

# Student Handbook & Code of Conduct

## A Guide to Services, Student Rights, and Responsibilities

2022-2023



Office of Student Development

Administration Building 102

(580) 559-5210

*Student Development at ECU provides opportunities, experiences and support to students that enhance learning, fosters belonging in the campus community, and broadens their future contributions to the world.*

# EAST CENTRAL UNIVERSITY

## STUDENT CODE OF CONDUCT

I. INTRODUCTION .....	1
II. DEFINITIONS .....	2
III. STUDENT EXPECTATIONS AND RESPONSIBILITIES .....	5
A. Standards of Behavior .....	5
B. Scope of University Authority .....	5
C. Jurisdiction of the University .....	6
D. Interpretation and Revision .....	6
E. Admission and Readmission of Students Under Disciplinary Sanctions .....	7
F. Admission and Readmission of Students with Felony Records.....	7
G. Prohibited Conduct .....	7
H. Legal Proceedings and University Student Conduct Procedures .....	11
I. Reporting Incidents .....	12
J. Prohibition of Retaliation for Reporting .....	12
K. Amnesty Policy.....	12
L. Temporary Suspensions .....	13
M. Investigations.....	14
N. Informal Resolution: Student Conduct Meetings .....	15
O. Formal Resolution: Student Conduct Hearings.....	15
P. Notice of Final Outcome .....	17
Q. Sanctions .....	18
R. Student Appeals Process .....	21

S. Outcome of an Appeal Hearing.....	23
T. Administrative Appeals of Hearing Body Final Order .....	23
U. Administrative Appeals of a Student Conduct Committee Final Order .....	23
IV. ACADEMIC POLICIES, RIGHTS, AND RESPONSIBILITIES .....	23
V. STUDENT ORGANIZATION EXPECTATIONS AND RESPONSIBILITIES .....	24
A. Responsibilities of Active Student Organizations .....	24
B. Student Organization Facility Utilization Policies.....	25
C. Membership in Active Student Organizations .....	26
D. Establishing a New Student Organization.....	26
E. Inactive Status .....	26
F. Disciplinary Suspension .....	26
G. Student Organization Financial Accounts .....	27
H. Fundraising Guidelines .....	28
I. Initiation of New Members .....	28
J. Oklahoma Law against Hazing.....	28
K. Reporting Hazing Activity .....	30
L. Advisor Responsibilities .....	30
M. Social Functions .....	30
N. Scheduling of Speakers and Facility Utilization .....	31
VI. OTHER UNIVERSITY POLICIES.....	32
A. Family Educational Rights and Privacy Act (FERPA) of 1974 .....	32
B. Affirmative Action Compliance Statement .....	32
C. Expressive Activity Policy .....	32
D. Racial and Ethnic Policy.....	32

E. Students with Disabilities .....	33
F. Sexual Misconduct, Sexual Harassment, Sexual Violence, Sexual Assault, Sexual Exploitation, Domestic and Relationship Violence, Stalking .....	33
G. Drug Free Schools Policy Statement .....	34
H. Prohibition of Possession, Display, or Use of Weapons, Firearms, Etc. ....	34
I. Technology and Network Usage Policy .....	34
J. Weather Closing Protocol.....	36
K. Emergency Notification Protocol .....	36
L. Campus Grounds and Access to Buildings .....	36
M. Guidelines on Infectious Disease for East Central University .....	36
N. Medical Liability and Responsibility Notice .....	37
O. Flyer and Poster Posting.....	37
VII. UNIVERSITY RESOURCES AND SERVICES .....	38
A. Student Counseling Center .....	38
B. Student Health Services .....	38
C. Brandon Whitten Institute for Addiction & Recovery .....	38
D. Admissions, Enrollment, Withdrawals, Refunds, and Degree Information .....	39
E. Transportation and Parking .....	39
F. University Police Department.....	39
G. Campus Assessment Response and Evaluation Team (CARE) .....	40
VIII. HOUSING AND RESIDENCE LIFE .....	42
Housing Eligibility .....	42
A. Committee Bill of Rights .....	43
B. Residence Life Information .....	44
C. Residence Hall Policies .....	51

<b>D. Residence Life and Housing Conduct Process .....</b>	<b>57</b>
<b>E. Personal Safety and Security.....</b>	<b>58</b>
<b>F. Maintenance and Facilities .....</b>	<b>61</b>



# EAST CENTRAL UNIVERSITY

## I. INTRODUCTION

**Mission Statement:** We Educate and Empower Students to Understand and Transform Our World.

The Student Code of Conduct and the incorporated University policies are provided to inform the student body of the expected standards of behavior and policies that are fundamental to the normal activities of East Central University. Moreover, the purpose of the Code of Conduct is to develop and maintain guidelines for a reasonable and comfortable learning environment for all East Central University community members. The intent of the University is to ensure that students do not overlook their civic and social responsibilities nor lose their rights as citizens and members of this community. Therefore, this document specifically clarifies the rights and responsibilities of students attending East Central University.

Anyone enrolling at East Central University is entitled to all rights granted to them by the Constitution of the United States and is entitled to the full protection of the law. Apart from those rights and duties enjoyed by non-students, enrollment in the University carries with it special privileges and imposes special responsibilities. The University has established regulations and certain due process procedures essential to an atmosphere of mutual respect which is sensitive to the rights of all individuals.

East Central University students are responsible for the behavior, expectations, and policies set forth in this handbook. All students should be familiar with and abide by the expectations set forth in this publication.

These rights and responsibilities follow:

1. Students have the right to enjoy the educational opportunities afforded by the University without discrimination because of race, color, religion, sex/gender, national origin, age, disability, sexual orientation or status as a veteran.
2. Students are entitled to the right of due process as provided and explained by the East Central University Student Code of Conduct.
3. Students are entitled to freedom from unreasonable search and/or seizure regarding their person, their residence, and their personal property.
4. Students have a right to privacy, including the maintenance of confidential records in accordance with the provision of the Family Educational Rights and Privacy Act as amended and as qualified by the Oklahoma Open Records Act.
5. Students have the right of access to campus crime statistics and graduation rates as defined by the Student Right-to-Know and Campus Security Act, as amended.
6. Students have the right to affiliate with officially registered student organizations if the membership requirements of those organizations have been met and the right to establish, through official procedures, additional student organizations of their choosing.
7. Students have the right to participate in University governance through the Student Senate, student organizations and representation on University committees.

8. Students have the right to peaceably assemble in accordance with federal, state, local, and University policies and/or regulations.
9. Students have the right of access to the University campus and facilities.
10. Students have the right to expect:
  - a. A campus environment conducive to learning and working that is free from any form of harassment.
  - b. A drug-free University environment.
  - c. Accurate information concerning institutional services, regulations, policies, and procedures in published form.

**Right to Amend:** Please note that East Central University reserves the right to revise the policies and statements included in this publication at any time. The Student Code of Conduct is subject to updates and efforts will be made to inform the East Central University community of such revisions.

**Parent Partnership:** East Central University takes seriously the opportunity to help students gain competence and learn the skills necessary to be effective leaders in the world. Such an endeavor cannot be achieved by University efforts alone; we believe that it is most successful when there is a partnership between the student, parents, and East Central University. With this in mind, we expect students to take responsibility for their learning, choices, and actions; therefore, we intentionally engage them as adults. We also understand this is a transitional period for many of our students and believe that parents often still play a vital and influential role in the development of their children as they manage new independence.

East Central University wants to partner with parents in providing that guidance and support; we hope that parents will support their student as they learn and seek to maintain, and take responsibility for, their commitment to the ECU community values and standards. It is our hope that, alongside the support parents provide, we can share the responsibility of providing a rewarding educational outcome for our students.

\*It should be noted that East Central University complies with FERPA (the Family Educational Rights and Privacy Act), which is a federal law designed to protect the privacy of student education records. It also provides guidelines for appropriately using and releasing such records. As such, ECU respects the right of the student to determine parental involvement while, simultaneously, encouraging students to communicate openly with their parents. More information can be acquired via the University website at [ECU Family Educational Rights and Privacy Act \(FERPA\) of 1974 And Related Policies | East Central University](#). The FERPA Release Authorization Form can be acquired via the University website by following Login>Etrieve>Forms>Records>FERPA Release Authorization.

## II. DEFINITIONS

For the purposes of this policy, these definitions apply:

1. The term “**University**” means East Central University.



2. The term “**student**” includes any person admitted and/or enrolled at East Central University, whether full-time, part-time, concurrent, on campus, abroad, online, or any other form of enrollment. Persons not officially enrolled for a particular semester, but who are eligible to enroll or who have a continuing relationship with East Central University may be considered students.
3. The term “**University official**” includes faculty, staff, and agents of the University having responsibility for working with that student in admissions, registration, advisement, housing, counseling, student conduct, teaching, financial aid, payment of fees, or any other activity directly related to the student’s academic program, or pursuant to law or governmental regulation including, but not limited to, contractors, consultants, volunteers, and other outside parties to whom the University has outsourced services or functions it would otherwise use employees to perform with a legitimate educational interest. A University official has a legitimate educational interest if the official needs to review the contents of an educational record in order to fulfill his or her professional responsibilities.
4. The term “**Member of the University Community**” includes any person who is a student, faculty member, University official, person employed by the University (directly or by contract), or any nearby stakeholder of the University. The Dean of Students shall determine a person’s status as the situation warrants.
5. The term “**University Premises**” includes all land, buildings, facilities, sidewalks, roadways, parking lots, and/or grounds controlled, owned, or leased by the University. University premises also include, but is not limited to, all University-owned, leased or rented vehicles.
6. The term “**student organization or student group**” means any number of students who have complied with the formal requirements for University recognition / registration.
7. The term “**Hearing**” means an initial formal gathering and educational opportunity for complainants and respondents to voice their version of involvement of reported incidents, hear and question the findings of the investigation, present witnesses, and be supported by advisors before a hearing body, which may consist of faculty, staff, and/or students. A hearing may be a student conduct hearing, a Title IX hearing, or an appeal hearing. Prior to hearings, complainants and respondents will receive notice of the date, time and location of hearings. Additionally, complainants and respondents are notified of the final outcomes of hearings.
8. The term “**Hearing Body**” means any person or persons authorized by the Dean of Students to hear misconduct cases, consider the provided information, and recommend an appropriate outcome, which may include recommending or imposing sanctions. A hearing body may be referred to as a board or committee.
9. The term “**Policy**” is defined as any written regulation of the University as found in, but not limited to, the Code of Student Conduct, Residence Life Handbook, Student-Athlete Code of Conduct, Employee Handbook, Faculty Handbook, Adjunct Faculty Handbook, and the University Catalogs, which have been approved and/or signed by the President of the University
10. The term “**Academic Misconduct**” includes, but is not limited to: The use of any unauthorized assistance in taking quizzes, test, or examinations; Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or, the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff. More information can be acquired via the University website at <https://www.ecok.edu/academics/catalog> .
11. The term “**Plagiarism**” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also

includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. More information can be acquired via the University website at <https://www.ecok.edu/academics/catalog>.

12. The term “**Reporting Party**” means any person who reports an incident of an alleged violation of this Student Code of Conduct. Anyone may be a reporting party and submit a complaint of misconduct to the Dean of Students, ECU Police Department, or the appropriate University official.
13. The term “**Complainant**” means any person who believes and claims that he or she has been a target of a crime and/or the subject of a violation of the Student Code of Conduct by another student and/or student organization. The “complainant” has the right to report violations of law or university policy with the Dean of Students, ECU Police Department, or the appropriate University official.
14. The term “**Respondent**” means any student or student organization accused of violating this Student Code of Conduct or any other related published University policy, such as those mentioned in Section III of this document. The president or designee(s) of the respondent organization shall be the primary point of contact for correspondence with the Dean of Students throughout and upon the conclusion of investigations.
15. The term “**Sanction Outcome**” means a purposeful, educational, and/or safety re/assignment to encourage behavioral change, personal development, and ethical development has been administered as a consequence for violating one or more university policies. Students found responsible for violating one or more university policies receive outcomes as a result of their behavior.
16. All terms relating to Title IX policy and sexual misconduct are defined in the *East Central University Title IX Policy for Students, Faculty, and Staff* which can be found at <https://www.ecok.edu/policies-andhandbooks/title-ix-resources>
17. The term “**Event**” as it related to student organizations shall generally be defined as an activity which meets two (2) or more of the following criteria:
  - a. Fulfills an intended goal of a short-term or long-term plan of a University affiliate or University recognized entity;
  - b. Utilizes (in part or whole) the University affiliate’s or University-recognized entity’s expenses;
  - c. Several members or several individuals recognized by an observer as members of the University affiliate or University-recognized entity in attendance;
  - d. Indications of advertisement(s) distributed, which may include, but are not limited to:
    - 1.Information concerning the event was announced during a chapter meeting.
    - 2.Information concerning the event was physically or electronically posted.
    - 3.Information concerning the event was emailed or texted to an organization distribution list.
    - 4.Information concerning the event was circulated via social media (i.e. Facebook, Twitter, Instagram, etc.)

Any question of interpretation regarding these definitions should be referred to the Dean of Students.

### III. STUDENT EXPECTATIONS AND RESPONSIBILITIES

The objective of East Central University is to provide an opportunity for education to all of its students. In order to achieve this objective, it is important to define standards of conduct or limits of behavior that will enable students to work together with the faculty, staff, and administration in a positive manner.

#### A. Standards of Behavior

Attendance at East Central University is not compulsory. The voluntary entrance of a student into East Central University means that the student also voluntarily assumes obligations of performance and behavior reasonably imposed by the University. East Central University is an institution of higher learning. Thus, the rules and regulations are designed to ensure optimal conditions of learning for all students. Standards of conduct for students are seen as a base or foundation of behavior rather than arbitrary limits of behavior. The University's approach to student discipline emphasizes assisting students in understanding and accepting responsibilities for their behavior. Both the interests of the student and the University are considered in deciding the desirability and appropriateness of undertaking a course of discipline.

#### B. Scope of University Authority

1. The University's authority is vested in the Oklahoma State Regents for Higher Education, the Regional University System of Oklahoma, and the President of East Central University. This includes authority to control and regulate various aspects of student behavior through disciplinary means. The President of East Central University delegates to the Vice President for Student Development or the Vice President's designees the authority to investigate potential or alleged violations of University regulations or law and to determine and administer appropriate penalties using a preponderance or weight of the evidence standard. The President of East Central University delegates the authority over Title IX investigations, hearings, and penalties to the Title IX Coordinator. All disciplinary decisions are carried out in the name of the President or other appropriate University Official as designated by the Vice President for Student Development or the Title IX Coordinator. Any sharing or delegation of the student conduct function remains revocable.
2. Misconduct is considered a matter of concern to the University. Reports of misconduct that are labeled inappropriate, disruptive, destructive, and/or in violation of University regulations usually are made in the first instance to the Dean of Students. Generally, reports of academic misconduct are dealt with through the faculty chair/director of each academic department or college. Title IX Violation reports, investigations, conduct hearings, and outcomes are governed by East Central University's *Title IX policy for Students, Faculty, and Staff* which can be found at <https://www.ecok.edu/policies-and-handbooks/title-ix-resources>.
3. The primary responsibility for student discipline will lie with the Dean of Students who may be reached in the Office of Student Development, Administration Building, Room 103, (580) 559-5210. Title IX Violation reports, investigations, conduct hearings, and outcomes are governed by East Central University's *Title IX policy for Students, Faculty, and Staff* which can be found at <https://www.ecok.edu/policies-and-handbooks/title-ix-resources>.

4. East Central University recommends that complaints of misconduct be made as soon as possible after the incident has occurred, preferably within two (2) University business days. However, there is not a statute of limitations on filing complaints within the Office of the Dean of Students or Title IX Coordinator. After a review of the allegations, the Dean of Students may decide to close the case without further investigation, due to insufficient, unavailable, irrelevant and/or compromised documentation.
5. For non-Title IX cases, a hearing body consisting of students and/or faculty will consider the appeal of cases resulting in suspension, expulsion, degree revocation or rescission of credit. This hearing body will be designated as the "Student Conduct Committee". The Student Conduct Committee shall be composed of five (5) faculty and two (2) students.
6. Any act by a properly constituted committee, at which a quorum of the committee is present, shall be binding.
7. A designated student conduct officer or designated hearing body will review with the respondent the nature of the complaint, relevant information and witness statements.
8. The designated student conduct officer or hearing body will also allow the respondent's version of the incident to be heard. When the investigation is completed, including interviewing of the respondent and complainant, the designated student conduct hearing body will make appropriate recommendations for the disposition of the case. The designated hearing body has the responsibility and authority to take disciplinary action, if such action is appropriate. Any information obtained either from the respondent or other sources may be used by the designated hearing body in determining proper action, including closing the case without action.
9. The Vice President for Student Development reserves the right to intervene and/or hear any case of student misconduct.
10. The Vice President for Student Development shall develop policies for the administration of the student conduct program and procedural rules for student conduct hearings, which are consistent with the provisions of the Student Code of Conduct.
11. Decisions made by the Dean of Students and/or a hearing body shall be final, pending the normal appeal process.

### **C. Jurisdiction of the University**

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on or near University premises: at University sponsored programs or events; or which adversely affects the University Community and/or the pursuit of its objectives. Title IX Violation reports, investigations, conduct hearings, and outcomes are governed by East Central University's *Title IX policy for Students, Faculty, and Staff* which can be found at <https://www.ecok.edu/policies-and-handbooks/title-ix-resources>.

### **D. Interpretation and Revision**

Any question of interpretation regarding the Student Code of Conduct shall be referred to the Vice President for Student Development or designee for final determination. The Student Code of Conduct will be reviewed annually, under the direction of the Vice President for Student Development.

#### **E. Admission and Readmission of Students Under Disciplinary Sanctions**

Admission requests of students who are currently under disciplinary sanctions at other institutions must be approved through the Office of the Student Development, Administration Building, Room 102, (580) 559-5210. All such applications and requests will be forwarded to the Dean of Students for review. Each student's case will be reviewed by a hearing body, as designated by the Dean of Students. The student seeking admission may be contacted to acquire further information prior to the final decision.

Students who are seeking readmission after a temporary suspension, suspension, or expulsion from East Central University that occurred as a result of student misconduct or lawless behavior, must obtain approval through the Office of Student Development, Administration Building, Room 103, (580) 559-5210. All such applications and requests will be forwarded to the Dean of Students for review. In such cases, students must have met all previously required sanction criteria prior to re-admittance. The student seeking readmission may be contacted to acquire further information prior to the final decision.

The University reserves the right to deny or rescind admission or readmission to any student based upon prior conduct history, prior illegal activity, and/or false or omitted information on submitted admission applications. East Central University typically upholds current suspensions from other institutions.

#### **F. Admission and Readmission of Students with Felony Records**

East Central University requires a background check on applicants who indicate on their admission application that they have been charged or convicted with a felony violation of the law. The Office of Admissions will forward the applications of those charged or convicted with a felony to the Dean of Students. Applicants that are deemed academically admissible will be notified and instructed to pursue eligibility consideration. In order to be considered for eligibility, the applicant must provide additional information as requested by the Dean of Students. The final decision regarding eligibility rests with the Felony Application Review Board, a panel of Staff and Faculty members designated to review academically admissible applicants who have disclosed a felony charge or conviction on their application. The applicant will be notified electronically by the Office of Admissions and/or the Dean of Students of when eligibility has been determined.

#### **G. Prohibited Conduct**

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Section III.Q. (Please see Section II. for the University definition of a student.)

1. **Acts of dishonesty** (Regional University System of Oklahoma Policy Manual; Section 4.4.3.a.), including but not limited to the following:
  - a. Cheating, plagiarism, bribery, or other forms of academic misconduct, as stated in the Academic Dishonesty section of the Academic Catalog.
  - b. Furnishing false information to any University official, faculty member or office. This includes the submission of documentation in which required information or documents have been omitted.
  - c. Forgery, unauthorized alteration, or misuse of any University document, record, or instrument of identification.

- d. Knowingly falsifying or being a party to the falsification of any official University record.
  - e. Tampering with the election of any University recognized student organization.
  - f. Assuming the identity of another.
  - g. Any other act of dishonesty which adversely affects the University or the pursuit of its objectives.
2. **Disruption or obstruction** of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off-campus, or at other authorized non-university premises.
  3. **Assault**, including but not limited to verbal abuse (persistent or severe), threats, intimidation, harassment, stalking, bullying (verbal, physical, and/or cyber), and/or other conduct that threatens or endangers the health or safety of any person.
  4. **Battery**, including but not limited to attempted or actual physical abuse that reasonably could result in bodily injury, pain, or impairment. This includes fighting, assault, battery, or any other form of physical violence against another person.
  5. **Theft**: Attempted, actual theft of, or unauthorized removal of University property, property of another individual, or public property.
  6. **Damage**: Attempted or actual damage to University property, property of another individual, or public property.
  7. **Hazing** and/or any solicitations to engage in hazing are strictly prohibited at East Central University. Hazing is an act which recklessly or intentionally endangers the mental or physical health or safety of a student, which may degrade any person or lead to the destruction or removal of public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. No student organization or any person associated with any organization sanctioned or authorized by the University shall engage or participate in hazing. Any penalties imposed by the University for hazing are separate from, and in addition to, penalties resulting from criminal cases, or the organization's governing body.  
Regardless of the incident location(s), any student(s) and/or student organization(s) found responsible for any form of hazing may be subject to immediate suspension and/or expulsion. The expressed or implied consent of the victim shall not be considered as a defense. Apathy and/or consent in the presence of hazing are not neutral acts; they shall be considered violations of this policy. Please refer to Section V.J. for more information on the Oklahoma Law against hazing.
  8. **Failure to comply** with the directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so. (Regional University System of Oklahoma Policy Manual; Section 4.3.3.g.)
  9. **Unauthorized access and keys**: Unauthorized possession, duplication, or use of keys or access means to any University premises or unauthorized entry to, presence, or use of University premises.
  10. **Aiding unauthorized persons**: Aiding and/or facilitating the access means of an unauthorized person and/or the use of University equipment or property by an unauthorized person.
  11. **Violation of any accessible University policies, procedures, rules or regulations.**
  12. **Violation of federal, state or local law.**
  13. **Controlled substances**: Use, possession, manufacture, cultivation, being in the presence of, or distribution of marijuana, heroin, narcotics, other controlled substances (schedules I-IV), or drug paraphernalia (including objects used or intended for drug consumption), except as expressly

permitted by law, is prohibited. Intentionally or recklessly inhaling or ingesting substances (e.g. nitrous oxide, glue, paint, etc.) that will alter a student's mental state is also prohibited. The consumption, possession, or being in the presence of illegal narcotics in any form, on campus properties, in University Housing or at student organization or other University sponsored activities for students is strictly prohibited. (Regional University System of Oklahoma Policy Manual; Section 4.3.3.e.) The possession, smoking, misuse, and distribution of synthetic cannabinoids, such as JWH-018 or K2 (Spice), and smoking herbs is prohibited on the properties of the University and at University sponsored activities.

14. The **nonmedical use of prescription medication** (i.e. "pain killers") is expressly prohibited. This includes possession and distribution of medications that are off label and those that are not prescribed to the person in question, or use of prescription medication at a rate not congruent with the prescription. (Regional University System of Oklahoma Policy Manual; Section 4.3.3.e.)
15. **Alcohol:** Use, possession, manufacture, distribution, and being under the influence of alcoholic beverages and/or non-intoxicating beverages as de-fined in Section 163.2 of Title 37 of the Oklahoma Statutes except as expressly permitted by state law and regulations, or public intoxication. The use, possession, manufacturing, being in the presence of, or distribution of alcoholic beverages and/or non-intoxicating beverages, or illegal narcotics in any form, on campus properties, in University Housing, or other University sponsored activities, unless explicitly and lawfully approved by authorized University officials for students is strictly prohibited. (Regional University System of Oklahoma Policy Manual; Section 4.3.3.b.)
  - a. It is also strictly prohibited to drive, operate, or be in actual physical control of a motor vehicle (Section 11-902, Article 9 of Title 47 of the Oklahoma State Statutes):
    1. While under the influence of alcohol, any other intoxicating substance, or a combination thereof;
    2. With a blood or breath alcohol concentration level at or above the applicable legal limit is prohibited.
16. **Alcohol distribution:** Distribution or attempted distribution of alcoholic beverages (including powder forms of alcohol), in any circumstances, by or to any person under the age of twenty-one (21).
17. **Housing and Dining Violations:** Violation of any accessible Housing and Dining Services policies and/or contracts.
18. **Possession of Illegal or unauthorized items:** Illegal or unauthorized possession, usage, or storage of firearms, explosives, electronic control devices, such as Taser or other stun guns, other weapons, or dangerous chemicals on University premises in a manner that would reasonably be expected to threaten, harm, incapacitate, or cause fear to other University community members. The possession or firing of firearms, fireworks, explosives, ammunition, replica firearms or weapons such as bb guns, paintball guns, rifles, bows, swords, metal knuckles, blackjacks, hand chains, knives and inappropriately used knives or bladed instruments by students is prohibited on-campus except as used in officially approved University programs. Lawfully stored handguns may not be removed from vehicles without prior valid written consent of the University President while the vehicle is on University property. (21 O.S. 1277.).
19. **False Reporting:** Initiating, causing, or contributing to any false report, warning, or threat of fire, terrorism, or other emergency.

20. **Campus Disruption:** Participation in an on-campus or off-campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and normal activities within any campus building or area; and/or, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
21. **Obstruction** of the free flow of pedestrian or vehicular traffic on University premises or University sponsored or supervised functions.
22. **Conduct which is disorderly, lewd, or indecent.** Indecent conduct includes indecent exposure as defined by Oklahoma law and public exposure and unsolicited communications that are obscene, lewd, or indecent (i.e. unclothed drawings, depictions, or pictures of oneself or others to another individual).
23. **Physical Harm:** Conduct in which a student engages or threatens to engage in, that poses a danger of causing physical harm to others.
24. **Disturbing the Peace and Destruction of Property:** Conduct which would disturb the peace, injure any person (including hazing), cause property damage, directly impede the lawful activities of others, interfere with University faculty or staff in the performance of their duties, or interfere with the educational process and the orderly operation of the University or which may impede its teaching, research, administration, disciplinary proceedings, and public service functions (Regional University System of Oklahoma Policy Manual; Section 4.3.3.f.)
25. **Theft or other abuse of computer and network resources**, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized file transfer, modification, deletion, or security access parameters.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or University official.
  - e. Use of computing facilities to view or send obscene or abusive messages.
  - f. Use of University computing facilities and/or other University resources to interfere with normal operation of the University computing system or network.
  - g. Any violation of the University Technology and Network Usage Policy, which can be located at [https://myecu.ecok.edu/ICS/icsfs/Technology\\_network\\_usage\\_policy.pdf?target=be58f2e1-bf2548ce-bc39-783a09b2c2ab](https://myecu.ecok.edu/ICS/icsfs/Technology_network_usage_policy.pdf?target=be58f2e1-bf2548ce-bc39-783a09b2c2ab) (You must be logged into MyECU in order to view this document).
26. **Abuse of the student conduct system** including but not limited to:
  - a. Failures to obey the notice of a hearing body or University official to appear for a meeting or hearing as part of the student conduct system.
  - b. Falsification, distortion, or misrepresentation(s) of information before a hearing body or University official.
  - c. Disruption or interference with the orderly conduct of a hearing body proceeding.
  - d. Facilitation of an unauthorized Student Conduct Hearing.
  - e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system.



- f. Attempting to influence the impartiality of a member of a hearing body prior to and/or during the course of the student conduct proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a hearing body prior to, during, and/or after a hearing body proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct by the Vice President for Student Development or designee, the Student Conduct Committee, or any other University Official who has the authority to impose sanctions.
  - i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.
  - j. Failure to complete assigned sanctions by the specified deadline.
27. **Title IX Sexual Harassment, Sexual Assault, Sexual Misconduct, and Stalking violations** are governed by East Central University's *Title IX Policy for Students, Faculty and Staff*, which can be found at <https://www.ecok.edu/policies-and-handbooks/title-ix-resources>. All East Central University community members are responsible for reading, understanding, and following the Title IX policy.
28. **Tobacco:** The use, sale, or distribution of all forms of tobacco products including, but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, spit tobacco, herbal tobacco products, vapes, e-cigs, and puff bars. The University prohibits tobacco use on all University grounds, in all University buildings, all University grounds (including parking areas), outside of buildings, common outdoor areas, and University vehicles(s) owned or leased by the University.
29. **Gambling** for money or other things of value on campus or at University sponsored activities, except as permitted by law.
30. **Retaliation**, such as initiating (directly or indirectly) any adverse action against an individual or organization in reprisal to the person's or organization's reporting of a university policy violation or crime. This includes any adverse action against an individual or organization assisting in or witnessing such a report.

## H. Legal Proceedings and University Student Conduct Procedures

University student conduct proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code of Conduct. Conduct, such as when both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Code of Student Conduct may be carried out prior to, simultaneously with, or following civil and/or criminal proceedings off-campus. Moreover, determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because of criminal charges arising out of the same facts.

When a student is charged by federal, state, or local authorities with a violation of law, the University has the ability to request or agree to special consideration for that individual because of his or her status as a student.

If the alleged offense is also the subject of a proceeding before a hearing body under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters are typically handled internally within the University community. The

University will cooperate with law enforcement and other federal, state, or local agencies in the enforcement of criminal law on-campus and in the conditions imposed by criminal courts for the rehabilitation of student violators, as required by federal privacy and compliance laws including, but not limited to, the Family Educational Rights and Privacy Act of 1974. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

When a student is charged by federal, state, or local authorities with a violation of law, the University has the ability to grant special consideration to individuals regarding the student conduct proceedings, due to legitimate circumstances and an absence of imminent danger. Legitimate circumstances will be determined by the Dean of Students.

## **I. Reporting Incidents**

Any member of the University community may file a written complaint against any student for violations of the Student Code of Conduct. Complaints shall be submitted electronically to the Dean of Students. All complaints should be submitted as soon as possible after the event takes place or as soon as the complainant becomes aware of an incident, preferably within forty-eight (48) University business hours. The student conduct process requires a written statement from the Complainant, unless other documentation outweighs the need for the written statement. The Incident reporting form may be acquired online at [Incident Reporting Form](#).

### **Reporting Title IX Incidents of Sexual Misconduct, Sexual Harassment, and Sexual Assault**

To report any act of discrimination, harassment, or retaliation covered by the East Central University Title IX Policy, the primary point of contact is the Title IX Coordinator. Students may wish to contact the Dean of Students as an alternate option. The Incident reporting form may be acquired online at [Report Relationship / Interpersonal Violence, or Sexual Misconduct \(Title IX\)](#).

Ty Anderson, EEO/Title IX Coordinator, Administration Bldg., Room 160, 580-559-5217,  
tanderson@ecok.edu

Nicholas Buckley, Dean of Students, Administration Bldg., Room 102, 580-559-5210,  
nicpbuc@ecok.edu

## **J. Prohibition of Retaliation for Reporting**

Retaliation against complainants and/or alleged victims of persons accused of ECU policy violations is prohibited by University policy and federal and state laws. Retaliation includes, but is not limited to, threats, hazing, intimidation, stalking, and/or reprisals against anyone who reports or files a complaint against an ECU student. This policy also prohibits retaliation against witnesses of alleged policy violations.

## **K. Amnesty Policy**

East Central University encourages:

- a. The reporting of alleged sexual misconduct.
- b. Seeking emergency medical assistance for themselves or others in alcohol or drug-related medical emergencies.

The University also recognizes that the potential for disciplinary action by the Office of Student Development may act as a deterrent to reporting and/or seeking medical assistance. Therefore, the University may offer amnesty for minor conduct violations to:

- a. A student who may have committed a minor violation at the time of a more serious incident, or;
- b. A student who offers help to those who need medical assistance.

If amnesty is offered, educational options may be explored, but no conduct actions or record will result.

## **L. Temporary Suspensions**

In cases where there is a student who poses an immediate and present danger or ongoing threat of damage to life, University property, or disruption of normal University operations, the University may impose a Temporary Suspension from a University residence hall/apartment or the University, prior to a hearing. Such an administrative decision will be effective immediately to ensure the safety and well-being of members of the University community, preservation of University property, students' physical or emotional safety and/or well-being. During the specified temporary suspension period, a student may be denied access to the University residence halls/apartments, to all University premises (including classes), and/or all other University sponsored on- and off-campus activities, including, but not limited to approved student organization on- and off-campus events. The temporary suspension does not replace the regular student conduct process, which shall resume at the conclusion of the temporary suspension time period.

- a) The conduct officer may impose a university or university housing temporary suspension prior to the student conduct conference.
- b) Temporary suspension may be imposed only:
  - 1) To ensure the safety and well-being of members of the university community or preservation of university property;
  - 2) To ensure the student's own physical or emotional safety and well-being; and/or
  - 3) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.
- c) During the temporary suspension, a student may be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the conduct officer may determine to be appropriate.
- d) The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.
- e) The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of a subsequent show cause meeting at which the student may show cause why his or her continued presence on the campus or in university housing does not constitute a threat. (Regional University System of Oklahoma Policy Manual; Section 4.4.5)

The student shall be notified of this action and reasons for the temporary suspension electronically. Unless extenuating circumstances prevent the immediate scheduling of a hearing, then the notice shall also include the date, time, and place of a subsequent Student Conduct Hearing. In cases where a hearing is unable to be immediately scheduled, a subsequent letter will be sent to specify the date, time, and place of the upcoming Student Conduct Hearing at the earliest possible time. The Student Conduct Hearing shall provide the student with an opportunity to hear and contest all complaints and demonstrate why his or her continued presence on the University campus or within University Housing facilities does not constitute a threat.

#### **M. Investigations**

Once the Office of Student Development receives a written complaint, the Dean of Students may investigate to determine if the complaint has merit. Investigations may consist of Informal Conduct Meetings (interviews) with the complainant, any alleged victims, the respondent, the president of a respondent organization, possible witnesses, and the evaluation of relevant documentation such as photographs, video, and cellular telephone logs. Generally, contacts with the complainant, the respondent, and possible witnesses are made by a telephone call, email, or post letter sent to available on- or off-campus addresses or classrooms. This contact is established to arrange for an Informal Conduct Meeting.

Students who are contacted by the Office of Student Development should respond immediately by following the directions specified in the personal conversation, voice mail, email, and/or post letter that they receive and schedule a meeting with the Dean of Students by the deadline identified within the notice. Notices issued through University email addresses are considered proper notification to students (Section VI.H.). Students are responsible for checking their email on a regular basis for University communication. Failure to comply with these directions can be considered a violation of University policy, Section III.G.8.

If a respondent or representatives from an accused organization who have been provided with notice do not appear before a hearing body for a Student Conduct Hearing, then the information in support of the complainant shall be presented and considered in the absence of the respondent. A decision shall be made without the benefit of the respondent or members of the accused organization's personal input, unless a documented dire emergency can be verified to account for the respondent's or respondent organization's absence. The purpose of the Informal Conduct Meetings is to give the complainant and respondent the opportunity to voice their version of the incident and recommendation for outcome. Students will also be given the opportunity to indicate an informal or formal resolution preference.

The Dean of Students may determine if the complaints can be disposed of administratively by an informal resolution or dismissed. If the allegations are not admitted to and/or cannot be reasonably disposed of by informal resolution, the Dean of Students may refer the case to another hearing body to be resolved formally (see Section III.O.). The hearing body that hears the complaint, either formally or informally, will make a determination of responsibility based upon a preponderance of the evidence standard. Under this standard, the designated hearing body will seek to determine what more than likely

occurred. Formal rules of due process, procedure, and/or technical rules of evidence such as are applied in criminal or civil courts are not used in student conduct proceedings.

#### **N. Informal Resolution: Student Conduct Meetings**

The Informal Resolution Option is conducted through a series of investigative interviews with the complainant, any alleged victims, the respondent, the president of a respondent organization, and possible witnesses.

An informal decision shall be made after enough information has been gathered and/or received to make a final determination by the Dean of Students, or designated hearing body. Some preferences to resolve matters informally or formally may not be honored, due to the specific nature of the case and matters involved.

The hearing body's determination shall be made on the basis of whether it is more likely than not that the respondent or accused organization violated the Code of Student Conduct.

#### **O. Formal Resolution: Student Conduct Hearings**

If the complaints cannot be appropriately resolved in an informal manner, then official notice of all the allegations or complaints shall be presented to the respondent or the president or designee(s) of the respondent organization in written form (if they have not already been presented). A copy of the official notice and advisement of the upcoming hearing shall be forwarded to the identified advisor and/or national headquarters of the respondent organization. Official notice of the allegations or complaints shall also be presented to the complainant and/or alleged victim (if different than the complainant). A date and time shall be set for a hearing which does not conflict with student class schedules. At the discretion of the Dean of Students, the date and time for Student Conduct Hearings may be adjusted due to exigent circumstances, such as cases involving Temporary Suspension (see Section III.Q.1.r). All Student Conduct Hearings are closed and shall be conducted in private.

1. The notice for the hearing shall include:
  - a. A statement of the date, time, place, and nature of the hearing;
  - b. Identification of the authority and jurisdiction under which the hearing is to be held;
  - c. A reference to the particular sections of the University policies involved; and,
  - d. A concise statement of the matters asserted. If the University or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved.
  - e. The Student's rights.
2. Opportunity shall be afforded to all parties to respond and present information and arguments on all issues involved.
3. The record in a Student Conduct Hearing and/or Appeal Hearing shall include:
  - a. All acknowledgements, questions, challenges, and denials;
  - b. Information received or considered at the Student Conduct Hearing;

- c. Entries and offers of new information, challenges, and decision thereon;
  - d. Proposed conclusions and exceptions;
  - e. Any decision, opinion, or report by the committee chair at the hearing; and,
  - f. All other information or data submitted to the committee chair or University Official in connection with their consideration of the case, provided all parties have had access to such information.
4. The complainant, respondent, respondent organization representative(s) and their advisor, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing, except the deliberation period(s). Admission of any additional person(s) to the hearing or the role adjustment of any currently involved person(s) shall be at the discretion of the chairperson of the hearing body.
  5. In Student Conduct Hearings involving more than one (1) respondent, the chairperson of the hearing body, at his or her discretion may permit the hearings concerning each student to be conducted separately or jointly.
  6. The complainant, the respondent, and/or the respondent organization representative(s) shall have the right to challenge the participation of any member of the student conduct hearing body. The Chair of the hearing body shall consider the merit of the challenge and decide to either retain the hearing body member or dismiss the hearing body member for that particular case.
  7. The complainant, the respondent, and/or the respondent organization representative(s) shall have the right to be assisted by any advisor they choose, at their own expense, unless that person's presence and/or actions disrupt the operations of the hearing. The complainant, the respondent, and/or the respondent organization representative(s) may be assisted by no more than one (1) advisor. The advisor may be an attorney. The complainant and/or the respondent or organization is responsible for presenting his, her, or their own case and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing before a hearing body. Participating students should select an advisor or person whose schedule allows attendance at the allotted dates and times for Student Conduct Hearings. Generally, delays shall not be allowed because of scheduling conflicts of advisors.
  8. The complainant, the accused, and the hearing body shall have the privilege of presenting witnesses, subject to the right of cross-examination by each party. The complainant and respondent will be required to identify their proposed witnesses to the hearing body, no later than two (2) University business days prior to the Student Conduct Hearing. A witness list form may be acquired from and submitted to the Office of Student Development. In addition, the Witness List Form is accessible on the portal – MyECU>Student>How Do I Documents> Student Development Office Forms>Witness List Form
  9. The complainant and the respondent will be allowed to present no more than five (5) witnesses each, of which only two (2) may be character witnesses. Advisors may not serve as witnesses during the same hearing. Witnesses shall provide information to and answer questions from the hearing body and opposing parties. Questions from the opposing parties shall be directed towards the chairperson of the hearing body rather than to the witness(es) directly. The chairperson may allow or disallow questions based on relevance to the charges. This method is used to preserve the educational tone of the Student Conduct Hearing and to avoid the creation of a hostile environment.

10. Members of the committee may ask questions of any person present during the hearing and the chair will invite questions and comments from the accused student if present. Since decisions are based only on the preponderance of evidence introduced at the hearing, the chair may reconvene the hearing if the committee decides that essential information has not been presented. The hearing shall be reconvened at the earliest practical time that the necessary information will be available (Regional University System of Oklahoma Policy Manual; Section 4.4.8.f.).
11. Pertinent records, exhibits and written statements may be accepted as information for consideration by a hearing body at the discretion of the chairperson.
12. All procedural questions are subject to the final decision of the chairperson of the hearing body. The chairperson may consult with a representative of the Vice President of Student Development and/or University Legal Counsel at any point during the hearing.
13. Formal rules of due process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings.
14. After the hearing, the hearing body shall determine (by majority vote if the hearing body consists of more than two (2) persons) whether the respondent or the accused organization has violated each section of the Code of Student Conduct that the respondent or accused organization allegedly violated.
15. Specified deliberation times are set for the Student Conduct Hearing Board (usually 30 to 60 minutes), after which a decision can be communicated verbally to the respondent. If the Student Conduct Hearing Board determines it needs additional time for deliberation, the respondent will be excused from the hearing, and a decision will be determined and communicated within five (5) University Business days.
16. The Dean of Students will determine what sanctions if any should be applied to the responsible student.

**Safety Precaution Options:** The hearing body may accommodate for the personal safety, well-being, and/or fears of confrontation of the complainant, respondent, and/or other witnesses during a Student Conduct Hearing by providing separate facilities, videoconference capabilities, permitting participation by telephone, written statements, or other means, as deemed appropriate by the Vice President for Student Development or designee.

#### **P. Notice of Final Outcome**

The complainant and respondent or respondent organization representative shall be informed of the final determination of responsibility for each specific alleged policy violation. The hearing body shall provide the respondent or president of the respondent organization with written notice of the final outcome of the investigation and/or Student Conduct Hearing. In accordance with the laws of the Federal Educational Rights and Privacy Act of 1974 and the Crime Awareness and Campus Security Act of 1990, the complainant or alleged victim (if different from complainant), shall be provided written notice of the outcome of the investigation and/or Student Conduct Hearing of crimes of violence. Crimes of violence include arson, assault and/or battery offenses, intimidation, stalking, burglary, criminal homicides, destruction or damage to property, kidnapping or abduction, robbery, and sexual

misconduct offenses (harassment, stalking, and/or sexual assault). If appropriate, the identified advisor and/or national headquarters of the accused organization shall receive a copy of the final outcome letter.

## Q. Sanctions

1. Penalties for violation of University regulations or law may include one (1) or a combination of the following:
  - a. **Warning** - A verbal and/or written notice to the student that the student is violating or has violated University regulations.
  - b. **Apology Letter** - A typed and signed apology letter by the respondent(s) acknowledging responsibility for the University violation(s) and providing a sincere expression of remorse to the victim(s) and/or stakeholders of the misconduct.
  - c. **Probation I** - A written reprimand for violation of specified regulations and a loss of privilege from representing the University in on or off-campus co-curricular academic, athletic, or other social functions sponsored by the University during the probationary period. Probation is for a designated period of time and includes the probability of more severe sanctions, such as suspension or expulsion, if the student is found responsible for violating any further institutional regulation(s) during the probationary period.
  - d. **Probation II** - Due to previous university violations at other institutions and/or law violations prior to admittance to East Central University, a specified conditional period of enrollment may be applied to an incoming student. The conditional period may include a denial of access to one or more of the following areas and/or events of East Central University:
    - i. Any University-sponsored co-curricular events;
    - ii. Any Housing and Dining Facility;
    - iii. Specifically identified Academic Building(s);
    - iv. Intramurals Participation; and/or
    - v. Any specifically identified University buildings or facilitiesThe conditional period may also include one or more of the following requirements:
    - i. Periodic or Regular Check-Ins with the ECU Police Department;
    - ii. Periodic or Regular Check-Ins with the Dean of Students; and/or,
    - iii. Periodic or Regular Check-Ins with designated Housing and Dining Officials
  - e. **Deferred Suspension** - Official suspensions may be deferred for a semester or an indefinite period of time. The suspension will be automatically enforced for any subsequent violation of the Student Code of Conduct or local, state, or federal laws. If a student or student organization commits a violation of the Student Code of Conduct or local, state, or federal laws, while on deferred suspension and is found responsible, then the student will be automatically suspended. In addition, the student or student organization will be responsible for completing the subsequent sanctions, which may be applied for the most recent violation.
  - f. **Loss of Privileges** - Denial of University privileges for a designated period of time, such as denial of entry or usage of certain areas on-campus or restricted usage or attendance of certain University privileges or events.



- g. **Disciplinary Conduct Hold** - A student given a disciplinary hold may be required to have enrollment and subsequent registration approved through the Vice President of Student Development or designee. A disciplinary hold may also be utilized to ensure compliance with other sanctions or requests to appear.
- h. **Fines** - Established and published fines may be imposed for violating University policies. In addition, fines may be imposed for failure to complete assigned sanctions by designated deadlines.
- i. **Parental Notifications** - If a student is under the age of twenty-one (21) and has been found responsible for violating any local, state, or federal laws, including any alcohol or controlled substance policies, then the Dean of Students may contact and discuss the matter and/or resolution with the parents or legal guardian of the student.
- j. **Assessments/Evaluations** - A directive to attend and actively participate in 1-2 appointments or sessions that will aid in the direction of the overall sanction learning outcome. These appointments or sessions may be facilitated by the ECU Student Counseling Center or other campus or non-campus agency.
- k. **Program Participation** - A directive to attend, actively participate, and successfully complete individual and/or group appointments or sessions that will aid in the direction of the overall sanction learning outcome. These appointments or sessions may be facilitated by the ECU Student Counseling Center or other campus or non-campus agency. Generally, sanctions that involve therapy shall specify a certain number of appointments or sessions for successful completion.
- l. **No Contact Order** - A directive that prohibits all forms of contact with another person or persons, which specifies a time period of enforcement. Forms of contact may include, but are not limited to, telephone calls, contact through another person, contact initiated through social media, attendance of certain University-sponsored events, text messages, e-mail or any other electronic means. A No Contact Order may be temporarily instituted prior to a hearing as a means of preserving the safety of the University learning community and balancing the rights of respondents and/or as a final sanction at the conclusion of a hearing. Violation of the No Contact Order may result in a final sanction of suspension from the University.
- m. **Restitution** - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- n. **Discretionary or Educational Sanctions** - Community service, program development / promotion, program participation and/or completion, written assignments, service to the University, research assignments, or other related discretionary assignments.
- o. **Residence Hall Transfer** - A student resident may be required to transfer residence halls due to a policy violation or pattern of policy violations that affect a particular residence hall community. This transfer may be for a specified or indefinite period of time.
- p. **Residence Hall Contract Termination** - Separation of the student from the Residence Halls for a period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
- q. **Residence Hall Status Change:** The sanctions may include:
  - i. Restriction on visitation to specified buildings or all university housing.
  - ii. Reassignment to another university housing facility as determined by Office of Housing & Residential Life.

- iii. Suspension from a University housing facility for a specified period of time, after which the student is eligible to return. Conditions for returning may be specified.
    - iv. Removal from living in or visiting any University housing facility. - Permanent separation of the student from the Residence Halls.
  - r. **Temporary Suspension** – A student may be temporarily suspended from the University or University Housing facilities prior to, before or during an investigation if one (1) or more of the following is necessary:
    - i. To ensure the safety and well-being of members of the University community or the preservation of University property;
    - ii. To ensure the student's own physical or emotional safety and well-being; and/or,
    - iii. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
  - s. **Conduct Probation** - A student may be placed on conduct probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's personnel folder and the disciplinary hold on his or her record is removed at the discretion of the conduct officer (Regional University System of Oklahoma Policy Manual; Section 4.4.5.c.).
  - t. **Suspension** - A student may be suspended from the university for reasons of conduct for a definite period of time not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of suspension (Regional University System of Oklahoma Policy Manual; Section 4.4.5.d.).
  - u. **Expulsion** - When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the university (Regional University System of Oklahoma Policy Manual; Section 4.4.5.e.).
1. More than one (1) of the sanctions listed above may be imposed on any single violation. Furthermore, the aforementioned sanctions are not meant to be a comprehensive list.
  2. Other than University suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's private education records.
  3. The following sanctions may be imposed upon student clubs, groups or organizations:
    - a. Those sanctions listed above in Section III.P.1.
    - b. Restriction of hosting certain programs.
    - c. Requiring a change of on-campus advisors as a condition of continued or renewed University recognition.
    - d. Deactivation or loss of selected or all privileges, including University recognition, for a specified period of time.
    - e. Notification of governing entity.
  4. Following the investigation or Student Conduct Hearing, the hearing body and/or the Dean of Students shall advise the respondent or respondent organization representative and complainant in writing, when appropriate, of its determination and of the sanction(s) imposed, if any.

5. Any student or student club, group or organization found responsible for a violation of University policies which does not result in their temporary suspension, suspension, expulsion, shall not be entitled to a request for an Appeal, as specified in Section III.R. Additionally, any student or student clubs, groups or organizations found responsible for a violation of the University policies which results in their suspension or expulsion, shall be entitled to a Student Conduct Appeal Hearing by the Student Conduct Committee, as specified in Section III.R.
6. If a student appeals a decision of suspension or expulsion, the decision will not become effective until after the appeal hearing before the Student Conduct Committee, unless a temporary suspension remains in place in accordance to the policies herein. The Vice President for Student Development reserves the right to intervene and/or hear any case of student misconduct.

## **R. Student Appeals Process**

The decision of the Dean of Students shall be final and not appealable except in cases of suspension, expulsion or degree revocation which may be appealed to a committee on student conduct (Regional University System of Oklahoma Policy Manual; Section 4.4.6.). An appeal is a review of the original hearing, not a new hearing. The Appeal Request process serves as a procedural safeguard for the student(s) involved. The complainant(s), respondent(s), or president of a respondent organization may request that the decision reached or sanction(s) imposed by a hearing body be reviewed, according to the grounds described below.

All sanctions imposed by the original hearing body will be in effect during the appeal request and review. A request may be made to the Vice President for Student Development for special consideration, due to exigent circumstances, but the presumptive stance of the University is that the sanctions will stand. Graduation, study abroad, internships, co-curricular activities, and athletic team involvement do not, in and of themselves, constitute exigent circumstances. Hence, students may not be able to participate in those activities during their appeal request and review. In cases where the appeal reviews result in a reinstatement to the University or of a return of previously lost privileges, all reasonable attempts will be made to restore the students to their prior status and assist with correspondence for missed coursework, while acknowledging that some opportunities may be lost in the short term. The University shall maintain safety as the first priority.

A request for an appeal shall be limited to a review of the investigation, findings of the initial investigation, related hearing, and supporting documents for one (1) or more of the following purposes:

1. **Disproportionate Sanction(s):** The sanctions imposed are significantly disproportionate to the severity of the violation.
2. **New Information:** To consider new documentation, unavailable to the appellant during the original hearing or investigation, that could substantially impact the original finding or sanction(s). A summary of this new documentation and its potential impact must be included.
3. **Procedural Error:** To determine that a procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. unjustified and significant deviation from published procedures, etc.).

4. **Unsupported Conclusion:** To determine whether the decision reached regarding the respondent was based on substantial information—whether the facts discovered and disclosed were sufficient to establish that a violation of the ECU Student Code of Conduct actually occurred. (Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.)

A decision reached or sanction imposed by a hearing body may be appealed by the respondent(s) or complainants. To initiate an appeal, a student must make the written request by completing and submitting the Student Conduct Appeal Form. Appeal Forms can be acquired from the Office of Student Development, Administration Building, Room 102, (580) 559-5208 or the Office of Student Development portal at MyECU>Student>How Do I Documents> Student Development Office Forms>Conduct Appeal Request Form. All appeals must be, completed, signed, dated, and submitted to the Office of Student Development within two (2) University days after the disciplinary decision has been rendered and received. Failure to check or claim notice of the disciplinary decision by email, US Postal Service, or campus mail will not constitute an acceptable reason for non-receipt of the original decision.

In cases where newly acquired or discovered documentation, sufficient enough to alter the original decision is submitted as an appeal request beyond the expired appeal deadline (up to 12 months after the original decision is rendered), the matter may be reviewed by the Dean of Students for consideration of re-opening the case. If the newly acquired or discovered documentation was not accessible during the original appeal deadline, then the Dean of Students may conduct an initial review of the newly submitted appeal form and remand the case to the original hearing body for re-opening of the hearing to allow reconsideration of the original determination and/or sanction(s). If the newly acquired or discovered documentation is not sufficient enough to alter the original decision, the appeal request may be denied.

#### **1. Appeals Heard by the Student Conduct Committee**

The Student Conduct Committee consists of faculty, administrative staff, and student members who review appeal requests that involve cases resulting in suspension or expulsion. The Dean of Students will inform the opposing party of the appeal request filed (e.g., if the respondent appeals, the appeal will be shared with the complainant, who may also wish to file a response). After receiving the appeal request, the Chair of the Student Conduct Committee will initiate an initial review of the appeal request to determine if the appeal request has met the deadline requirement and the aforementioned grounds for appeal. Then, the Chair of the Student Conduct Committee shall draft a response memorandum, which shall be shared with the complaint(s), respondent(s), or president of a respondent organization, and the Dean of Students. The original finding and sanction will stand if the appeal has not met the deadline requirement or does not meet one (1) or more of the aforementioned grounds for appeal. If the appeal has met the deadline requirement and the grounds for appeal, then the appeal request will be further reviewed by the Student Conduct Committee Conduct through a formal appeal hearing. At the appeal hearing, the party requesting the appeal must demonstrate error in their selected grounds for appeal, as the original findings and sanctions will be presumed to have been decided reasonably and appropriately.

Appeal Hearings before the Student Conduct Committee will be conducted in the same manner as formal hearings (See Section III.O). Generally, the Dean of Students shall serve as the University's representative in appeals before the Student Conduct Committee.

### **S. Outcome of an Appeal Hearing**

The outcome of a student conduct appeal will result in one (1) of three (3) outcomes:

1. That the original hearing body's determination is affirmed;
2. That the original hearing body's determination be modified;
3. That the original hearing body's determination be reversed.

The outcome shall be final. In general, appeals should be reviewed within fifteen (15) University business days of the submitted written request.

### **T. Administrative Appeals of Hearing Body Final Order**

Any order of a hearing body/hearing officer shall be final unless resulting in Temporary Suspension, Suspension, or Expulsion. In these instances, the student, within three (3) University Days after the disciplinary decision has been rendered and received, must lodge a written appeal with the Vice President for Student Development. An appeal may be filed only when the order of the hearing body/hearing officer results in the temporary suspension, suspension, or expulsion of the student. Appeals with the Vice President for Student Development shall relate to procedural matters only. Procedural Appeals must be addressed to the Vice President of Student Development and delivered or mailed to the Office of Student Development, Administration Building, Room 103, (580) 559-5208.

### **U. Administrative Appeals of a Student Conduct Committee Final Order**

Any order of the Student Conduct Committee affirming temporary suspension, suspension, or expulsion of a student shall be final, unless, within three (3) University days after the disciplinary decision has been rendered and received, the student lodges a written appeal with the President of the University. Appeals with the President shall relate to procedural matters only. Procedural appeals must be addressed to the President of the University. Written appeals to the President should be submitted through the Dean of Students. Any decision of the hearing body/hearing officer that does not result in the temporary suspension, suspension, or expulsion of the student will not be subject to appeal.

## **IV. ACADEMIC POLICIES, RIGHTS, AND RESPONSIBILITIES**

### **General Statement**

Students are responsible for reviewing the information contained in the official University catalog. The catalog contains regulations governing academic programs, course requirements, campus life, and other important information. The University catalog may be acquired via the University website at <https://www.ecok.edu/academics/catalog>.

### **A. Responsibility of the Student**

Each student is individually responsible for knowing and upholding academic integrity by scrupulously avoiding any conduct that would lead to violation of the Academic Integrity Policy. Detailed information regarding prohibited actions, sanctions, and due process procedures related to academic integrity may be obtained via the University website at:

<https://www.ecok.edu/academicaffairs-programs/academic-affairs/academic-integrity-policy> .

Academic Integrity Policy violations are not handled by the same procedures used for other Student Code of Conduct violations.

## V. STUDENT ORGANIZATION EXPECTATIONS AND RESPONSIBILITIES

East Central University recognizes the fact that every individual is unique and may excel in a wide range of areas. Therefore, ECU strives to provide an environment in which students, staff and faculty create activities and organizations in an effort to enhance co-curricular life. These activities and organizations provide students with the opportunity to develop leadership skills, build relationships and take an active role in the formation of campus plans and policies. A listing of active student organizations and activities at East Central University can be obtained at the Office of Student Leadership Development, located in the Bill S. Cole University Center, (580) 559-5207 or online at <http://www.ecok.edu>.

### A. Responsibilities of Active Student Organizations

1. In order to obtain and maintain active organizational status, the following steps must occur:
  - a. Register your student organization with the Office of Student Leadership Development with names of at least six members (inclusive of the officers).
  - b. Submit a dated constitution and/or bylaws.
  - c. Confirmation from any full-time faculty or staff member willing to serve as an advisor.
  - d. Renew your student organization every year between April 1st and the first Friday in August.
2. All Greek social organizations must be an active and recognized member of the appropriate ECU recognized Greek governing body, and abide by the rules and regulations of the appropriate ECU recognized Greek governing body. The ECU Office of Student Leadership Development is responsible for identifying the appropriate governing body. Greek social organizations that are not active and/or are not recognized members of their governing council may have their University recognition revoked.
3. The organization and organizational officers are responsible for upholding the rules and regulations of East Central University. This responsibility cannot be delegated to advisors, campus police, and/or others and applies to activities on and off East Central University campus. Violations will be reviewed by the University and may result in, but not limited to, denial of facility usage, revoking of recognized organizational status, individual and/or group discipline.
4. The Office of Housing, Residence Life & Dining Services must give prior approval to any organized student activity that is to take place in the residence halls.
5. Auxiliary organizations with no East Central University student organization chapters (i.e. Little Sister or Little Brother groups) will not be recognized and/or permitted on the campus of East Central University.
6. Student Organization rules and constitutions do not supersede the policies and procedures of East Central University.
7. Any organization's rules, regulations, laws or procedures remain revocable.
8. The Coordinator of Student Leadership Development and Activities will resolve conflicts concerning interpretation of individual constitutions.

9. All contracts paid from University funds must be routed through the proper channels. Contracts that do not follow procedure will not be upheld by the University

## **B. Student Organization Facility Utilization Policies**

1. Active Student Organizations may reserve campus facilities for use during organization activities. To reserve facilities, an organization must contact the ECU Facility Coordinator for the building to avoid scheduling conflicts. Events outside of a building must also be scheduled by contacting the appropriate party.
2. All Greek Life organization events being held outside a campus facility must be approved by the Coordinator of Student Leadership and Activities. Greek social organizations recognized by the Office of Student Leadership Development and their respected governing council must schedule outside campus facility events with the Office of Student Leadership Development. Forms for Greek social organizations are available in the Office of Student Leadership Development, Bill S. Cole University Center.
3. Instructions for reserving and canceling campus facilities may be acquired in the Office of Student Leadership Development, Bill S. Cole University Center, (580) 559-5207 or online at <https://www.ecok.edu/student-development/campus-involvement/getinvolved> .
4. Active student organizations may post and distribute signs, handbills, flyers and displays in designated University locations. Please refer to the Public Posting Guidelines on the Office of Student Leadership Development website for information on how to have signs approved, where to chalk, etc.
5. Active student organizations may request funding from the ECU Student Senate. Details on how to obtain funding can be found on the Student Senate website at <https://www.ecok.edu/involvement/student-government-association/student-senate>
6. Active student organizations that acquire funds other than those from the Student Senate are required to maintain those funds in a cash account with ECU Controller's office. Details on the operation of student organization cash accounts can be found in Section V.G.1.
7. Student organizations may find information regarding policies and procedures on the Office of Student Leadership Development website at <https://www.ecok.edu/involvement/student-clubs-organizations>
8. In addition to the privileges of active student organizations, the Office of Student Leadership Development will provide the following to active Greek social organizations:
  - a. inclusion in the Greek Life brochure
  - b. Promotion through mailings, website, newspaper advertisements, etc.
  - c. a grade report each semester to chapter presidents, pending signed releases from membership.
  - d. new member educational programming
  - e. facilitating roundtable discussions with chapter presidents and advisors
  - f. advising Greek governing councils
  - g. administrative and financial support of recruitment efforts
  - h. Opportunity to participate in membership recruitment events (Rush, Recruitment, Greek Discovery Day, etc.).

### **C. Membership in Active Student Organizations**

1. All student organization members must be enrolled at ECU. Student Organizations that have constitutionally established city-wide, state-wide, or multiple university charters and have registered in such manner with the Office of Student Leadership Development shall be deemed acceptable under this policy.
2. To serve as an officer of a recognized student organization, a student must be currently enrolled at ECU, have a cumulative GPA of 2.5 and maintain a 2.5 each semester of participation. Students falling below the minimum GPA requirements for any given semester may not serve as an officer during the following semester (fall and spring, not summer) until GPA requirements are met.

### **D. Establishing a New Student Organization**

If a student wishes to participate in a student organization whose purpose is not currently addressed by any existing student organization, that student may form a new student organization and apply for recognition by registering with the Office of Campus Involvement. In order to start a new student organization, a group must have six students in the membership (inclusive of officers), a faculty/staff advisor and a constitution, and establish a financial account with the ECU Controller's office. The Coordinator of Student Leadership Development & Activities will let you know when you are approved.

### **E. Inactive Status**

1. Any student organization that fails to complete the materials necessary to maintain active status will be deemed inactive.
2. Inactive student organizations may regain active status by completing the renewal steps:
  - a. Updating their profile with the Office of Student Leadership Development including updated officer names and a dated Constitution.
  - b. Providing representation to fifty percent (50%) of all regularly scheduled President's Club meetings.
3. A student organization that has remained on the "Inactive Student Organizations" list for two (2) consecutive years will have its official recognition revoked.

### **F. Disciplinary Suspension**

1. The Vice President for Student Development or designee may place a student organization on disciplinary suspension for violations of University policies by the student organization or its leaders or members. A student organization placed on disciplinary suspension loses all privileges reserved for active student organizations.
2. Student organizations placed on disciplinary suspension may regain active status in the following way:
  - a. Meet all the requirements set forth by the Vice President for Student Development or designee. Greek organizations must also meet the requirements set forth by the appropriate governing body.
  - b. Discuss the objectives and goals of the organization with the Coordinator of Student Leadership Development & Activities.
  - c. Review the former constitution. Revise, update or approve the constitution and submit it to the Office of Student Leadership Development.



- d. Complete an advisor agreement listing at least one (1) full-time faculty or staff member. Additional advisors may be added from on and off-campus.
  - e. When all the required information has been received and approved, the Vice President for Student Development will forward a letter of official University recognition to the officers and advisors of the organization.
3. Student organizations that have been placed on disciplinary suspension by the Vice President for Student Development or his or her designee may reserve campus facilities for informational meetings only during the last semester of their suspension. The Vice President for Student Development or his/her designee must approve the scheduling of rooms for, and publicizing of, informational meetings by inactive student organizations. Student organizations placed under disciplinary suspension are limited to one (1) on-campus informational meeting per semester. An informational meeting is defined as a gathering where the purpose of the organization is the only topic of discussion. No memberships or bid cards may be completed at these meetings. All informational meetings held by Greek organizations must abide by the rules set forth by the appropriate governing body.

#### **G. Student Organization Financial Accounts**

East Central University requires that all student organization funds be deposited in the ECU Bursar's Office. However, if the organization is doing fundraising activities and in need of tax donation receipts for donors, then an account should be set up with the ECU Foundation in lieu of one with the ECU Bursar's Office.

##### **ECU Bursar's Office Student Organization Accounts**

1. Funds generated will be deposited in the ECU Bursar's Office. These funds will be credited to the student organization's cash account, to be used only by the organization depositing the funds. Student Organizations may find information regarding policies and procedures related to purchasing, payment services, and travel forms on the ECU Purchasing website at <https://www.ecok.edu/administration/administration-and-finance/purchasing> or in the Administration Building, Room 164, (580) 559-5246. The original request form will be submitted to ECU purchasing for processing. The faculty sponsor of the organization must sign each request. To obtain a list of sponsors with cash account signature authority, please contact the Controller, Administration Building, Room 107, (580) 559-5219.
2. Any funds left by inactive student organizations can only be expended by approval of the Vice President for Student Development. Funds left by groups on disciplinary suspension can only be expended by approval of the Vice President for Student Development.
3. Obligations of debts shall not be left unpaid at the end of the academic year by any organization. If, through error in bookkeeping or otherwise, such obligations should be left, the same shall be paid by the succeeding organization before any further expenditure of funds shall be made during the following year. When unusual circumstances exist and there are unpaid obligations, the Vice President for Student Development may approve payment where adequate monies are available in the account of the organization.

##### **ECU Foundation Student Organization Accounts**

1. If a tax donation receipt is required for funds, a student organization must use the ECU Foundation to deposit those funds.
2. To set up an ECU Foundation Student Organization Account please go to the ECU Foundation Offices located in Sterling L. Williams Alumni & Foundation Center.
3. Any funds left by inactive student organizations or organizations on disciplinary suspension may only be expended by approval of the Vice President for Student Development AND the ECU Foundation Board.

#### **H. Fundraising Guidelines**

An organization wishing to hold a fund-raiser should review the fundraising guidelines at <https://www.ecok.edu/involvement/student-clubs-organizations>

#### **I. Initiation of New Members**

1. Initiations for social organizations shall be held regularly. All initiations for Greek social organizations must be on the social calendar due to the Office of Student Leadership Development by September 1 of the new academic year. The time and place of initiations must be scheduled. Special initiations may be held with the consent of the Coordinator of Student Leadership Development & Activities. Plans for initiations must be approved by the Coordinator of Student Leadership Development & Activities.
2. An advisor of an organization must be present throughout the entire initiation ceremony conducted by the fraternity or sorority. He or she must approve both the quarters in which the initiation is to be conducted and the method of conducting it. He or she shall be responsible for ensuring that no student being initiated is subjected to treatment which is undignified, physically hazardous, or in violation with the ECU Student Code of Conduct or State and Federal Laws. Initiations shall be conducted in such a manner as to not interfere in any way with class work or the academic mission of East Central University.
3. All persons desiring to join a Greek organization must attend the Greek 101 workshop prior to the initiation of new members.
4. Each organization that seeks to recruit and initiate new members into their organization must submit a copy of their national organization's most current hazing policy to the Office of Campus Involvement by September 1st of each academic year. The Office of Student Leadership Development is located in the Bill S. Cole University Center, (580) 559-5207.

#### **J. Oklahoma Law against Hazing**

East Central University has a commitment to be free from hazing, and follows all Oklahoma laws regarding hazing as outlined below:

1. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
2. Any hazing activity described in Section V.J.6. upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any

institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

3. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.
4. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates Section V.J.1., upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeiture for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
5. Any individual convicted of violating the provisions of Section V.J.1. shall be guilty of a misdemeanor, and may be punishable by imprisonment not to exceed ninety (90) days in the county jail, by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), and/or by both such imprisonment and ne.
6. For purposes of this section:
  - a. “Hazing” means an activity which recklessly or intentionally endangers the following:
    1. mental health;
    2. physical health; or,
    3. safety of an individual for the purpose of initiation, or admission into, or affiliation with, any organization operating subject to the sanction of the public or private school or of any institution of higher education in the State of Oklahoma.
  - b. “Endanger the mental health” shall include but not be limited to any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.
  - c. “Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage or intoxicating liquor as defined in Section 506 of Title 37 of the Oklahoma Statutes, non-intoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.
  - d. “Endanger the safety” shall include, but not be limited to freedom from the occurrence or risk of injury, danger, or loss of property, finances, or basic rights which could adversely affect the living conditions of the individual.
  - e. Other activities and situations that may constitute hazing include, but are not limited to the following (coerced or forced): subjection to poor living and/or sleeping conditions, subjection to reside or sleep outside of normal residence, actions of personal servitude towards another

person, line-ups, any special pre- or post-initiation activities that do not contribute to the positive development of the new members, and intentional interference of academic pursuits.

#### **K. Reporting Hazing Activity**

The entire University community shares the challenge and responsibility of reporting hazing activity. Indeed, hazing may occur in academic, Greek, student athletic, band, military, cultural, and/or other interest organizations. Apathy and/or consent in the presence of hazing are not neutral acts; they shall be considered violations of this policy. If you are aware of or have reluctantly participated in any form of hazing, then please contact one (1) of the following offices to report the matter(s):

1. Office of Student Leadership Development, Bill S. Cole University Center, (580) 559-5207
2. Dean of Students, Administration Building, Room 102, (580) 559-5210, or
3. ECU Police Department, Chickasaw Business & Conference Center, (580) 559-5555.

#### **L. Advisor Responsibilities**

The responsibilities of student organization advisors are:

1. To serve as a resource person and to offer guidance, assistance, advice, and encouragement to the organization.
2. To help the organization:
  - a. Determine the goals and objectives for the year
  - b. Develop a plan to achieve the goals and objectives
  - c. Develop adequate funds to finance proposed programs
  - d. Know and understand established University policies and procedures
  - e. Keep adequate organization records for present and future use
  - f. Interpret and help students follow defined University policies for organizations
  - g. Supervise the finances of the organization
  - h. Attend all meetings and social activities of the group, or ensure that other qualified individuals are present
  - i. Become familiar with the constitution and bylaws of the organization and to encourage the officers to review and update the information periodically
  - j. Encourage all members to participate and fulfill their obligations
  - k. Assist officers in evaluating their meetings and programs during the year
  - l. Aid in the facilitation of risk management training and observance during organizational operations and activities
  - m. Attend advisor training once every three years

#### **M. Social Functions**

1. All students and faculty members of East Central University are invited to attend any all-school functions. Closed functions may be limited.
2. All organized social functions sponsored by student organizations must be chaperoned by a registered University faculty or staff sponsor. The members of the various organizations have the

responsibility of obtaining chaperones for their activities. Chaperones should arrive before the activities begin and remain until all participants depart. During the time they are present, the staff/faculty sponsor/chaperone are the representatives of the University and assist students with compliance of University policies and the rules and regulations of the facility in which the activity is located. The Coordinator of Student Leadership Development & Activities reserves the right to require additional chaperones for any activity.

3. Each group will be held responsible for any property damage and for the conduct of individuals (members or guests) attending its social functions. In keeping with University policy, the use or possession of drinks that have alcoholic content is not permitted at any University on-campus function. All student organizations that wish to hold an off-campus event where alcohol will be served must send a representative to an alcohol management training session each academic year. (Please refer to Section V.N. for more information.)
4. Any group sponsoring an activity on campus is responsible for removing all decorations and returning all properties immediately after the function. The use of hay, flammable materials, and/or glitter is not permitted in campus facilities without prior approval.
5. All student organization meetings and activities, which are held on-campus in the evening on Sunday through Thursday, must conclude no later than fifteen (15) minutes prior to the posted closing hours of the building in which the meeting or activity is being held or by 12:00 a.m. (midnight), unless proper prior written authorization is acquired by the ECU Facility Coordinator, and the Coordinator of Student Leadership Development & Activities or Vice President for Student Development. All events held on the weekend must conclude by a reasonable hour. The Office of Student Leadership Development should be consulted regarding dates and activities previously scheduled to avoid conflict with other school programs. The Event Request Form is available in the Office of Student Leadership Development, Bill S. Cole University Center, (580) 559-5207.

#### **N. Scheduling of Speakers and Facility Utilization**

It is the practice of East Central University to encourage student organizations to invite guest speakers to campus for the purpose of imparting discourse to the student body. The organization and its advisor will take responsibility for the planning, conduct, and reception of the program, the visiting speaker, and the audience. Scheduling within five (5) days in advance of the event is required to prompt better attendance, proper reception of the speakers, prevention of scheduling conflicts, traffic (pedestrian or vehicular) hindrances, or disturbance of other University activities. It is recommended that in order to prevent misunderstanding, premature announcement, and confusion, a tentative date and place be explored prior to initial contact, and then scheduling be completed, prior to final commitment.

East Central University, its facilities and students, are subject to the laws of the State of Oklahoma. Therefore, the facilities shall at no time be used by any person who in the language of Senate Bill 729: “by word of mouth or writings, advocates, affirmatively suggests or teaches the duty, necessity, propriety, or expediency, or doing any act of violence, the destruction of or damage to any property, the bodily injury to any person or persons, of the commission of any crime or unlawful act as a means of accomplishing or effecting any industrial or political ends, change, or revolution.”

## VI. OTHER UNIVERSITY POLICIES

### A. Family Educational Rights and Privacy Act (FERPA) of 1974

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. East Central University complies with the guidelines of the Family Educational Rights and Privacy Act of 1974. The East Central University FERPA policy can be found online at [www.ecok.edu/FERPA](http://www.ecok.edu/FERPA). We encourage all students to read the policy and understand the rights that it affords them.

### B. Affirmative Action Compliance Statement

East Central University, in compliance with Title VI and Title VII of the Civil Rights Act of 1964 (as amended), Executive Order 11246 (as amended), Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 (as amended), the Americans With Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state laws, does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid, and education services.

### C. Expressive Activity Policy

East Central University is committed to providing an environment where issues can be openly discussed and explored. The freedom to exchange views is essential to the mission of the University. Therefore East Central University has a policy in place to provide a community environment in which open discussion can occur without disrupting the academic mission or daily university functions. This policy can be found at <https://www.ecok.edu/policies-and-handbooks/expressive-activity-policy>. In addition, the East Central Expressive Speech Annual Report can be found at <https://www.ecok.edu/policies-andhandbooks/ecu-expressive-speech>.

### D. Racial and Ethnic Policy

**Introduction** - The Regional University System of Oklahoma is committed to a multicultural, multiethnic and multiracial environment at each of the six regional universities. Diversity is one of the hallmarks of a great university. Promoting dignity and respect among all members of the university community is a responsibility each of us must share. Acts of racial and ethnic harassment are repugnant to the Regional University System of Oklahoma's commitments and will not be tolerated. While the Regional University System of Oklahoma embraces the principles of free speech guaranteed by the First Amendment to the United States Constitution, it abhors the abuse of this freedom by those who would provoke hatred and violence based on race and ethnicity. Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation and is most often directed toward persons whose race or ethnicity is readily identifiable. While principles of academic freedom and freedom of speech require tolerance of ideas and opinions, racial and ethnic harassment

cannot and will not be permitted at the regional universities. The Regional University System of Oklahoma reserves the right to deal administratively with racial and ethnic harassment issues whenever it deems it appropriate to do so.

**Statement of Policy** - It is the policy of the Regional University System of Oklahoma that racial and ethnic harassment is prohibited and is subject to disciplinary action as set forth in this policy. Racial and ethnic harassment is defined as: Behavior or conduct addressed directly to individual(s) related to the victim's race, religion, ethnicity, or national origin that threatens violence, or property damage, or that incites or is likely to incite imminent lawless action (Regional University System of Oklahoma Policy Manual; Section 5.7.).

#### **E. Students with Disabilities**

The Office of Testing & Accessibility Services provides and coordinates support services, auxiliary aids, and accommodations for students with disabilities. The Office of Testing & Accessibility Services also serves as a resource to the University community and promotes awareness so that students with disabilities can participate in all facets of University life (For more information, please visit <https://www.ecok.edu/current-students/student-services/office-testing-and-accessibility-services.>)

East Central University is committed to providing equal access to University programs and services for all students. Under university policy and federal and state laws, students with documented disabilities who need special accommodations must make their requests by contacting the Office of Testing & Accessibility Services, Fentem Hall, Room 302, (580) 559-5297 as soon as possible. Remember, some accommodations require extensive amount of time to fulfill (i.e. sign language interpreting, Braille, class materials in alternate formats). Early notification is requested in order to ensure equal access to class materials in a timely manner.

Students must request accommodations for documented disabilities through the Office of Testing and Accessibility Services. The Office of Testing and Accessibility Services will review documentation of the disability and make determinations of reasonable accommodations on a case by case basis. Letters of Accommodation will be sent to faculty detailing the accommodations each student will receive.

#### **F. Sexual Misconduct, Sexual Harassment, Sexual Violence, Sexual Assault, Sexual Exploitation, Domestic and Relationship Violence, Stalking**

All policies, procedures, and processes related to Title IX regulations can be found in the *East Central Title IX Policy for Faculty, Students and Staff* located at <https://www.ecok.edu/policies-and-handbooks/title-ixresources>. All members of the East Central University community are expected to read, understand and follow the Title IX policy. All violations of the East Central University Title IX policy should be reported to the Title IX Coordinator, Ty Anderson (Administration Building 160, phone (580) 559-5217, [tanderson@ecok.edu](mailto:tanderson@ecok.edu)) or Vice President of Student Development. (Administration Building 103, Phone (580) 559-5208, [bhill@ecok.edu](mailto:bhill@ecok.edu)).

## **G. Drug Free Schools Policy Statement**

East Central University recognizes its responsibility as an educational and public service institution to promote a productive and healthy environment. This responsibility demands implementation of programs and services which facilitate that effort. For complete policy visit [ECU Drug Free School Policy](#).

## **H. Prohibition of Possession, Display, or Use of Weapons, Firearms, Etc.**

Except as provided by policy, other University policies, or by state or federal law, no person may possess, display, or use weapons, rearms, ammunition, reworks, electronic control devices (Taser device or stun gun), or explosives and dangerous chemicals, while on University property or participating in any University sanctioned activity. Other objects which are legal to possess may not be used in a manner that would reasonably be expected to threaten, harm, incapacitate, or cause fear to others, except for legally justifiable purposes of self-defense or defense of others. The President may make exceptions when appropriate to further the University's mission.

### **1. Exceptions to General Prohibition**

Nothing contained in this policy shall be deemed to prohibit the use of dangerous chemicals in the normal conduct of classes or labs, in Physical Plant functions, in the operation or maintenance of equipment or motor vehicles, or in University functions where the use has been approved. Nothing contained in this policy shall be deemed to prohibit the use of weapons such as archery equipment or martial arts devices, in the normal conduct of classes, labs, in sanctioned student organization functions or in University functions where the use has been approved.

### **2. Oklahoma Self-Defense Act**

No person in possession of any concealed handgun pursuant to the Oklahoma Self-Defense Act is authorized to carry the handgun into or upon University property. Under 21 O.S. §1277, the following property shall not be construed as prohibited for persons having a valid concealed handgun license:

- i. Any property set aside for the use of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior consent of the University president while the vehicle is on University property;
- ii. Any property authorized for possession or use of handguns by University policy; and
- iii. Any property authorized by the written consent of the University president, provided the written consent is carried with the handgun and the valid concealed handgun license while on University property.

## **I. Technology and Network Usage Policy**

Technology services at East Central University are provided to promote and support education, research, and administrative services for students, faculty, and staff. All persons utilizing these services are responsible for ensuring that technology services are used in an ethical and lawful manner.



The University assigns all students, faculty, and staff an official University email account. Students, faculty, and staff are required to read email from this account on a regular basis, as email messages are considered official communications and may be time-sensitive.

The University is not responsible for and does not support personal devices which connect to or which download information from university systems or personnel.

Use of any technology, including the network, provided by East Central University constitutes agreement to abide by the University's policies. Policy violations by faculty, students, or staff may result in the revocation of computer and network privileges. In addition, such actions may result in disciplinary review, sanctions, dismissal from the University, and legal action. Violations may also constitute a criminal offense, punishable by local, state or federal law or University policy. Please see the full ECU Technology and Network Usage Policy and additional policies on the ECU website at [https://myecu.ecok.edu/ICS/icsfs/Technology\\_network\\_usage\\_policy.pdf?target=be58f2e1-bf25-48cebc39-783a09b2c2ab](https://myecu.ecok.edu/ICS/icsfs/Technology_network_usage_policy.pdf?target=be58f2e1-bf25-48cebc39-783a09b2c2ab) (You must be logged into MyECU in order to view this document).

### **1. Using ECU Technology in Housing**

Students may not open, alter, misuse, tamper with, modify, connect to, disconnect, or remove technology, including but not limited to connecting hubs, or wireless hubs; nor remove labels, markings, or identity numbers on technology provided in residence halls. The replacement cost of missing or damaged equipment or wiring, including but not limited to, outlet boxes, and jacks, will be charged to residents of the room.

University policy prohibits unauthorized equipment and services on the University network. By signing the ECU Housing and Dining Contract, an ECU residence hall student authorizes ECU Department of Information Technology, under the supervision of an employee from ECU Housing, to access residents' rooms for repair of services when residents are not present. Residence Hall students are reminded that access to and use of technology on the ECU campus is a privilege.

Accessing the campus network indicates an agreement to abide by laws, policies, rules, and regulations of East Central University, the Regional University System of Oklahoma, the Oklahoma State Regents for Higher Education, the State of Oklahoma, and the United States of America. Please see full technology policies at

[https://myecu.ecok.edu/ICS/ECU\\_INFORMATION/Information\\_Technology/Resources.jnz](https://myecu.ecok.edu/ICS/ECU_INFORMATION/Information_Technology/Resources.jnz)

### **2. Privacy and Security**

The university uses best practices to secure its data, but does not guarantee privacy. ECU will never sell directory information; however, directory information is subject to open records requests and could result in e-mail addresses being made available. Students may opt out by making directory information private. Private directory information negates the University's ability to provide information about you being a student for some purposes; for example, verifying student status when applying for home loan. Students who wish to make their directory information private should contact the enrollment office.

## **J. Weather Closing Protocol**

For information regarding potential late start or cancellation of classes and other activities on-campus, all ECU students, faculty, staff and other University personnel are encouraged to monitor Oklahoma City and “Texhoma” area television stations and the University’s web site at <http://www.ecok.edu>.

## **K. Emergency Notification Protocol**

All students, faculty and staff are encouraged to sign up for emergency notifications via standard text messaging. This allows ECU to send Short Message Service (SMS) text message (a cost may be applied by individual cell telephone providers) and/or e-mails informing the community of vital information. To receive weather-related or emergency related updates from ECU, you are encouraged to “opt-in” You are strongly encouraged to enter your cell telephone number when registering in the system as SMS text messages are given a priority for delivery. For more information please follow the instructions which can be found within MyECU at <https://myecu.ecok.edu/ics>.

## **L. Campus Grounds and Access to Buildings**

Campus designs and improvements will provide access between buildings with particular consideration for people with special needs. The international symbol for people with disabilities has been placed at exterior doors of buildings to indicate which doors are accessible. The same symbol has been placed on restroom entry doors to indicate that facilities meet the standards for persons with disabilities.

## **M. Guidelines on Infectious Disease for East Central University**

### **1. General Philosophy**

Education and communication form the basis of any institution’s best approach to dealing with the complex and interrelated issues raised by an infectious disease. Thus, East Central University has adopted the following information for students and employees.

East Central University recognizes the need to analyze individual circumstances and respond to each person’s infectious condition on a case-by-case basis. Responding to each case individually is called for in the interest of flexibility, sensitivity, simplicity, and the balancing of legitimate interests.

### **2. Guidelines and Services**

Students with diagnosed infectious diseases, who do not pose a health risk to other students and employees in an academic setting, will be provided normal access to the University.

Persons diagnosed with an infectious disease should have the same rights as any other person, free of discrimination on the basis of their infection. These students should be afforded normal classroom attendance, working conditions, and participation in co-curricular activities in an unrestrictive manner as long as they are physically and psychologically able to do so. Residence halls should be made available to persons diagnosed with an infectious disease under the same conditions as applicable to any individual, provided they are certified “not contagious” by qualified medical staff. Requests for unique accommodations, however, should be given every reasonable consideration to meet the special needs for housing those with symptoms of an infectious disease. Private rooms may not be needed on microbiological grounds, but should be considered for psychological reasons.

There is no medical justification for restricting the access of non-contagious students.

## N. Medical Liability and Responsibility Notice

Whether enrolled in an on-campus class or in a University-sponsored internship, practicum, course, or activity involving domestic or foreign travel, the student is responsible for his or her own medical treatment and is liable for his or her actions. In the event of injury or illness while participating in a University-sponsored activity, the University cannot approve a claim for treatment or reimbursement. Each student is strongly encouraged to invest in the appropriate coverage of insurance.

## O. Flyer and Poster Posting

### General Policies:

1. Posted and advertised items are generally limited to events and activities sponsored by East Central University.
2. Once university departments, clubs, organizations, or groups have received appropriate advisor or supervisor approval concerning the design and content of their advertisement they may post the items adhering to the following guidelines:
  - a. Posters, signs and flyers may only be placed on provided General Information bulletin boards and should not be placed on doors, windows, or walls. Be prepared to provide pins.
  - b. No adhesive of any kind should be used on glass, doors, painted columns, bulletin boards, or walls (includes, but is not limited to sticky tack, masking tape, duct tape, and scotch tape).
  - c. The size of posters or signs should not exceed 18" x 24".
  - d. All publicity materials must be removed by the sponsor within 48 hours following the event.
  - e. Placing flyers or leaflets on vehicles parked on campus is prohibited.
3. All external and personal classifieds (advertising items for sale, homes for rent, etc....) are limited to a designated area in the Bill S. Cole University Center and must be approved and posted by the Bill S. Cole University Center Information Desk.

### Interior Policies:

**Cole University Center:** The Bill S. Cole University Center Information Desk is responsible for approving ALL materials distributed or displayed inside/immediately outside of the Bill S. Cole University Center. Items without the proper approval will be removed and discarded.

**Other Facilities:** Some buildings have specific policies for posting. Please contact the following offices if you wish to post a flyer or poster in the respective building:

1. **All Athletic Facilities:** Athletic Department Offices, Kerr Activities Center (Office 304)
2. **Faust Hall & Horace Mann:** (Office 140)
3. **Hallie Brown Fine Arts Center:** (Office 134)
4. **Chickasaw Business & Conference Center:** (Office 313)
5. **Lanoy Education Building:** (Office 204D)
6. **Linscheid Library:** (Front Desk Circulation)

## 7. Science Hall; Physical & Environmental Science Center: (Office 101A)

### **Exterior:**

1. All external advertisement (i.e. sidewalk chalk, banners, signs, flyers, etc.) must also be reviewed and approved by Office of Student Leadership Development or by the Office of Communications & Marketing.
2. Sidewalk Chalk: The material used to mark the walk must be water-soluble chalk. The use of markers, paints, oil-based products, glow-in-the-dark or spray chalk is prohibited. Chalking must take place on concrete sidewalks, not on buildings, steps, or other University-owned property. Chalking is prohibited on all vertical surfaces, buildings, walls, benches, picnic tables, signs, poles, newsstands, columns, bus stops, mailboxes, light poles, and trees. Chalking must be on a horizontal surface not covered by an overhang. It must be done in open areas that can be directly washed by rain. Chalking must be kept at least 25 feet away from any entry to any building. Chalking must contain the name of the organization sponsoring it. University administration reserves the right to clean and remove any chalking which does not comply with stated guidelines.

Flyers, posters, or other media may not be posted/taped on sidewalks. This poses a hazard to the health and safety of others and is therefore prohibited.

## **VII. UNIVERSITY RESOURCES AND SERVICES**

### **A. Student Counseling Center**

The Student Counseling Center is a place where students can learn to deal with personal concerns and/or situations. For more information, please call or visit the Student Counseling Center, Memorial Student Union, Room 137, (580) 559-5714. You can also visit the Student Counseling Center website at <https://www.ecok.edu/current-students/student-services/student-counseling-center>

### **B. Student Health Services**

Any student who is enrolled in the current semester is eligible for full services at Student Health Services. Patients are accepted between 8:00am-4:30pm Monday-Thursday and 8:00am-3:30pm Friday. Monday through Friday (8:00 a.m. – 5:00 p.m.) and follows the University calendar. For more information about Student Health Services, please visit the Memorial Student Union, (580) 559-5713 or visit <https://www.ecok.edu/current-students/student-services/student-health-services>

### **C. Brandon Whitten Institute for Addiction & Recovery**

The Brandon Whitten Institute (BWI) for Addiction & Recovery provides confidential services such as referrals to free alcohol and drug assessments and treatment planning to the University community. More details about the various programs and services can be found on the BWI website: <https://www.ecok.edu/current-students/student-services/centers-programs/brandon-whitten-instituteaddiction-and-recovery>

For more information, please call (580) 559-5815, send an email to [bwainstitute@ecok.edu](mailto:bwainstitute@ecok.edu), or visit the Brandon Whitten Institute for Addiction & Recovery in the Horace Mann building, Room 109.

#### **D. Admissions, Enrollment, Withdrawals, Refunds, and Degree Information**

For detailed information regarding procedures and deadlines for Enrollment, Enrollment Refunds, Withdrawals, Administrative Withdrawals, Emergency Withdrawals, Remedial Courses, Degree Audits, Academic Suspensions, and other related information, please contact the Office of the Registrar, Records Office, Room 111, Administration Building, (580) 332-8000.

#### **E. Transportation and Parking**

All students/faculty/staff are required to follow University transportation and parking regulations as condition of admittance and continued attendance according to University policies. It is the responsibility of any vehicle operator to request information needed from the ECU Police Department to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued. Every vehicle parked on ECU property must display a current parking decal for the parking space utilized. Parking Decals may be obtained at the University Center Service Counter located in the lobby of the University Center, (580) 559-5741. For more helpful information regarding the parking regulations, parking decals, violation fees, appeals, and maps, please visit the ECU Police Department website at <https://www.ecok.edu/about-east-central-university/emergency-procedures/university-police>

#### **F. University Police Department**

The East Central University Police Department (ECUPD) is a unit of the Office of Student Development. ECUPD assists University community members and visitors by providing a number of programs including and motorist assistance and also distributes information through a number of mechanisms including the Annual Security report. More information can be accessed at <https://www.ecok.edu/about-east-centraluniversity/emergency-procedures/university-police>

##### **1. What to Do if You Are A Victim of Crime**

If you become a victim of a crime, the following information may be of assistance in recovering your property or solving the case:

- A. A criminal incident reported to ECU Police Department will be reviewed, and will be investigated by an officer if it is determined that follow-up is possible. Normally, for such an investigation to be fruitful, the investigating agency needs one or more of the following pieces of information: physical evidence, witness(es), suspect(s), serial numbers or other unique identifying markings and a description of the property taken, or other information useful for developing leads.
- B. Serial numbers or unique identifying markings are essential for recovery of property. Stolen items with such identification can often be recovered through pawn shops, law enforcement arrests, or by inquiry through the National Crime Information Center computers operated by the FBI. Serial or model numbers can frequently be developed from original packing containers, sales receipts, warranty documents, through the manufacturer or seller, maintenance agreements or receipts, or from household records completed prior to the theft.
- C. Often, the victim of a crime may obtain or encounter information which might be helpful to an investigation after the initial crime report has been given to the police. Such information may

include new witnesses, suspects or victims, value of property taken, and identifying data on the property. If you do develop any additional information, please call or contact ECU Police Department.

- D. East Central University does not carry insurance for the theft of personal property. If personal property has been stolen from you, we suggest you contact your insurance agent for possible coverage under your homeowner's, automobile, or renter's insurance.
- E. The ECU Police Department unit provides a copy of the incident report to your insurance company at their request. Residents of ECU Housing facilities that do not have insurance coverage through a parent/guardian homeowner's policy are encouraged to seek Renter's insurance which is reasonably priced by most insurance companies doing business in Oklahoma.
- F. ECU Police Department coordinates their criminal investigations with and/or furnishes information to other law enforcement agencies.
- G. If the offense took place on-campus, it is generally not necessary for you to also report it to another law enforcement agency. If in doubt, however, ask the investigating officer. If the investigation is successful and an offender is identified and/or property recovered, ECUPD will need your continued cooperation. You will be required to make positive identification of the property. It may be necessary to hold the item(s) in police custody until the investigation or criminal prosecution is completed.
- H. ECU Police Department will assist you through each step of the process.
- I. If you are the victim or witness to a crime, ECUPD will do everything possible to solve the crime and apprehend the offender. If you would like additional crime prevention material or assistance, please call ECU Police Department at (580) 559-5555.

#### **G. Campus Assessment Response and Evaluation Team (CARE)**

The ECU Campus Assessment Response and Evaluation Team (CARE) is an interdepartmental committee and is responsible for identifying, investigating, assessing, and monitoring concerning behaviors and/or threats to the University community. The goal of CARE is to take a proactive approach to behavioral assessment and intervention in order to foster a safe learning environment while ensuring students are aware of and have access to services/resources on campus and the community at large.

The East Central University Cabinet is responsible for appointing members of the Campus Assessment Response and Evaluation Team. Appointed members are responsible for executing interventions, operations, and reporting of team activity in accordance with the mission of East Central University.

CARE is charged with referring students to resources and services that will assist them in remaining safe and successful members of the campus community. Once a student and/or incident is referred to CARE the team will develop an Individualized Plan of Action (IPA) that can be adjusted as needed. CARE will be responsible for plan implementation, outcome tracking, and follow up.

The Campus Assessment Response and Evaluation Team will be responsible for reviewing a broad range of cases that may include minor disruptions in the classroom, residence halls, or at University involved events, to behavior that may threaten an individual or the campus community as a whole. Examples of such behavior or incidents includes but is not limited to:

1. Threats of harm to self or others.
2. Concerning behaviors, statements, or written work.
3. Out of place or uncharacteristic behavior.
4. Disruptive behavior in the classroom or residential community.
5. Aggressive or hostile behaviors.
6. Possession or suspected possession of weapons or dangerous objects.
7. Social media post that may cause concern among instructors, staff, or fellow students.
8. Homelessness, food insecurity, and lack of access to resource that foster student success.

### **Reporting Procedures**

Any and all reports brought before the Campus Assessment Response and Evaluation Team will be investigated and addressed. Reports may be submitted online via the university website at [Report Concerning, Worrisome, or Threatening Behavior](#). Confidential reports can be made by contacting the following:

1. University Police (580) 559-5555
2. Housing and Residence Life (580) 559-5554
3. Student Counseling Center (580) 559-5714
4. Student Health Services (580) 559-5713
5. Dean of Students (580) 559-5206

### **Case/Incident Review Protocol**

1. CARE will review the initial report and any supporting documentation or evidence in order to determine the proper actions and/or parties needed to effectively respond.
2. CARE will assemble appropriate parties, documents, and any other applicable evidence to determine if an Individualized plan of action is required.
3. After review of reports and documentation an Individualized plan of action will be developed in order to reach a safe and successful resolution to the reported behavior/situation.
4. The Individualized plan of action will be implemented. Referrals to appropriate services will be made at this time, along with connection to campus and community resources to assist in assuring a successful resolution.
5. CARE will follow up with involved parties as necessary to ensure the case has come to a safe and successful resolution.

### **Membership**

Chair: Dean of Students.

\*\*\*Director of Student Health Services

Chief of Campus Police

Director of Testing and Accessibility Services

\*\*Director of the Student Counseling Center

Director of Academic Success Center

Faculty Designee

Director of Residence Life

*\*Cases that are reviewed by the Campus Assessment Response and Evaluation Team are confidential in nature. Team members will be replaced in review of cases where it is determined they may have a conflict of interest.*

*\*\*The Director of the Student Counseling Center is included on the team in order to help coordinate the Student Counseling Center as a resource and provide insight into mental health related concerns. This position is not intended to allow CARE to access confidential mental health records concerning a student unless a duty to warn makes such notification appropriate.*

*\*\*\*The Director of Student Health Services is included on the team in order to help coordinate the Student Health Services as a resource and provide insight into physical health related concerns. This position is not intended to allow CARE to access confidential physical health records concerning a student unless a duty to warn makes such notification appropriate.*

## VIII. HOUSING AND RESIDENCE LIFE

### Housing Eligibility

New or readmitted students enrolling in a traditional undergraduate academic program at East Central University must be at least 16 years of age at the time of initial enrollment to qualify to live in University undergraduate housing. East Central University requires all First-Time Full-Time students to reside on campus during their first year of attendance.

Students must maintain a course load of at least 9 credit hours to remain eligible to live in University undergraduate housing. Students below 9 credit hours during the semester must work with the Housing Coordinator to file an exemption or make arrangements to move out of their assigned housing within 48 hours.

### Continuous Graduate Housing

ECU Students currently residing in on-campus housing may opt to extend housing eligibility if continuing in an ECU graduate program the following semester. Students meeting the continuous enrollment criteria should contact the Housing Coordinator to inquire about availability.

### Housing Exemption

First-Time Full-Time students are required to live in University undergraduate housing unless they meet one or more of the following criteria to exempt from the Freshman residence requirement.

1. Student is residing with a parent or legal guardian full-time in their primary residence within a 35-mile radius of Ada Oklahoma (Proof of residency will be required).
2. Student is 21 years of age or older (Birth Certificate, Drivers License, State ID, Passport, etc.)
3. Student is married, has a dependent, or other extenuating circumstances (Please submit in writing explaining your circumstances along with relevant paperwork to [housingresidencelife@ecok.edu](mailto:housingresidencelife@ecok.edu)).
4. Financial Need: Please contact the office of Housing & Residence Life via [housingresidencelife@ecok.edu](mailto:housingresidencelife@ecok.edu), or by calling 580-559-5896 to obtain additional paperwork.



## **A. Committee Bill of Rights**

The community bill of rights is a reminder to all residents of their rights as an individual and their responsibilities to fellow community members:

### **Residents have the right...**

- 1) To read and study free from undue interference.
- 2) To rest and sleep without undue disturbance from noise.
- 3) To expect that personal belongings will be respected.
- 4) To a clean and secure environment in which to live.
- 5) To unobstructed access to the living environment including the parking areas, common areas, and rooms.
- 6) To personal privacy.
- 7) To host guests, within established guidelines.
- 8) To expect enforcement of the Housing Agreement/Contract.
- 9) To petition for redress of grievances.
- 10) To be free from intimidation, ridicule, harassment, and physical and emotional harm.
- 11) To expect reasonable cooperation in the use of common areas and equipment.

### **Residents have the responsibility...**

- 1) To know and adhere to the rules and regulations of the University and Housing and Residence Life.
- 2) To abide by all local, state, and federal laws and ordinances.
- 3) To respect the rights of others, as stated above.
- 4) To comply with reasonable requests made by housing staff or University officials.
- 5) To maintain building security, including locking room doors and not impeding the operation of building security features.
- 6) To monitor and accept responsibility for the behavior of guests.
- 7) To report violations of rules and regulations to the appropriate staff.
- 8) To search for solutions to problems. If you are unable to find a solution on your own, seek assistance from your Resident Assistant, and then, if necessary, bring residence hall issues to the attention of your Residence Director.
- 9) To participate actively in self-governance.
- 10) To participate in conduct proceedings to determine appropriate standards of behavior.

Living in the residence halls requires a respect for other residents and a commitment to shared standards. Based on individual rights and responsibilities, these standards ensure maximum freedom for every member of the residence halls. Your enjoyment of living on-campus will depend, to a large extent, on the thoughtful consideration that you demonstrate for other members of your residence hall and the on-campus housing community.

## B. Residence Life Information

**Housing & Residence Life Staff:** The Housing and Residence Life Staff consists of students, paraprofessionals, and professionals who are committed to the academic, social, and personal growth of residents. It is the goal of Housing & Residence Life to provide an environment conducive to student success and as such, housing personnel are always willing to help residents in any way possible.

**Housing & Residence Life Office:** The Housing & Residence Life office is located on the first floor of the Administration Building, Suite 102. The office is open Monday through Friday from 8am – 5pm. Please feel free to stop by our office or contact us via phone at (580)-559-5602 or via email at [housingresidencelife@ecok.edu](mailto:housingresidencelife@ecok.edu).

**Director of Residence Life:** The Director of Residence Life is a professional who oversees the on-campus living environment. The Director is responsible for supervising all Housing Staff, as well as working to implement and improve Housing policies, practices, and protocols for the betterment of the on-campus community.

**Housing Coordinator:** The Housing Coordinator is a professional who coordinates department initiatives and programs, including RA selection, RA training, as well as summer camps and conferences.

**Residence Directors (RDs):** Residence Directors are full-time, live-in staff members who manage the daily operations of the residence halls. Residence Directors provide direct supervision and training to the Resident Assistants, assist with program development, and address student conduct issues as they arise. Residence Directors are also available to answer questions, listen to suggestions, and offer assistance to residents as needed.

**Resident Assistants (RAs):** Resident Assistants are undergraduate students who have been selected based on their desire to help and serve others. The RAs are available to assist residents and are the first point of contact for residents needing non-emergency assistance. RAs live in the residence halls and are available to assist you with on-campus living, to serve as a resource about East Central University (ECU), to ensure that community living standards are maintained, and to plan informative and enjoyable activities. In addition, RAs are available to assist residents in the event of a lockout.

**Custodial and Maintenance Staff:** Custodial and Maintenance Staff are Facilities Services staff members providing daily service to our residents, including 24-hour coverage for emergencies. The custodial staff cleans all public areas including public bathrooms, hallways, and lounges. Individual residents are responsible for cleaning up after themselves, the proper disposal of garbage, and the cleaning of living areas. Maintenance staff members maintain public areas and keep the residence halls in good physical condition. Requests for maintenance should be taken to a RA, front desk, or submitted online.

**Involvement and Leadership Opportunities:** As a resident living on campus, you will learn a great deal not only in the classroom, but outside the classroom as well. To aid in that learning, Housing & Residence Life offers many opportunities to get involved.

**Floor Involvement:** Investing into the community in which you live can be a very rewarding experience. As a resident, you can make an important contribution to the community in which you live. By getting to know your RA, attending floor meetings, and being active in floor activities, you can meet other people on your floor and have your opinions heard.

**Common Areas:** Most residence halls have common areas available to residents. These areas may include televisions, pool tables, ping-pong tables, kitchens, and soft seating. Residents are encouraged to utilize common areas while respecting the rights of all residents' use and access to the space. All common area furniture and other furnishings may NOT be removed from their designated locations. Removal of furniture is considered a policy violation. For safety reasons, residents and their guests are not allowed to sleep in the common areas of the residence halls. Residents are responsible for cleaning up after themselves when utilizing kitchens and common areas. Custodial Staff will conduct regular deep cleaning of these areas.

**Front Desk:** Chokka-Chaffa`, Pontotoc, and Pesagi Halls have a front desk where a housing staff member is available to assist residents as needed. The front desk staff are available to assist students with a variety of services including: checking in/out of the residence hall, room lock-outs, facility issues, use of games and recreational equipment. Desk hours vary; a schedule will be posted at each desk at the beginning of each semester.

**Equipment Available for Checkout:** Each front desk provides a variety of items for resident use including board games, pool equipment, ping-pong equipment, etc. Resident may check out items using their ECU ID card. All items are expected to be returned within a reasonable amount of time. Failure to return equipment in a timely manner may result in loss of privileges and a fine. Students who lose or damage equipment may be charged to repair or replace the item.

**Furnishings:** All rooms are equipped with a bed, dresser, chair, and desk for each student. Furniture may not be removed from the room. Residents are required to provide other needed furnishings.

**Laundry Services:** All halls have access to coin-free laundry facilities for the exclusive use of their respective residents. Residents are expected to carry their University identification while using the laundry facility. For the protection of your personal belongings we do not recommend leaving laundry unattended. Do not prop entrance doors open or let non-residents use the facilities. If you leave your laundry, be aware of the amount of time it takes to wash and dry. If your clothes are left in the washer or dryer over the time limit, other residents might remove your laundry. Problems with laundry equipment should be reported to housing staff directly. Please provide housing staff with a detailed description of the issue and the machines identification number, usually a large sticker located on the front of the machine. If there are issues that have been reported and have not been repaired within one week, please contact Housing and Residence Life.

**Vending Machines:** Vending machines are available in many of the residence halls. Residents who lose money in the vending machines should place a note on the machine and then visit the Purchasing Office (Administration 164) to request a refund.

**Mail:** Chokka-Chaffa' and Pesagi are equipped with mailboxes so residents are able to receive mail or packages at these residence halls. Chokka- Chaffa' address is 1100 E 14<sup>th</sup> PMB 2(room number) Ada, Oklahoma 74820 and Pesagi is 1100 E 14th PMB 1(room number) Ada, Oklahoma 74820. ECU also provides mail services through the campus bookstore at a cost \$18.00 for Fall and Spring Semesters and \$10.00 for Summer. Any other residents wishing to acquire a personal mailbox are encouraged to stop by the Campus Bookstore, located in the Memorial Student Union.

**Parking:** Students living in the residence halls are required to have a parking permit in order to park in residence hall lots. Residents can get a parking permit from the Information Desk located in the University Center. All visitors are required to notify ECU Police when they are parking in a residence hall parking lot. The following information is required for obtaining a parking permit or guest pass:

1. Make, model, and color of car
2. License plate number
3. Student's name, ID Number, and contact information
4. If a Visitor, visitor's name(s) and length of visit

ECU is not responsible for any vehicle damages, or theft of property from vehicles. Residents are advised to keep all windows up and all doors locked; furthermore, it is advisable to remove all valuable possessions from the inside of the vehicle. Complete Parking and Traffic Regulations can be found at [ECU Parking and Traffic Regulations](#).

**Dining Services:** All residence hall students are required to purchase a meal plan. The minimum meal plan is 10 meals per week, with the exception of Tiger Commons and Stadium Apartments. Residents in these two areas are required to purchase a minimum of the full flex plan. Residents are required to carry the meal plan at all times while living on campus. Residents may only decrease meal plans prior to 5:00 p.m. on the tenth day of classes. If a student wishes to change their meal plan prior to that deadline, they may do so at the Housing & Residence Life Office, located in Administration Suite 102. Meals are non-transferable and students will not be refunded for uneaten meals.

#### **Meal Plan Options:**

1. 10 Meal Plan – 10 Meals per week
2. 14 Meal Plan – 14 Meals per week
3. 19 Meal Plan – 19 Meals per week
4. Flex Plan - designated amount of flex dollars that can be used in all dining facilities. The Flex Plan is reserved for students living in apartment-style housing or those living off campus.

**Application:** Undergraduate students enrolled in a minimum of 9 credit hours and wishing to live on campus are required to complete a new housing application. Special exceptions can be made on a case-by-case basis as approved by the Director of Residence Life.

**Cancellation Policy:** Students canceling their contract prior to July 1, 2022 will not have any additional cancellation charges. Individuals cancelling their contract after July 1, 2022 prior to receipt of room key will be responsible for a \$150 cancellation fee. Those who cancel their room and continue to be enrolled at ECU for the remainder of their contract will be responsible for 50% of the remaining value of the contract (includes Fall and Spring semesters). Students who withdraw from all credit hours during a semester will be responsible for 50% of the remaining value of the contract for that semester. Those who cancel their room due to graduation or a complete withdrawal from the university at the end of the Fall semester will not be charged a contract termination fee. Resident **MUST** check-out properly with an RA before their contract is terminated. Failure to do so will result in a \$150 improper check-out fee, \$75 lost key fee, as well as any other applicable fees.

**Contract Termination:** Residents will be given at least 24 hours to vacate for the following reasons:

1. Voluntary cancellation of contract.
2. Suspension from University housing.
3. Failure to enroll in or maintain enrollment in 9 credit hours during a Fall or Spring Semester.
4. Removal from housing due to disciplinary sanctions.
5. Failure to submit required medical documentation to Health Services.

Residents may be required to vacate immediately for health and safety concerns.

**Room Assignments:** Students completing the application in a timely manner will be able to self-select their room and space through their application. Access to the application process and room selection is determined by the number of semesters a student has lived on campus. All first-year students enrolled in a minimum of 9 credit hours have the option of residing in Pontotoc, or Pesagi Hall. All returning upper classmen may reside in Chokka-Chaffa', Pontotoc, Tiger Commons, and Stadium Apartments. The University reserves the right to administratively move residents at any time for the following:

1. Maintenance issue with current living space
2. Health and Safety reasons
3. Building Consolidation
4. Disciplinary Sanction
5. Other administrative needs

**Check-In:** Students will be notified of the official check-in times and dates via email to their ECU email address. Failure to adhere to the prescribed check-in dates and times may result in an inability to check-in. To check-in, students will need to go to their building's front desk or other designated check-in location. Students will present their University-issued ID in order to complete check in. Prior to occupancy, staff will inspect each residence hall room and complete a room inventory online in the application portal. Residents are advised to carefully review the condition of the room and verify the inventory online. Upon vacating the room, any damages or discrepancies from the original inspection will be noted and charges may be applied. Damage charges are added to the resident's account and must be paid before reenrollment or receipt of any official University credentials.

**Check-Out:** At the end of the contract period, residents will be required to move out of the residence halls. Residents must schedule a check-out date/time with a Resident Assistant at least 24 hours in advance. In order to check out, residents will remove all personal belongings and clean their living space. In shared living spaces, residents are responsible for cleaning their room/portion of the room as well as all common/shared areas (bathroom, kitchen, living room, etc.). Residents must clean the room by properly disposing of all trash, sweeping and mopping the floor, wiping off surfaces, cleaning the bathroom and kitchen, including the oven and refrigerator (if applicable). At the completion of the check-out process the resident and present Staff will review the condition of the room comparing the items noted at check-in and any discrepancies that may be present at check-out. The resident is responsible for the accuracy of all information on the check-in/out form. Any changes determined not to be normal wear and tear will be evaluated by the Residence Life/Physical Plant Staff in order to assess charges. The Director of Residence Life and/or other University officials reserve the right to reassess the condition of your room and bill for necessary charges. Residents who do not follow the approved check-out standards will be charged an improper checkout fee, in addition to any other applicable fees. Any personal items left in a resident's room/apartment after vacating the space will be disposed of at varying cost.

**Room Changes:** In order to maintain stability and the opportunity to build healthy relationships between roommates, room change requests during the semester may only be made with sufficient reason. The Housing and Residence Life team will facilitate a roommate mediation process with the students involved. The University will not consider room change request based on actual or perceived race, color, religion, national origin, age, disability, or perceptions based on the profiles/ information found on the Internet. If a situation arises where a change is necessary, the Housing Change Request process may begin. This process ensures all parties affected by the change are notified (roommate, RA's RD's and the Director of Residence Life). Due to the amount of communication that is required, the process may take up to two weeks to complete.

Housing change request between semesters are only allowed to consolidate rooms being vacated at the end of the semester.

**Room Consolidation/Relocation:** Housing and Residence Life reserves the right to conduct room consolidations. This may require some residents to move to another room.

**Mandatory Meetings:** Periodically during a semester, Housing and Residence Life staff will hold mandatory floor meetings to inform students of important information related to living in the residence halls. These meetings are for the benefit of all residents, as meetings can be utilized to address floor concerns or provide pertinent information. Floor meetings also help to unify the community and help residents get to know one another and housing staff. It is the responsibility of all residents to attend mandatory floor meetings or discuss legitimate scheduling conflicts with their Resident Assistant in advance. Failure to attend a mandatory meeting will not excuse a student from knowing or understanding the important information that is relayed during these meetings. Housing and Residence Life reserves the right to call mandatory meetings as deemed necessary.

**Pest Control:** All rooms are sprayed for pests according to a set schedule and/or as needed. To limit the likelihood of insects becoming a problem, residents should keep their space clean, take out trash, and store perishable items in closed containers. Pest control problems should be reported to your Residence Director or Resident Assistant.

**Authorized Room Entry:** ECU reserves the right to conduct administrative searches of rooms and living spaces. Authorized ECU personnel may enter any student's room at any time that a health, safety, welfare, maintenance and/or damage inspection of the premises is deemed necessary.

**Health and Safety Inspections:** Inspections are made at periodic intervals each semester to ensure that the residents' space is in a safe condition and proper standards are maintained. Typically, housing staff will post notifications twenty-four (24) hours prior to conducting health and safety inspections. It is the responsibility of the resident to keep their room, as well as the hall way and common areas clean, and to properly dispose of trash in outside dumpsters. Trash and other personal items may not be stored in such a way that it obstructs access to electrical breaker boxes, water heater, HVAC systems, or other building maintenance systems. Policy violations in a resident's living space will be documented and disciplinary action will be taken.

**Item Confiscation:** Illegal substances and items found to represent a health and safety violation, or constitute a violation of ECU policy, will be removed immediately by Housing and Residence Life staff. If a resident of the room is not present, a written notice will be issued listing all items removed and an incident report will be written. Residents will be notified by Housing & Residence Life Staff regarding the confiscated item. Confiscated items may not be reclaimed.

Items that will be turned over to ECU Police include, but are not limited to:

1. Drugs or other illegal substances and/or paraphernalia
2. Fireworks and weapons
3. Traffic and safety regulation signs

**Lock Outs:** While residents are expected to practice responsible behavior and maintain possession of their room key, there may be occasions when students will need assistance unlocking their living space. Resident Assistants are available to assist in these situations and can be reached by:

1. Going to the building's designated front desk during designated desk hours

2. Calling the RA on-call phone number for the building
3. Between 8 AM and noon, Monday – Friday when ECU is open, contact the Housing and Residence Life Office at 580-559-5602.

In order to complete a lockout request, residents will need to provide their ECU student ID in order for housing staff to verify the resident's identity and room number. To encourage responsible behavior, residents may be charged a \$5.00 fee after their 3<sup>rd</sup> lock out.

**Lost Keys:** Residents are responsible for their room keys. For safety and security reasons, if a resident loses their key, the room lock(s) will be changed. Unauthorized keys are prohibited. If a resident loses their room key, the resident will need to go to the building's front desk or contact their building's Residence Director to replace the lock. A \$75.00 non-refundable fee will be placed on the resident's Bursar account to pay for the lost key and re-coring the door.

**Housekeeping:** The residents of each room will be held responsible for their room and its furnishings. This includes cleanliness, general housekeeping practices, and general appearances. Dumpsters are located in close proximity to all residence halls and it is the resident's responsibility to take all personal trash to the designated dumpster. Residents are not to place personal/bagged trash in common area trashcans. Residents should clean common picnic areas after use, including but not limited to: disposing of charcoal, scraping the grill top, and throwing away trash in the provided garbage cans. Residents should clean common laundry equipment/room after use, including but not limited to: wiping down washers to remove soap, fabric softener and bleach spills and throwing away fabric softener sheets.

**Public Areas:** Public areas in the residence halls are for the use and enjoyment of all residents. Individuals wishing to sponsor private social events, should make arrangements to use other campus facilities. The grounds outside the individual buildings may not be used for private social events, without prior approval from the Director of Residence Life.

**Withdrawal from the University:** All students withdrawing from the University must vacate their assigned room/apartment within 24 hours of withdrawal. The student must file for a contract cancellation with Housing and Residence Life as well as complete a proper check-out with an RA.

**Insurance:** The protection of personal property is the responsibility of each individual resident. Housing and Residence Life strongly recommends that each resident obtain renter's insurance. Some car insurance companies offer renter's insurance as part of a bundle package or parents' homeowner's insurance companies sometimes offer coverage for dependent's college living spaces; check with your insurance company to see if these are possibilities, or [click here](#) to access a recommended product.



## C. Residence Hall Policies

**Furniture:** ECU-owned furniture and equipment may NOT be removed from its designated location. Residents may bring personal furniture as long as no university furniture leaves the room/apartment and all forms of egress are not restricted. Personal furniture left in rooms after a resident moves out will be discarded, and a fine will be assessed to the resident's account. Waterbeds and loft constructions are prohibited.

The following residence halls have XL mattresses: Pontotoc Hall, Briles Hall, Chokka-Chaffa'  
The following residence halls have standard mattresses: Pesagi Hall, Tiger Commons, and Stadium Apartments.

**Walls:** Nails, screws, double-stick tape or duct tape, in or on the walls, ceilings, or furniture is prohibited. Masking tape, white poster putty, 3M Command™ strips or other temporary mounting devices are recommended for hanging posters and other decorations. Please note: while these mounting devices are recommended, they do not excuse damage done to the room as a result of use. Residents are responsible for removing all mounting devices and residue left on the walls or surfaces of their room or a fine may be assessed.

**Room Decorations:** Residents are encouraged to utilize decorations to give their space a more personal feel. The following guidelines must be followed when residents decorate their rooms or floor:

1. Students are not permitted to use nails or tacks anywhere in their rooms except on bulletin boards. White putty ("Plasti-tak") and 3M brand "Command adhesive" mini hooks and hangers are the only materials that may be used for hanging. Other types of adhesives such as tape, picture hangers, decals, etc. may not be used since they are damaging to most surfaces.
2. As a fire safety measure, students may not hang curtains or material across rooms to create barriers or room separators. All furnishings and decorations must allow for unobstructed egress in an emergency situation.
3. Due to the increased fire hazards/risks that they present, hay, leaves, sticks, live Christmas trees, large posters, or tapestries, lava lamps, or flammable items are not permitted in University buildings. The use of retardant decorations is desirable in decorating residence halls or other buildings.
4. Lights must be low wattage, UL approved, rated for indoor use, and in-line (no icicle style lights.) Lights must not come in contact with combustible materials (bedding, curtains, etc.)
5. Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, exit signs, light fixtures, and
6. sprinklers systems must not be covered and must remain free of obstruction.
7. All heating and cooling systems (vents, thermostats, etc.) must not be blocked.
8. All ECU light fixtures must not be tampered with, and its light bulb must not be removed or exchanged with a colored bulb.
9. The maximum amount of wall space that can be covered by decorations is 10 percent.
10. Students may not decorate outside of their room, with the exception being the room door.

Residents must be prepared to respond to concerns of housing staff about the hazardous

nature of decorative materials and must remove materials that are deemed to be particularly hazardous.

**Hall Decorations:** The following rules apply for hallway and Front Desk decorating:

1. No decorations may be left on the floors in hallways or stairwells.
2. Wall decorations must be at least 12 inches below the ceiling. Exit signs must be visible at all points in the hallway.
3. No decorations may hang across the hall or across doorways.
4. No decoration may stick out from the wall more than 2 inches.
5. The maximum amount of wall space that can be covered by decorations is 10 percent.
6. No decorations requiring electricity may be used in hallways or corridors.
7. No glass or other sharp materials may be used in hall decorations.

**Windows and Screen Removal:** No window display may be permitted if it substantially detracts from the aesthetics of the residence hall. Appropriateness of decorations will be at the discretion of the Residence Director. Screens are to remain secured properly in window frames at all times. Removal or damage of screens will result in a restoration charge and disciplinary action.

**Candles and Candle Warmers:** Possession of candles, candle warmers, Sterno cans, Scentsy's, incense, wax burners, and flammable liquids are prohibited. Due to the potential fire hazard, Housing and Residence Life reserves the right to confiscate all such items from any area of on-campus housing. Open flames of any kind are prohibited at all times.

**Appliances in Student Rooms:** Electrical and battery-operated appliances are permitted in rooms provided their use does not disturb other residents and their state of repair is not a fire hazard. All electrical devices and appliances must be UL listed.

Refrigerators 3.5 cubic feet or smaller and microwaves that are 1,000 watts or less are permitted in the residence halls. In addition to size and wattage requirements, a UL-approved power strip with a circuit breaker must be used. If appliances exceed the designated requirements or are not used with a power strip, the resident will be given 24 hours to correct the situation. Failure to correct the situation within 24 hours will result in confiscation of the microwave or refrigerator. Additionally, only one compact refrigerator and only one microwave are allowed per room

**Prohibited Appliances in Student Rooms:** For safety reasons, some appliances are not allowed, including but not limited to: Hot plates, griddles, George Foreman grills, toasters, toaster convection ovens, air fryers, extension cords, space heaters/heating units (except UL-approved heating blankets), halogen lamps, sun lamps, lava lamps, fog machines, personal washers/dryers or dishwashers, air conditioners, crock pots, slow cookers, rice cookers, coffee makers w/ hot plates, air-pop popcorn machines, and multi-plugs or other electrical splitters (without a protected light indicator and an on/off switch). Under no circumstances are gas appliances allowed.

Additionally, ECU also prohibits any cooking, lighting, heating and cooling devices or appliances that may

1. pose health or safety concerns.

2. strain the electrical capability of the facility.
3. include an exposed heating element.

**Appliances in Apartment Kitchens (Tiger Commons and Stadium):**

Students are permitted to have the following appliances in the apartment kitchen: Air Fryers, Toasters, Coffee Pots with External Heating Pads, Electric Kettles, Rice Cookers and Crock Pots. All apartment kitchen appliances must remain in the kitchen area and be left unplugged while not in use.

**\*\*** If approved appliances are found outside the kitchen space or plugged in while not in use, they may be subject to confiscation by Housing and Residence Life staff.

**Prohibited Appliances in Apartment Kitchens (Tiger Commons and Stadium):**

For safety reasons, some appliances are not allowed, including but not limited to: Deep Fat Fryers, gas powered appliances, and pressure cookers (including instant pots).

**Extension Cords and Multi-Plugs:** Extension cords are not allowed in the residence halls. Only UL-approved power strips and multi-plugs with built in surge protectors (must have protected light indicator with on/off switch - only one per outlet) are permitted.

**Bicycles:** Bicycles may be stored in the resident's room provided they do not restrict free entry and exit. Bikes may also be placed in bike racks. The securing of bikes in the provided racks is the responsibility of the resident. Bicycles may not be stored in stairwells, breezeways, hallways, or other common areas. Bicycles are not permitted to be chained to exterior fixtures such as light poles, trees, railings, etc. Riding a bicycle in the residence hall is prohibited.

**Sports and Recreation:** Sport activities, throwing objects, skateboarding, roughhousing, use of archery equipment, water sports, practical jokes, or any other similar activities inside or in close proximity to the buildings and their respective parking lots are prohibited. The use of dart boards and other games posing threat to resident safety or facilities maintenance are also prohibited. Housing and Residence Life prohibits these activities due to the possibility of damage, injury, and disruption to members of the community. Residents are highly encouraged to use the ECU sand volleyball court, outdoor basketball court, practice field, and the Tommy Hewett, M.D. Wellness Center for all their sport and recreation needs.

**Grills:** Personal outdoor grills are not allowed in the residence halls, breezeways, or any other outdoor areas surrounding the residence halls or parking lots. Charcoal grills are provided by ECU at Pontotoc Hall, Briles Hall, Tiger Commons, and Stadium Apartments. After using outdoor grills, residents must clean the area used by disposing of charcoal, scraping the grill grate and properly disposing of trash.

**Food:** Any food should be kept in sealed containers on a shelf or in a refrigerator and not on windowsills or building ledges.

**Floor/Welcome Mats:** Floor/Welcome mats are prohibited in hallways and areas where they may cause a trip hazard.

**Storage:** ECU provides storage areas inside the rooms/apartments only. The hallways are to be clear of all belongings. Residents needing additional storage should seek off-campus facilities. Items remaining in a student's room or apartment after checkout may be disposed of at the resident's expense, donated to charity, or become property of the university.

**Empty Rooms:** Periodically, complete rooms will open up after consolidation occurs. These rooms are to remain empty to be used for emergency situations – such as extreme roommate conflicts, physical or mental health situations, or other Staff appointed uses. It is the goal of the University to be good stewards of all resources – and keeping the room open will save on utilities and other energy related cost.

**Guests:** Periodically, residents will want to have friends or family members visit them. Consideration of roommates and other floor residents dictates that guests do not infringe on the right to privacy and quiet that is reserved for all members of the residence hall community. Residents must obtain permission from all roommates and/or suitemates before inviting a guest to visit. Permissions must be sought and granted for each visit. If permission is not received and guests are still invited to visit, all future guest privileges may be revoked. Additionally, all overnight guests must be approved by the Residence Director. It is each resident's responsibility to communicate all disapproval of guests and convey continual problems to Housing and Residence Life staff.

Overnight guests may stay for a maximum of two nights per week, with a maximum of eight nights per semester. A resident may have no more than one overnight guest at any given time.

A guest is defined as any individual who is not a contractual occupant of a specific room. The following guidelines are to be followed by all guests:

1. Must be escorted by a contractual occupant of that building/room at all times while in the building. The purpose of having an escort is to enhance the security of the facilities and to protect individual privacy.
2. Must carry a photo ID at all times and provide it to ECU staff upon request.
3. Must abide by all ECU policies. Guest(s) and their host(s) are mutually responsible for the conduct of the guests.

Minors are defined as those who are under the age of eighteen (18) and not enrolled at East Central University. Guests under the age of eighteen (18) will not be allowed to stay overnight.

**Keys and Building Access:** Residents are prohibited from lending or duplicating their keys. Furthermore, residents and their guests are prohibited from aiding or facilitating entry of an unauthorized or known banned visitor within any housing facility. This includes but is not limited to: propping security doors; impeding the electronic locking system in any way; and “tailgating” or the act of an unauthorized person following a resident into a building. In addition, locks not provided by ECU, are not allowed to be added to any university owned door.

**Quiet & Courtesy Hours:** On-campus housing exists to support the academic mission of the University. Quiet and courtesy hours provide standards of acceptable noise levels for study, rest/sleep, and privacy. To help promote an atmosphere conducive to good scholarship and personal growth, the following quiet hours are designated for all residence hall buildings:

Residence Hall Quiet Hours:  
Sunday through Thursday, 10:00pm-10am  
Friday and Saturday, 12:00am (midnight) – 10:00am

Courtesy Hours are in effect twenty-four hours a day, seven days per week. Courtesy hours are defined as noise levels appropriate for individual rooms and not disruptive to others.

This policy governs activities in individual rooms and outside in close proximity to the residence halls. If problems arise, residents of the community are expected to address any noise issues through direct communication. It is always best to attempt to resolve such problems directly before asking housing staff to intervene. If such attempts are unsuccessful, residents are encouraged to contact an RA.

**Car Maintenance:** Residents are not allowed to perform major car maintenance involving fluids or engines in housing parking lots. Residents are not allowed to redirect water from their room or other common areas for the purpose of washing vehicles.

**Restricted Areas:** Certain areas around the residence halls are off limits to residents. These include, but are not limited to: roofs, ledges, mechanical rooms, crawl spaces, and balconies.

**Animals:** Animals are not permitted in residential living spaces, with the exception of fish and approved service animals. Each resident is allowed to have one (1) aquarium that is a maximum size of ten (10) gallons in their residence hall room. All aquariums must be properly maintained, clean and odor-free. Additionally, residents found having animal care products/equipment such as animal food, bowls, toys, etc. may be documented for a violation of the pet policy. Residents found in violation of the pet policy may be subject to a fine, cleaning and fumigation fees, as well as possible disciplinary action.

Emotional Support Animals are welcome provided the necessary paperwork and authorization forms are completed with the Office of Testing and Accessibility prior to the animal’s arrival in the residence halls.

Animal Friendly Housing is only available in limited areas of Stadium Apartments to residents eligible to live in Stadium Apartments.

ECU, at its sole discretion, except as required by law, retains the right to deny any pet or dog breed to reside on campus to ensure the safety of the community.

**Solicitation:** To protect students against interruption of their studies, soliciting is prohibited in the residence halls. All surveys conducted in ECU Housing must have prior approval from the Director of Housing and Residence Life. Surveys will be limited to assessments of the quality of residence life, specific issues affecting campus life, ECU sponsored surveys and official U.S. government business (i.e. census).

**Smoke Detectors:** Smoke detectors are provided in all residential living areas and are regularly checked to ensure proper working order. Residents are not to tamper with smoke detectors. Tampering with a smoke detector will result in a restoration charge and disciplinary action. If a smoke detector is making a noise, please report it immediately to Housing and Residence Life staff.

**Smoke-free and Tobacco-free Living:** East Central University is a tobacco free campus and as such, the use of all tobacco products (both smoking and non-smoking) is prohibited. Residents are also not permitted to store tobacco products or paraphernalia in their room or apartment.

The term “Tobacco Products” includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, 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. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, “vapes”, cloves, bidis, and kreteks.

The term “Tobacco Use” includes smoking, chewing, dipping or any other consumption or use of tobacco products.

**Alcoholic Beverage Containers:** The use and/or possession of any alcoholic beverages are prohibited on campus. Empty alcoholic beverage containers, either on one’s person or in the room, will result in a conduct violation. Alcoholic beverage containers are not permitted as room decoration.

**Antennas (Outside):** No outside aerial antennas for radio, television, or internet services are permitted. Students may not run cables of any kind outside of the confines of their room.

**Water Balloon Slings:** Water balloon slings or launchers are not permitted on campus.

**Water, Snow and Sports:** Students are not permitted to throw or spray water, snow, shaving cream, etc. within, into or out of a residence unit. Due to the possibility of injury and damage, students are not allowed to play sports in the hall.

**Cinder Blocks:** Cinder Blocks are not allowed in Residence Halls. The use of cinder blocks creates unsafe furniture situations and causes damage to the floors.

**Dart Boards:** Dart boards are not allowed in rooms or lounges; their installation and use damages walls and doors.

**Musical Instruments:** Any practicing or playing of musical instruments in the residence halls or apartment areas during quiet or courtesy hours is prohibited.

#### **D. Residence Life and Housing Conduct Process**

**Conduct Process:** Housing and Residence Life is committed to providing an atmosphere conducive to the academic and personal growth of all residents. To meet this goal, it is important for all members of the residence hall community to make a special effort to be mindful of their actions and respectful to the rights of fellow residents. To aid in this endeavor, policies and community standards have been developed for the residence hall community. Students are encouraged to learn responsible decision-making, develop an appreciation of community standards, respect individual rights and property, practice good citizenship, and understand the policies of ECU within the context of a community living environment.

When a resident violates one of the policies designed to ensure the comfort and well-being of the community, the resident will be held responsible for their actions through the Student Conduct process. This process is designed to be educational and restorative, while upholding student's rights.

**Documentation of Violations:** Housing and Residence Life staff, including Resident Assistants and Residence Directors, are required to confront violations of ECU policies, including residence hall policies. After confronting a violation, an incident report is written. Residents cited in an incident report will receive written correspondence, via the student's ECU email, informing the student of the next step to resolve the situation. Even if a resident does not believe they were responsible for an alleged policy violation, they are encouraged to participate in the process and provide their narrative of the incident. Residents are asked to respond in a timely fashion to all communications involving student conduct concerns. Failure to do so may result in further disciplinary action.

**Danger to Self and/or Others:** It is a violation of the Student Code of Conduct to exhibit any type of behavior that could pose a danger to self or others, including but not limited to emotionally, verbally, and/or physically aggressive behavior. Students who pose a safety risk may be removed from Housing and Residence Life and may be required to meet with the Dean of Students prior to being allowed to return to Housing and Residence Life.

**Discrimination:** Housing and Residence Life is committed to providing an inclusive living environment to all Residents. As a result, it is the department's policy not to discriminate on the basis of on the basis of race, color, national origin, sex, age, religion, disability, sexual orientation, genetic information, or status as a veteran.

**Grievances:** Residents who have a grievance against a Housing and Residence Life staff member should discuss the matter with the staff member's supervisor. If the grievance cannot be resolved by the Staff members immediate supervisor, the student may appeal in writing to the Director of Residence Life. If the grievance is not resolved satisfactorily with the Director of Residence Life, or if the issue is with the Director of Residence Life, the grievance will be heard by the Dean of Students.

### **E. Personal Safety and Security**

All students residing in the residence halls must be able to provide for their own safety, including the ability to follow all campus policies and procedures in the event of an emergency situation and/or evacuation. Students residing in the residence halls are required to participate in emergency response and evacuation drills. Students are required to evacuate the residence hall in the event of a fire alarm and/or during any evacuation led by Housing staff to ensure the safety of all students. Although the residence halls are generally a safe environment, residents are encouraged to be aware of their surroundings and follow simple safety precautions while on campus and in the community. Residents are encouraged to observe the following:

1. Lock your door when you leave and when you are in the room.
2. Know the emergency evacuation procedures for your building; be familiar with the location of the room's fire alarm and do not disengage under any circumstance.
3. Follow all health and safety regulations.
4. Do not prop doors or windows open.
5. Look out the peep hole and/or window before opening a door.
6. Avoid walking alone at night.
7. Be alert and ever vigilant, noting and reporting anything that seems unusual.
8. Vary daily patterns; some attackers stalk their victims, knowing just where and when to strike.
9. Pay attention to your surroundings. Where is the best lighted route? Where can you run for help if necessary?
10. Report any concerns to Residence Life Staff and ECU Police. For personal protection, as well as protection of personal property, do not leave your room or vehicle unlocked when unattended.

East Central University Police and Housing staff continually monitor the living environments to limit the risk of personal injury or damage to personal property. However, residents also have a responsibility to adhere to and support community standards as they assist in the security of their living environment.

**Residents requiring emergency assistance should contact the ECU Police, 580-559-5555 or call 911.**

Housing staff members are not permitted to transport students requiring emergency assistance.

**Bomb Threat:** All bomb threats will be considered real. Suspicious packages, boxes, or other containers containing possible explosive devices should not be tampered with or handled by residents. In such cases the area should be kept clear and the ECU Police immediately contacted. Residents should evacuate the area immediately and return only when told to do so by official University personnel.

**Earthquake:** In the event an earthquake, please take immediate cover.

1. First and foremost, stay calm. Think through the consequences of any action taken.



2. If outdoors, stay outdoors; if indoors, stay indoors. Most injuries during quakes occur as people are entering or leaving buildings.
3. If indoors, take cover under a heavy desk or table, doorways, halls, or against inside walls. Stay away from glass. Cover your head.
4. If outdoors, move away from buildings, trees, utility poles, power lines, and gas meters. The greatest danger comes from falling debris just outside of doorways or outer walls. Once in the open, stay there until the shaking stops.

#### **After an Earthquake:**

1. Be prepared for additional earthquake shocks, called “aftershocks.” Although most of these are smaller than the main shock, some may be large enough to cause additional damage.
2. If indoors, evacuate the building and proceed to the designated outdoor area.
3. Stay out of severely damaged buildings. Aftershocks can shake them down. University officials and Housing staff will inform you when it is safe to re-enter the building.
4. Check for injuries. Don’t attempt to move seriously injured persons unless they are in immediate danger of further injury.
5. Remain aware of the potential for gas leaks. Do not turn on the lights.

**Fire:** Incense, burning candles, portable heaters, or any type of flammable liquids are not allowed in the residence halls. This includes the storage of mopeds and motorcycles in close proximity to the residence halls. Wall hangings, such as fish netting, posters and tapestries may not be hung from ceiling light fixtures, over radiators, or electrical outlets. Housing staff make regular health and safety inspections of all living spaces to ensure that fire safety standards are maintained. Fire extinguishers are for fire safety. Tampering with fire safety equipment may result in the cost of recharging the fire extinguisher, suspension from University housing, and other disciplinary action.

At least one fire drill will be held each semester in each residence hall. These fire drills will be unannounced. Residents present during the drill must participate. Failure to do so will result in disciplinary action. During fire drills, residents will exit through the nearest exit door and will gather in the designated outdoor areas away from the buildings, as directed by residence life staff members.

When alerted of a potential fire by the alarm, shouted warning, or experience the sensation of smoke or fire, residents should remember the following:

1. If there is smoke in the room, keep low to the floor.
2. Before passing through any door, feel the door. If it is hot, do not open the door.
3. Before opening a door, brace against the door and open it slightly. If heat or smoke is present, close the door and stay in the room.
4. If unable to leave the room, open the window.
5. To attract attention if you are trapped, hang an object out the window; shout; Call 911 ~ give the building and room number, any other specific information that can be used to identify the location.
6. If able to leave a room, close all doors and exit the room/building via enclosed stairwells if available.

7. After evacuating a building, move to the designated outdoor area and stand clear.
8. Follow the directions of Fire, Police, and Housing personnel.

What to do if you discover a fire:

1. Sound vocal and mechanical alarms.
2. Report fire to Fire Department and ECU Police Department.
3. Give building name
4. Give your name.
5. Leave the building and do not re-enter until the "all clear" is given by the Fire Department.

**Tornado:** Oklahoma is known for severe weather, especially in the spring and summer months. Weather conditions can become severe quickly so please stay aware of changing weather conditions.

Tornado Watch: weather conditions are suitable for a tornado, but no tornado has been detected in the immediate area. Residents are advised to seek shelter and seek additional information concerning tornado activity.

Tornado Warning: a tornado has been indicated on radar or spotted in the immediate area. In the event a tornado warning is issued, the civil defense sirens should sound. Student in the residence halls are encouraged to take the following steps in the event of a tornado warning:

1. Close and lock your room door and close hallway doors behind you.
2. Move to the lowest floor or basement immediately, remaining in the hallway until Housing staff give the all-clear; no longer hearing the sirens does not necessarily mean the tornado threat is gone.
3. Stay away from windows and glass.
4. Follow the instruction of ECU Police, Housing staff, and University officials. Those refusing to cooperate with staff or evacuate to a designated area may be subject to disciplinary action.

**Tornado Refuge Locations:**

**Pesagi Hall:** First floor hallways

**Tiger Commons:** First floor hallways of Pesagi Hall

**Pontotoc Hall:** Basement floor of "C" section

**Briles Hall:** First floor hallway of Briles Hall

**Stadium Apartments:** apartment bathroom on lowest floor OR closest designated tornado refuge location

**Science Hall:** Basement floor

**Administration Building:** First floor hallway

**Chickasaw School of Business:** Foundation Hall

**Education Building:** Basement floor

**Student Union:** Ballroom

**Linscheid Library:** West wall of second floor (not open to public)

**Linscheid Library Annex:** Break room of first floor (not open to public)

## F. Maintenance and Facilities

**Maintenance Requests:** Facilities Services completes all repair work in the residence halls. Requests for maintenance should be taken to a RA, front desk staff, or submitted online (See Below). During regular business hours, maintenance emergencies should be reported to the Residence Director or the Housing and Residence Life office immediately. In the event of a maintenance emergency after 5:00pm, please contact the RA On-Call for the building. Once a work order is submitted, Facilities Services will work to complete the request. Most repairs are completed within three to five working days. Residents are encouraged to allow a reasonable amount of response time for repairs, but also notify housing staff if the problem does not get resolved.

Residents are expected to report problems in their rooms in a timely fashion, especially in situations where delay may cause further damage to the building, furniture, or property and/or present a health/safety risk including but not limited to: leaking water, mold, and broken glass. Residents may be charged for damage to the facilities due to a failure to report such maintenance concerns in a timely fashion. Residents are responsible for damages they or their guests cause to property. While every attempt is made to respect residents' privacy, by reporting a maintenance need in a space, residents are authorizing access by Facilities Services Staff. Please plan accordingly.

Work Order requests can be submitted online at:

<https://www.myschoolbuilding.com/myschoolbuilding/myorganization.asp>

When registering to use the work order system, please use this organization number: 1073051136

When describing the issue, please provide as much detail as possible so the issue will be addressed accordingly.

To submit the work order, you will need this password: ecutigers

**Damage/Common Area Damage:** Residents will be held financially responsible for all damage, missing furniture/equipment, violation of fire safety or security procedures, or vandalism. If damage occurs in common areas and the responsible individual(s) cannot be identified, the repair cost may be prorated evenly among residents living in the room, on the hall floor, or in the building, depending on where the damage occurred and who had reasonable access to that space. Damage charges may include fines and/or administrative costs in addition to the actual repair or replacement. Students responsible for repeated damage/vandalism or students responsible for violations of fire safety or security policies may be subject to removal from housing and/or suspension from ECU.

For detailed information about on-campus living options, meal plan options, and the policies that govern on-campus resident behaviors, visit the Office of Housing and Residence Life website at <https://www.ecok.edu/housing> or call (580) 559-5602 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.