection with one or more covered accounts, the University will take the following steps to ensure the service provider performs its activity in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.
   1. Require, by contract, that service providers have such policies and procedures in place; and
   2. Require, by contract, that service providers review the University’s program and report any Red Flags to the Program Administrator or the University employee with primary oversight of the service provider relationship.

D. Non-Disclosure of Specific Practices
   For the effectiveness of this Identity Theft Prevention Program, knowledge about specific Red Flags identification, detection, mitigation, and prevention practices may need to be limited to the Committee who developed this program and to those employees with a need to know. Any documents that may have been produced or are produced in order to develop or implement this program that list or describe such specific practices and the information those documents contain are considered “confidential” and should not be shared with other employees or the public. The Program Administrator shall inform the Committee and those employees with a need to know the information of those documents or specific practices which should be maintained in a confidential manner.

E. Program Updates
   The Committee will annually review and update this document to reflect changes in risks to account holders/students and the soundness of the University from identity theft. In doing so, the Committee will consider the University’s experiences with identity theft situations, changes in identity theft methods, changes in identity theft detection and prevention methods, and changes in the University’s business arrangements with other entities. After considering these factors, the Program Administrator will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the Committee will revise this document and will ensure ongoing support of the Red Flags regulation.
Disclaimer: This document was adopted from the Oklahoma State University Policy and Procedures “Red Flags Rules and Identity Theft Prevention” document (#3-0540).
OPSU POLICIES AND PROCEDURES

TITLE: Student Club/Organization Fundraising

APPROVED BY: Wayne Manning, VPAAO

ISSUING SOURCE: Jessica Lofland, Director Student Services

DATE: September 20, 2010

Policy:

Any Oklahoma Panhandle State University student club or organization seeking to hold a fundraising event on-campus must meet the following criteria:

A. Any club/organization wishing to host a fundraising event on-campus must complete an OPSU On-campus Fundraising Form and return it to the OPSU Director of Student Affairs at least one week prior to the event. Approval will be granted if the event meets all of the requirements included in this policy.

B. The campus organization must be chartered and recognized as an active University organization by the OPSU Student Senate or be recognized as a team or group by the University administration for the purposes of academic improvement, arts and entertainment, and athletic or academic competition. Off-Campus organizations wishing to host a fundraising event on campus must receive approval from the Director of Student Affairs in consultation with the University administration.

C. Solicitation of credit cards or other forms of credit as means of raising funds is prohibited.

D. The fundraising event will not conflict with local, state, or federal laws.

E. The club/organization hosting the fundraiser agrees to abide by the rules and regulations of Oklahoma Panhandle State University.

F. The club/organization hosting the fundraiser agrees to be respectful and not intrude on the rights of others.

G. Any club/organization wishing to sell food items will receive approval from the manager of the campus food service provider.
H. Approval of a fundraising event may be denied or revoked for justifiable reasons to include but not limited to the following:

a. Failure to comply with regulations outlined,
b. Faulty goods/merchandise,
c. Unsanitary or unsafe conditions,
d. Misrepresentation,
e. Falsification of information on application, or
f. Events that interfere with the educational mission of OPSU.

Procedure:

Clubs/organizations shall complete an OPSU On-campus Fundraising Form and return it for approval to the Office of Student Affairs (SL 101).
Name of Organization: ________________________________

Contact Person: ___________________ Cell Phone: ________________________________

Advisor: _____________________________ Campus Phone: __________________________

Will the Event Involve Food Sales: Yes No

If yes, the event must be approved by the manager of the campus food-service provider:

__________________________________________________________
Signature of Food Service Manager Date

Description of the Event: _______________________________________

__________________________________________________________
__________________________________________________________
__________________________________________________________
__________________________________________________________

Location of the Event: _________________________________________

Risk Management Statement: Be aware that student organizations and the individuals affiliated with those organizations don’t fall under the protection of the University’s liability coverage. Organizations are encouraged to consider purchasing a small liability policy to protect the organization and the members.

__________________________________________________________
Signature of Contact Person Date

__________________________________________________________
Signature of Advisor Date

For Official Use Only
Date Received: ___________________________ Approved: Yes ______ No ______
If you observe any armed individual, other than law enforcement, on campus at any time or if an individual is acting in a hostile or belligerent manner, immediately contact the Goodwell Police Department 911 or 580-338-4000 (night).

Armed Subject Emergency Alert:

Subject is outside your building:

1. Close and lock all doors, if possible. Obstruct doorways with furniture and heavy objects as an additional deterrent or if locks are not available.
2. Close and secure all windows. Close all blinds.
3. Move all occupants to a safe location within the room, making sure everyone is out of the line of fire and away from potential flying glass.
4. Do not huddle or stand together. Spread out within the available space as it is more difficult for a shooter to hit multiple, disparate targets than it is to shoot into a cluster of people.
5. Turn off the lights in the room and other items that are producing light or sound.
6. Instruct all occupants to turn sound off to mobile devices and to remain quiet.
7. Remain concealed until an “all clear” instruction is given via the campus alert system, OPSU web site, and/or social media. Both known and unknown voices may be misleading and designed to give false assurances.
Subject is inside your building:

1. If it is possible to flee the area safely and avoid danger, do so. Move quickly and quietly to the nearest building exit. Do not take personal items.
2. Listen continually for sounds of a threat and move away from it.
3. Be alert for instructions from authorities when exiting. Keep hands visible and move completely away from the building.
4. If flight is not an option, close and lock all doors, if possible. Obstruct doorways with furniture and heavy objects as an additional deterrent or if locks are not available.
5. Close and secure all windows. Close all blinds.
6. Move all occupants to a safe location within the room, making sure everyone is out of the line of fire and away from potential flying glass.
7. Do not huddle or stand together. Spread out within the available space as it is more difficult for a shooter to hit multiple, disparate targets than it is to shoot into a cluster of people.
8. Turn off the lights in the room and other items that are producing light or sound.
9. Instruct all occupants to turn sound off to mobile devices and to remain quiet.
10. Remain concealed until an "all clear" instruction is given via the campus alert system, OPSU web site, and/or other social media. Both known and unknown voices may be misleading and designed to give false assurances.

Subject enters your classroom or office:

1. Remain calm and use common sense. Negotiate if possible.
2. As a last resort and only if your life is in imminent danger, try to incapacitate the armed subject.
   a. Act as aggressively as possible.
   b. Throw items and improvise weapons.
   c. Yell and commit to your actions
General Considerations

- Faculty members are encouraged to keep their classroom doors locked, if possible. During passing periods, doors may be left unlocked. During class, doors should remain closed and locked.
- Goodwell Police Department should be contacted as soon as it is safe to do so at 911 or 580-338-4000 (night).
- Please provide the following information, if possible.
  - Location of the armed subject(s)
  - Number of armed subjects
  - Description of armed subject(s)
  - Number and type of weapons held
  - Number of potential victims and their location
- Classrooms and offices should appear to be secure and unoccupied during an alert.
- Wounded victims should not be moved.

CAMPUS EMERGENCY PLAN
OPSU POLICIES AND PROCEDURES

TITLE: Contract Policy

APPROVED BY: Wayne Manning, VPAAO

DATE: 4-12-2005

It is the policy of Oklahoma Panhandle State University that no employee, department, club, or organization can sign a binding agreement/contract for OPSU except the President or his designee.
It is the policy of Oklahoma Panhandle State University that official and/or unofficial logos be approved by the President. At the present time, OPSU has nine official logos. See the OPSU website under “Official Logos.”
OPSU POLICIES AND PROCEDURES

TITLE: Tobacco Free Campus Policy

APPROVED BY: Wayne Manning, VPAAO

DATE: 7-20-12

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
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.

Revised: January 2, 2014
OPSU POLICIES AND PROCEDURES

TITLE: OPSU Minors Participating in OPSU-Related Activities and Programs

APPROVED BY: Larry Peters, VPAAO

DATE: 4-26, 2013

Purpose

1.01 This statement sets forth Oklahoma Panhandle State University's (OPSU) policy regarding children under the age of 18 (Minors) who participate in activities and programs, taking place on university property and in facilities or under the authority and direction of the university at other locations, including branch campuses. The university expects all members of the university community to adhere to and act in accordance with this policy. Failure to comply with the requirements set forth in this policy may lead to disciplinary action and or revocation of the opportunity to use university property and facilities.

Applicability

2.01 This policy applies to all units of the university. Athletic camps, academic camps, other programs, and similar activities intended for Minors (programs) are within the scope of this policy, whether they are limited to daily activities or involve the housing of Minors in residence halls.

This policy does not apply to enrolled OPSU students who are Minors. This policy also does not apply to general public events where parents or guardians are expected to provide supervision of Minors.

Program Information

3.01 A sponsoring unit offering or approving a program which involves Minors or provides university housing for Minors participating in a program, units responsible for university facilities that are used by programs including Minors, or a non-university group using OPSU facilities or housing shall maintain a current list of those programs. Such list should include each program’s dates, times, locations, attendance (age range and number of participants), and a program contact, so that in the event of an emergency,
consideration may be given to the possible presence of Minors, and the appropriate course of action to address their health and safety.

Programs that include Minors shall have in place, enforce, and make available policies that address the following areas, if they are applicable to the program:

A. Transportation--including the transportation of Minors at the beginning and end of the program, to and from the program, and within the program, whether by parents, guardians, staff or others. University programs must also comply with OPSU policies regarding drivers and vehicles.

B. Appropriate levels of access to and supervision of Minors.

C. Appropriate forms including permission forms, medical contact information and liability waivers. Forms should be safeguarded and readily available.

D. First aid and medical treatment as well as dispensing of medication. Program personnel must have appropriate training.

E. Plans for severe weather.

Programs including overnight stays or use of university residences by Minors shall have the following additional policies in place:

F. Curfews.

G. Suitable code of conduct for participants.

H. Prohibition of alcohol, tobacco, and illegal drugs.

I. Adequate residential supervision by responsible adults.

Contractual agreements concerning personnel or facilities related to programs including Minors must include compliance with this policy as a term of the contract. When appropriate, such contracts shall also include an indemnification provision in which OPSU is held harmless for the acts or omissions of other program participants or third party employees or agents. Academic and administrative supervisors are responsible for ensuring that programs are in compliance with this policy.

**Required Training**

4.01 In recognition of the absolute necessity of protecting Minors, OPSU requires that all adults working with Minors participate in university-approved training annually regarding policies and issues relating to interactions with Minors including the practices and conduct requirements of this policy, on protecting Minors from abusive emotional and physical treatment, and on required reporting of incidents of improper conduct. The
appropriate vice president, dean, or unit head may enhance or modify the required training program to meet specific needs of the particular program involved, in consultation with the human resources officer. Any such enhanced or modified program must include all the elements described in this policy. In addition, the appropriate vice president, dean, or unit head shall arrange for sufficiently frequent training opportunities to permit programs to continue to function on a regularly scheduled basis. Training resources can be obtained from the Director of OPSU Human Resources at 580-349-1574. Academic and administrative supervisors are responsible for ensuring that programs are in compliance with the training requirements outlined in this policy.

**Appropriate Behavioral Expectations**

5.01 Adults should be positive role models for Minors, and act in a caring, honest, respectful, and responsible manner that is consistent with the mission of OPSU. Adults working in programs covered by this policy must follow these expectations to avoid behaviors that could cause harm or be misinterpreted:

- **A.** Do not have one-on-one contact with Minors outside the presence of others. It is expected that activities where Minors are present will involve two or more adults. If one-on-one interaction is required, meet in open, well-illuminated spaces or rooms with windows observable by other adults from the program, unless the one-on-one interaction is expressly authorized by the program director, dean, department chairperson, or is being undertaken by a health care provider.

- **B.** Do not meet with Minors outside of established times for program activities. Do not invite individual Minors to your home. Any exceptions require written parental authorization and must include more than one adult from the program.

- **C.** Do not touch Minors in a manner that a reasonable person could interpret as inappropriate. Touching should generally only be in the open and in response to the Minor's needs, for a purpose that is consistent with the program's mission and culture, and/or for a clear educational, developmental, or health related (i.e., treatment of an injury) purpose. Any resistance from the Minor should be respected.

- **D.** Do not engage in any abusive conduct of any kind toward, or in the presence of, a Minor, including but not limited to verbal abuse, striking, hitting, punching, poking, spanking, or restraining. If restraint is necessary to protect a Minor or other Minors from harm, all incidents must be documented and disclosed to the program director and the Minor's parent/guardian.

- **E.** Do not shower, bathe, or undress with or in the presence of Minors.
F. Do not use, possess, or be under the influence of alcohol or illegal drugs while on duty or when responsible for a Minor's welfare.

G. When transporting Minors in a program, more than one adult from the program must be present in the vehicle, except when multiple Minors will be in the vehicle at all times through the transportation. Avoid using personal vehicles if possible.

**Statutory Reporting Requirements of Suspicion of Child Abuse or Neglect**

6.01 Under Oklahoma law, if you believe a child is being abused or neglected, you are required to report it to the proper authorities. Reports can be made at any time to the Oklahoma Department of Human Services (OKDHS) Abuse and Neglect Hotline at 1-800-522-3511. The hotline is available 24 hours a day, 7 days a week. In an emergency, or if you see a crime in progress, always call 911 immediately. It is the policy of the university that no OPSU faculty, staff, or student making a good faith report of suspected abuse or neglect will be retaliated against in the terms and conditions of employment or educational program at OPSU.

**Internal Procedures Following Report of Suspected Abuse**

7.01 The university will fully cooperate with any external investigation conducted by OKDHS or local law enforcement. Following reporting as provided in Section 6.01, adults shall also report the matter to the Goodwell Police Department (GPD) Chief of Police, or his/her designee, who in consultation with the Office of the Vice President, OPSU Human Resources (if staff or hourly employee), Office of Student Affairs (if student), the Office of Academic Affairs (if faculty), and OSU/A&M Office of Legal Counsel will conduct its own internal evaluation to determine if sanctions are warranted, up to and including termination, dismissal or expulsion. Legal prohibitions regarding physical presence on campus may also be pursued. University administrators shall follow the appropriate procedures in determining and issuing any sanction (OPSU Faculty Handbook, campus-based Academic Handbooks, OPSU employee policies and procedures, and the Student Code of Conduct). If the alleged abuser is one of the university officials identified herein, the Goodwell Chief of Police, or his/her designee, shall report and consult with his/her superior, or in any instance, the Provost, the President, or the Board of Regents, if appropriate.

The Office of the Vice President shall maintain a report of each allegation, together with a summary of the internal evaluation, the findings and sanctions, if any, that are imposed.

If the alleged abuser is not a member of the OPSU community, but is present at OPSU through a third party vendor or other external entity authorized to be on campus, that external entity will also be notified that the alleged abuser will no longer be permitted on campus/facilities owned by OPSU.
**Violations of this Policy**

8.01 Any employee who becomes aware of a failure to comply with this policy shall, in addition to any other reports that may be required, report such failure immediately to the director of human resources or through EthicsPoint by completing the internet form or by calling the toll-free hotline number.