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## HISTORY OF EAST CENTRAL UNIVERSITY

East Central was established by legislative action in 1909 as one of three regional state normal schools founded that year in the eastern half of the state; that part which was "Indian Territory" before the founding of the state only two years previously. Three similar institutions had been established earlier in Oklahoma Territory, later forming the western half of the new state. For many years, the six institutions served virtually identical purposes in the state's program of higher education.

The normal school program consisted of four years preparatory, or high school work, and two years at the college level. Graduates of the normal schools were awarded lifetime teaching licenses for the public schools of the state. In 1919 the six state normal schools were authorized to increase their college programs to four years of teacher education and to confer bachelors' degrees, and were designated teachers' colleges. In 1939 they were authorized to expand their programs to include degree curriculum in Arts and Sciences as well as Education, and the designation was changed to Oklahoma State Colleges. The six institutions were so identified until 1974, except for Central State, at Edmond, which was given the name Central State University in 1971.

The 1974 Oklahoma Legislature enacted legislation, approved by Governor David Hall, which included changing the designation of eight of the state owned institutions from college to university. East Central at this time was given the name East Central Oklahoma State University.

In July of 1985, Governor George Nigh approved a bill initiated by Senator Billie Floyd and Representative Lonnie Abbott, both of Ada, which changed the official name to East Central University.

East Central, as a unit in the state's system of higher education receiving principal support from public taxation, has sought to serve the needs of the people of the state in a democratically responsive manner. It recognizes responsibility for educational and general cultural leadership and service as an institution, for intellectual alertness and moral soundness of members of its faculty, and for maintaining an academic program adapted as effectively as possible to the capacities, needs, and aims of its students.

The University is a part of the unified system of higher education in Oklahoma and is fully accredited by the American Association of Colleges for Teacher Education and the North Central Association of Colleges and Secondary Schools.

The academic program at East Central is supplemented and enriched by many out-of class activities including those of numerous campus organizations. Adequate campus housing is available and the surrounding community of Ada and its environment offers many opportunities for leisure time pursuits.

The University is proud of its faculty, student body, and facilities. With enrollment rising each year, East Central looks forward to a challenging and exciting future.

## MISSION STATEMENT

East Central University's mission is to foster a learning environment in which students, faculty, staff, and community interact to educate students for life in a rapidly changing and culturally diverse society. Within its service area, East Central University provides leadership for economic development and cultural enhancement.

## ACADEMIC INFORMATION

### EVALUATION

Grade Marks:

**A** - Excellent

**B** - Good

**C** - Average

**D** - Below Average

**F** - Failure

**P** - Passing (Not used in grade point average computation.)

**I** - Incomplete. This grade is given because of unavoidable circumstances that prevent the student from finishing the required work before the course ends. Normally the grade of "I" is given only if the student requests an incomplete grade from the instructor before the end of the term. Effective Fall 1993, an incomplete grade may be used at the instructor's discretion to indicate that additional work is necessary to complete a course. It is not a substitute for an "F," and no student may be failing a course at the time an "I" grade is awarded. To receive an "I" grade, the student should have satisfactorily completed a substantial portion of the required course work for the semester. "I" grades not changed by the instructor to a credit-bearing grade or an "F" within five weeks of the following semester will remain as a permanent "I" and not contribute to the student's GPA. The Grade Appeals Committee may extend this time in response to a written request from the instructor. The instructor will not submit this request unless it is justified and unless the student asks him/her to do so.

**W** - Withdrawal Passing. This grade may be given for formally withdrawing from a course through the Office of Admissions and Records.

**AU** - Audit. Student is enrolled for informational purposes and does not participate in the class. AU grade is GPA neutral. A student may not enroll in previously audited class for credit.

**AW** - Administrative Withdrawal. This will be assigned by the Office of Academic Affairs to indicate that a student has been "involuntarily" withdrawn by the institution during the designated semester for disciplinary reasons or inadequate attendance. Administrative withdrawals are GPA neutral.

**P or F** - Pass/Fail. Grades must be used by all members of a class or not at all. Also, students must be informed at the beginning of the course if pass/fail grades are to be given. The Pass grade indicates hours earned but does not contribute to the GPA. The Fail grade is an "F" and is calculated into the GPA.

**P or NP** - Pass/No Pass. Grades used for Physical Education activity courses. Students should be informed course is pass/no pass at the beginning of the course. The Pass grade indicates hours earned, but does not contribute to the GPA. The No Pass grade is "NP" and indicates that the student did not satisfactorily complete the course. The No Pass grade is not calculated in the GPA.

**N** - An "N" grade will be used to indicate that the semester grade was not submitted by the instructor by the appropriate deadline. The "N" grade must be replaced by the appropriate letter grade prior to the end of the subsequent semester. The "N" grade is GPA neutral.

## CHEATING AND PLAGIARISM

The University does not condone cheating or plagiarism. Although all cases of cheating and plagiarism are inexcusable, some acts of cheating and plagiarism carry more severe penalties than others. The penalties imposed by an individual instructor or the University may range from unsatisfactory grade on a particular assignment or examination to expulsion from the University.

## FORMALLY WITHDRAWING FROM A COURSE

A student who formally withdraws from a course through the twenty-eighth day (five weeks plus 3 days) of a summer session or the eleventh week of a semester receives the guaranteed grade of "W" for the course. One who withdraws after the guaranteed "W" deadline through the seventh week of a summer session or the fourteenth week of a semester may receive "W" for the course if passing, "F" if failing. The assignment of an "F" is optional to the instructor. Time limits for withdrawing from a class meeting less than a full term are proportional to those for a full term.

## CLASS ATTENDANCE

The administration and faculty of East Central University expect students to attend classes regularly in which they are enrolled. The degree to which student absences shall affect class grades shall be determined by the individual instructor, and the students shall be notified of this policy in each of their courses at the first of the semester. Students may be withdrawn from a course for excessive absences upon the request of the instructor. A student may be suspended from the University if his/her absences are excessive, whether or not he or she is on probation at the time. The University does not excuse students from class attendance for participation in school activities such as athletics, music groups, speech events, field trips, etc. However, since some instructors do excuse students for such activities, the Vice President for Academic Affairs will distribute notices to the faculty informing them of students who are attending scheduled activities.

Individual instructors determine the degree that tardiness and absence from class affect a student's grades and his or her ability to continue attending their classes. Makeup work, if it is permitted, also is done under conditions set by the instructor. Instructors notify students of their policies in each of their courses at the beginning of each term.

## **JURY DUTY**

Educational institutions are prohibited from taking any adverse academic action against a student because of the student's service on a jury. East Central University suggests that students serving on jury duty notify the Student Services Office of the days they will be out of class due to jury duty. The Student Services Office will notify all professors of the reason for the absence.

## **CHANGE OF ADDRESS**

It is the student's responsibility to update addresses in the Office of Admissions and Records.

## **GRADE APPEAL COMMITTEE**

The University believes that students should be given the opportunity to meet with instructors and supervisors to resolve issues concerning assigned grades. Furthermore, the University believes a student should be afforded "due process" when the issue cannot be resolved. Student grade appeals are not intended to interfere with the instructor's right to determine his or her evaluation process and to perform that evaluation. They are intended for instances which deviate from the basic understanding of how grades are to be assigned. The Grade Appeal Committee was established by the University to make decisions concerning requests for extension of time to complete work when a grade of "I" has been given and the deadline for changing the "I" has passed, and to make recommendations to the university President concerning student initiated grade appeals. The Committee has established procedures to be followed to help resolve these issues. The Grade Appeal Committee shall review and recommend action on all grade appeals referred to the Committee by the Academic Vice President. A disagreement over a grade should be resolved, if possible, by conference between the instructor and student. After discussing the grade with the instructor, if the student is still dissatisfied and believes there are circumstances which merit an appeal of the grade, the following procedure will be followed:

The student will file a written appeal in duplicate with the instructor's Department Chairman explaining the reason for challenging the grade. One copy of the appeal goes to the instructor, who may file a written rebuttal with the Department Chairman. The Department Chairman will then meet with both student and instructor in an effort to resolve the appeal. If the appeal is not resolved the Department Chairman will forward the appeal and rebuttal to the Dean.

The Dean will review the appeal and rebuttal and then meet with the instructor and student in an effort to resolve the appeal. If the appeal is not resolved, the Dean will forward the appeal and rebuttal to the Academic Vice President.

The Academic Vice President will review the appeal and rebuttal and then forward them to the Grade Appeal Committee. Upon receiving a grade appeal from the Academic Vice President, the Chairman of the Grade Appeal Committee will set a date for the formal hearing with the student and/or representative and any witnesses. A second formal hearing will be given the instructor and/or representative and any witnesses. If needed, a third formal hearing will be scheduled with the instructor, student and other persons the Committee deems necessary. Also, the committee will gather other data it deems necessary and pertinent to the appeal.

After reviewing the appeal and rebuttal, the Committee will notify both instructor and student of the recommendation which will be forwarded to the University President by the Appeal Committee. Any committee member may abstain from hearing an appeal brought before the Committee. The Academic Vice President will name a replacement from the faculty of the University.

## **GRADE CHANGE BY INSTRUCTOR**

The Grade Appeal Committee shall make recommendations in reference to a request for a grade change, other than a grade of "I", initiated by the instructor. If the instructor has made an error in a final grade submitted to the Registrar and decides to change that recorded grade, the instructor must file a normal grade change form which is forwarded to the Department Chairman and then the Dean. It is then forwarded to the Committee. The Committee will notify the Registrar and the instructor in writing of their decision.

## **POSTING GRADES**

Faculty members are not required to post final grades. If a faculty member chooses to post grades, safeguards must be taken in order to comply with the Buckley Amendment. Students must be given the opportunity to ask that their grades not be posted.

## **FACULTY ENGLISH PROFICIENCY**

It is the intent of the Oklahoma Legislature that all instructors employed in the Oklahoma State System of Higher Education shall be proficient in speaking the English language. Students may file a formal written and signed complaint in the President's Office in instances in which evidence exists that a faculty member is not proficient in speaking the English language.

## **CONFIDENTIALITY OF STUDENT RECORD**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the Registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access, and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Central University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

## **RETENTION STANDARDS**

### **A. Retention GPA Requirements**

A student will be placed on academic probation if he or she fails to meet the following requirements:

Credit Hours Attempted	Retention GPA Requirements
0 through 30 semester credit hours	1.7
Greater than 30 semester credit hours	2.0

Freshman students, 30 or fewer credit hours, with a GPA of 1.7 to less than 2.0 will be placed on academic notice.

Any student not maintaining satisfactory progress toward his or her academic objective as indicated above will be placed on probation for one semester. At the end of that semester, he or she must have a semester GPA of 2.0 in regularly-graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required above, in order to continue as a student. Students not meeting either of these criteria will be immediately suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. Students suspended in the spring semester may attend, at the discretion of the suspending institution, the summer session immediately following spring suspension. However, such students may enroll only in core academic courses which meet the general education requirements or degree requirements. Only students under the first-time suspension status at the suspending institution are eligible. To continue in the fall semester, such students must achieve a 2.0 semester GPA or raise their retention GPA to the required level.

#### **B. Additional Requirements**

##### **1. Suspension of Seniors**

An institution may allow a student with 90 or more hours in a specified degree program who has failed to meet the retention grade-point average of 2.0 or the semester GPA of 2.0 to enroll in up to 15 additional semester hours in a further attempt to achieve the retention GPA requirement. During this 15 hours of enrollment, the student must achieve a minimum 2.0 semester GPA during each enrollment or raise his or her retention GPA to 2.0 as above. This senior suspension exception can be exercised only once per student.

##### **2. Academic Suspension Appeals**

Institutions have the discretion to establish an academic suspension appeals procedure. Such procedures should allow appropriate discretion in deserving cases. Academic suspension appeal procedures should require that the suspended student document any extraordinary personal circumstances that contributed to his or her academic deficiencies. Such events must be highly unusual such as the death of an immediate relative; a serious illness; severe financial distress; direct, significant work conflicts; unexpected, substantial family obligations; or personal crisis. Such appeals decisions should be made only following the thoughtful deliberation of an appropriate committee, which may include faculty, students, and administrators. Any institutional policies and procedures developed for the appeal of academic suspension decisions must be submitted to and approved by the State Regents. Annual reports detailing all decisions concerning appeals requests will be submitted to the State Regents. East Central University policy is as follows: An academic suspension appeals procedure is available at East Central University. The appeal must be based on extraordinary circumstances and must be filed a minimum of one week prior to the beginning of the following semester. Appearance at an Appeals Committee Hearing is strongly advised.

##### **3. Readmission of Suspended Students**

Students who are academically suspended by an institution will not be allowed to reenter the suspending institution for at least one regular semester (fall or spring) except as noted above. Institutions should develop policies and procedures to guide the readmission of suspended students process. Such policies should include the provision that suspended students can be readmitted only one time. Such students are readmitted on probationary status and must maintain a 2.0 GPA each semester attempted while on probation or raise their retention GPA to the designated level. Should a reinstated student be suspended a second time from the same institution, he/she cannot return to the suspending school until such time as he/she as demonstrated, by attending another institution, the ability to succeed academically by raising his/her GPA to the retention standards.

##### **4. Reinstatement of Suspended Students at System Institutions**

It is the intent of the State Regents that public higher education opportunities be provided for all citizens with the ability and desire to use these public services. As previously stated, students will not be permitted readmission to the suspending institution for a minimum of one regular semester (fall or spring). However, research indicates that many time students suspended from one institution may succeed in a new academic environment if given the opportunity. As such, institutions may develop a special admission procedure, subject to State Regents' approval, for students who are suspended from other system institutions and who would otherwise qualify for admission to the reinstating institution. Such students would be admitted at the discretion of the receiving institution and such admission would be probationary. Institutions admitting such students should provide the appropriate academic services to facilitate their success.

#### **Policy on admission to, retention in, and transfer among colleges and universities of the state system subject to change by the Oklahoma State Regents for higher education.**

#### **Policy of Remediation of High School Curricular Deficiencies**

The State Regents' admission policy lists 15 high school curricular requirements for programs leading to a Baccalaureate Degree. As defined in the policy, students must meet all curricular requirements to be admitted to East Central University for the fall or spring semesters. The only exceptions are noted in Section I., Item D Special Admissions, and summer term enrollment prior to the regular semester of desired entry. The policy requires institutions admitting students with one or more curricular deficiencies in the special admission categories to provide the means to satisfy those deficiencies. Students must successfully remove course requirements within 24 hours attempted or not be allowed to enroll at the institution until successfully removed. Finally, students must remove curricular deficiencies in a discipline area before taking collegiate level work in that discipline.

The high school curricular admission requirements were adopted by the State Regents to help ensure adequate high school academic preparation. Such preparation is the first step toward maximizing student success. It is the expectation of the State Regents that students applying for college entry will have successfully completed, at a minimum, the required high school course work. Indeed, research indicates that the academic preparation a student receives in high school correlates with success in college. Specifically, students who take more high school core subjects generally score higher on the ACT and earn better grades in college than students who take a minimal number of core courses. High school students should consider the prescribed 15 unit high school core curriculum a minimum standard. Students are encouraged to take additional core courses.

This policy specifies how students who lack the high school curricular requirements may satisfy them within The Oklahoma State System of Higher Education. Nonfulfillment of high school requirements is referred to in this policy as curricular deficiencies.

#### **Student Demonstration of Curricular Competencies**

##### **A. Systemwide Procedures**

Student competency may be demonstrated and deficiencies removed in the nine required units of basic skills courses - science, English, and mathematics - through the use of system ACT subscores in the three subject areas of science reasoning, English, and mathematics respectively. Institutions may, within their approved assessment plans, establish higher standards by requiring additional testing of those students meeting or exceeding the minimum ACT subject test score requirement.

##### **B. Institutional Procedures**

Student competencies may be demonstrated and deficiencies removed by an entry-level, institutionally developed or adopted assessment procedure in the appropriate discipline area consistent with the institution's approved assessment plan. Such an assessment procedure/instrument must be uniformly applied, have demonstrated content validity, and be a reliable measure of student competence. Students would be required to score at a level which equates to the system wide ACT score requirements for the basic skills subjects.

#### **Student Remediation of Curricular Deficiencies**

Students with curricular deficiencies who fail to demonstrate adequate curricular competence will be required to complete developmental courses as described below:

- A. Students with mathematics, English, or science deficiencies will be required to enroll in developmental courses designed to remedy the deficiency. Students must receive a grade equivalent to a "C" or better to remove the deficiency.
- B. Students with a deficiency in history who present an ACT reading subscore at or above the specified level or who score at the designated level on any approved secondary institutional reading assessment instrument may be admitted as regular admission students. These students will be required to complete an additional three-hour collegiate history course to make up the high school deficiency.
- C. Students with a guided elective deficiency may also be admitted as regular admission students as specified in the Policy Statement on Admission To, Retention In, and transfer Among Colleges and Universities in the State System, but will be required to take an additional three-hour collegiate course in the guided elective subject area(s).

## WITHDRAWING FROM THE UNIVERSITY

A student who formally withdraws from a course through the twenty-eighth day (five weeks plus 3 days) of a summer session or the eleventh week of a semester receives the guaranteed grade of "W" for the course. One who withdraws after the guaranteed "W" deadline through the seventh week of a summer session or the fourteenth week of a semester may receive "W" for the course if passing, "F" if failing. The assignment of an "F" is optional to the instructor. Time limits for withdrawing from a class meeting less than a full term are proportional to those for a full term.

A student who stops attending all of his or her classes without formally withdrawing from the University will receive "F" in each unfinished course. If a student's attendance or performance becomes unsatisfactory, he or she may be required to withdraw from an individual course or from the University.

## SEXUAL HARASSMENT

### Section 1. Definition/Prohibited Acts

No faculty, administrative or support employee of any university governed by the Board shall engage in sexual harassment. For the purposes of this policy, sexual harassment is defined as unwarranted sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:

- a. Submission to or rejection of such conduct is made explicitly or implicitly a term or condition of instruction, employment, status or participation in any course, program, or other university activity;
- b. Submission to or rejection of such conduct is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance, or of creating an intimidating, hostile or offensive environment for work or learning.

### Section 2. Examples of Sexual Harassment

Sexual harassment encompasses any sexual attention that is unwanted. Examples of the verbal or physical conduct prohibited by Section 2, above, include, but are not limited to:

- a. Physical assault;
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, participation in a university academic program, or letters of recommendation;
- c. Direct propositions of a sexual nature;
- d. Subtle pressure for sexual activity, an element of which may be conduct such as repeated and unwanted telephonic or electronic communications or staring;
- e. A pattern of conduct (not legitimately related to the subject matter of a course if one is involved) intended to discomfort or humiliate, or both, that includes one or more of the following: (1) comments of a sexual nature; or (2) sexually explicit statements, questions, jobs, or anecdotes; and
- f. A pattern of conduct that would discomfort or humiliate, or both, a reasonable person at whom the conduct was directed that includes one or more of the following: (1) unnecessary touching, patting, hugging, or brushing against a person's body; (2) remarks of a sexual nature about a person's clothing or body; (3) remarks about sexual activity or speculations about previous sexual experience; or (4) exposure to sexual jokes or anecdotes, or printed or visual material of a sexual nature.
- g. Any instance of sexual harassment should be reported to the Affirmative Action Officer.

## EAST CENTRAL UNIVERSITY STALKING POLICY

**Policy:** East Central University prohibits stalking. The stalking policy applies equally to all members of the ECU community; students, faculty, administrators, staff, contract employees, and visitors. Actions resulting in charges of stalking under this policy may also be subject to criminal/civil sanctions independent of actions by the University.

**Definition:** Stalking is defined as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that 1) would cause a reasonable person or member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and 2) actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested. These behaviors could result in criminal charges. Such behavior includes, but is not limited to, the following:

- \*following or appearing within the sight of that individual
- \*approaching or confronting that individual in a public place or on private property
- \*appearing at the workplace or residence of that individual
- \*threatening or obscene gestures
- \*repeated or continuing non-consensual communication, including personal contact, telephone calls, voice messages, electronic mail, written correspondence, unwanted gifts, etc.
- \*non-consensual touching
- \*trespassing
- \*vandalism
- \*surveillance or other types of observation

**Application:** This policy governs the conduct of all members of the East Central University community on or off campus.

**Penalties:** Stalking behavior will not be tolerated. Incidents occurring on or off campus are subject to University discipline when such actions significantly affect the learning environment or operations of the University. Stalking is a crime under Oklahoma State law (Title 21-Section 1173). Options available to victims of stalking include reporting to the Campus Initiative to Reduce Crimes Against Women (CIRCAW) department on campus, University police or local police, civil proceedings, and/or using the campus judicial process.

## SERVICES AVAILABLE

### STUDENT DEVELOPMENT

The Student Development Office under the direction of the Vice President for Student Development offers several educational programs to the students at East Central. The primary functions of the Student Development Department are to furnish guidance, counseling, and assistance to the student in adjusting to university life and in getting the maximum benefit from his or her university experience.

### CAMPUS LIFE AND LEADERSHIP

The Campus Life and Leadership Office, a division of Student Development, located in the University Center, Room 152 offers several benefits for ECU students.

1. **Student Organizational Involvement** -- The Campus Life and Leadership Office has materials available for students who wish to file for Crew positions, homecoming, Orange Crush and traditional ECU events. All applications are also available on the ECU web site and may be electronically submitted. Student organizations are encouraged to establish an office in the workroom. All organizations are required to file a current list of faculty sponsors in September of each year in order to be recognized by the University.
3. **The Crew** - The 15-20 member activities board is also housed in the student organization workroom. They are responsible for major campus events. Applications for The Crew are available from the Campus Life and Leadership Office, early fall and late spring. **Crew Events x231.**
4. **National Student Exchange** - ECU students have the opportunity to study on 177 U.S. campuses as part of the National Student Exchange Program. This program is housed in the Office of International Students and Programs, Administration Building, Room 160. Directories of member schools and policies are available year round. The application period begins each November and closes February 1.

## GUIDANCE AND COUNSELING

A number of guidance and counseling services are offered to East Central students. Among these services are:

1. The Deans are available for academic and career counseling.
2. Department heads are available for counseling with students who have shown an interest in a particular field of study.

3. The Academic Advising Center is located in Room 111 Danley Hall.
4. The Transfer Enrollment Center is designed to assist transfer students with the transfer process. The Center is located in Danley Hall Room 111. The staff is available to help with any issues a transfer student may face, such as advisement, enrollment, housing, and financial aid.

### **VETERANS ADMINISTRATION BENEFITS**

East Central University is approved for students who are eligible for a variety of Veterans Administration benefits. The Office of Veterans Affairs will provide information, as well as assistance, in the proper filing of all forms for those who are eligible for benefits.

Information is available concerning all G.I. Bills which pertain to education benefits. Questions about other veteran's benefits are encouraged, and appropriate resources will be suggested for follow-up information.

Veterans are encouraged to use other services and programs which include counseling, advisement, job placement, outreach, recruitment, VA paid tutoring, and VA paid work-study. The VA Regional Office in Muskogee extends the use of a free call-in line (1-888-442-4551) for all veterans who have questions pertaining to situations not expressly covered under benefits administered by the office at East Central University.

### **FINANCIAL AID**

Financial Aid is available to East Central students to help them meet the costs of their education. Prospective or enrolled students are invited to contact the Financial Aid Office for information regarding loans, grants, or part-time employment. In an effort to determine as accurately as possible the needs of the students and to comply with federal regulations, the Free Application for Federal Student Aid must be completed by everyone applying for assistance through East Central University. Additional documents, if required, will be requested at the time the results of the federal application are received. East Central University does not prohibit the granting of financial assistance because of race, color, or national origin.

### **GRANTS**

Federal and State grants are available to qualified students having substantial financial need. Repayment is not required.

**FEDERAL PELL GRANTS** - Federal Pell Grants are available to eligible under-graduate students who show a need. Funding is not limited by the number of students who apply.

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS** - SEOG awards are made to undergraduate students who have exceptional financial need. Funding is limited.

**OKLAHOMA TUITION AID GRANTS** - OTAG is a state grant available to qualifying undergraduate students that are Oklahoma residents. It is administered by the Oklahoma State Regents for Higher Education and is disbursed by East Central University. You must be enrolled at least half-time.

**TRIBAL HIGHER EDUCATION GRANTS** - The Tribal Higher Education Grants are available to tribal members who have financial need defined by the Application for Federal Student Aid. Application for grants is made through Native American Counselors Office at East Central, or through the Tribal Headquarters with which you are affiliated.

**VOCATIONAL REHABILITATION GRANTS** - A student who has an employment handicap because of a physical or an emotional disability may apply for payment of tuition and other services to the Rehabilitative Services Division of the Department of Human Services, P.O. Box 25352, Oklahoma City, or to the Division's District Office on campus. In order to be eligible for this assistance, your handicap must be medically established, and your vocational objective must be approved by the appropriate counselor of the Division.

### **LOANS**

Several types of loans are available to help students pay for school. Loans must be repaid. Be sure to read the loan application thoroughly and ask any questions about items you do not understand. It is your responsibility to make sure that you understand the amount you will receive, the amount you will have to repay and what deferment options are available.

**LIONS-ALUMNI STUDENT LOAN FUND AND DON CLAWSON STUDENT LOAN FUND** - This fund is designed to aid students with short-term, low-cost loans to meet emergency expenses. The loan is to be repaid prior to pre-enrollment for the following semester.

**FEDERAL PERKINS STUDENT LOAN PROGRAM** - The Perkins Loan Program makes long-term, low-interest loans to qualified students. Repayment normally begins nine months after you graduate, leave school, or drop below half-time.

**FEDERAL STAFFORD LOAN PROGRAM (subsidized and unsubsidized - formerly GSL)** - The Stafford Loan is a low interest loan guaranteed by the federal government and funded by lenders such as banks, savings, and loans and credit unions. The interest rate is a fixed rate of 6.8%. Repayment normally begins six months after you graduate, leave school, or drop below half-time. The amount you can borrow is determined by the Financial Aid Office and your lender.

**FEDERAL PLUS PROGRAM** - This loan may be available to families when other types of aid do not meet their needs. It is a loan program similar to the Federal Stafford Loan Program. The interest rate is a fixed rate of 8.5%. Repayment normally begins 60 days after the last loan disbursement. However, if a deferment applies, borrowers do not begin repaying any principal until the deferment ends.

### **STUDENT EMPLOYMENT**

Many students are employed by area businessmen. Others work on campus either as regular student employees or as participants in the Federal Student Work program. The University assists students in securing this work. Further information may be obtained from the Financial Aid Office.

### **DISBURSEMENT POLICIES**

Student aid eligibility is computed to the maximum amount possible in accordance with federal and institutional guidelines and the availability of funds. In the event that this amount does not cover all of your costs, the student must pay the balance from some other source. This aid may not be used for deposits, physical exams or any other fees that are due prior to enrollment. East Central University has no obligation to make this aid available until the student is properly admitted and enrolled.

Awards for the fall and spring semesters are normally made at the same time. One-half of the total aid for the school year will be made available to you in the fall semester and one-half in the spring. Awards for summer school are made late in the spring semester.

If you have been awarded for the fall and spring and you do not attend the fall semester, your award will be canceled for both semesters unless you specifically request that your aid for the spring be continued. This will be done if funds are available on the date of your request. In addition, if you drop below half-time, your second semester Stafford Loan must be canceled and you must reapply.

If you withdraw during the fall term, your award will be canceled for the spring term. If you wish to return to school for the spring or summer term, you should contact the Financial Aid Office to have your application re-evaluated.

All funds are disbursed in the East Central University Finance Office. First time loan recipients who are freshmen must wait until the 31st day of classes to receive their loan funds. Oklahoma Tuition Aid Grant (OTAG), Bureau of Indian Affairs (BIA), etc., are disbursed when received from their respective agencies.

**REFUNDS AND REPAYMENT** - Anytime a student withdraws from school or changes enrollment, the Financial Aid Office must determine if a refund or repayment of financial aid is due. This determination is based on institutional and federal guidelines.

**Dropping and Adding:** All awards are made assuming full-time enrollment. Final awards are computed and awarded based on the student's enrollment after the drop and add period (census date).

**Withdrawing:** If a student receives financial aid assistance from a Title IV program (Pell, FSEOG, Perkins, Stafford, or PLUS), and withdraws from ECU prior to completing 60 percent of the semester, institutional charges for tuition, room and board, and fees will be refunded to the federal programs based on the percentage of the semester that has not been completed. The portion of the semester completed is based on calendar days, counted from the first day of the semester. After the 60 percent point in the semester, no refund will be granted, nor will financial aid be reduced.

Financial aid recipients who withdraw may be expected to repay a certain portion of their awards that were disbursed to provide assistance with living expenses while attending school. Examples of refund and repayments are available upon request at the Financial Aid Office located on the first floor of the Administration Building, or call 332-8000, Ext. 243.

### **FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS**

**GENERAL REQUIREMENTS** - Those students receiving financial aid through ECU must be admitted to the University, must be degree-seeking, must be enrolled in ECU courses that will count toward that degree or certificate, and must be in good standing (eligible to re-enroll). In addition, students must have a GED, high school diploma or meet the ability to benefit requirements. NOTE: Students who have a teaching certificate may not be funded for a second certificate. Students may not receive funding after completing two degree programs at East Central University. A full time undergraduate student must be enrolled in 12 or more hours of course work (Fall and Spring only). Graduate students must be enrolled in 9 hours of ECU course work

to be considered a full-time student (Fall and Spring only).

**CUMULATIVE HOUR REQUIREMENT** - Satisfactory Academic Progress is said to have been met if the undergraduate student successfully completes 12 hours per semester of ECU course work (may include zero-level courses), or 24 hours in an award year (Fall, Spring, and Summer). A full time undergraduate student is expected to complete their degree in a maximum time frame of 155 hours. Satisfactory Academic Progress is said to have been met if the graduate student successfully completes 9 hours per semester of ECU course work, or 18 hours of graduate work in an award year (Fall, Spring, and Summer) unless their funding was for 12 or more hours. A full time graduate student is expected to complete their degree in a maximum time frame of 125 percent of the published program length. A student who does not successfully complete the required hours during the Fall and/or Spring semesters must make the hours up during the Summer term. (An "AW," "W," "I," or "F" represents a course not successfully completed.) Failure to complete the required number of hours will result in Financial Aid Suspension. During suspension, a student is not eligible to receive Title IV aid and must enroll and complete 12 hours as an undergraduate or 9 hours as a graduate of ECU course work with a 2.0 GPA during their next semester of enrollment (Fall and Spring only). In addition, any student who enrolls during any semester, and withdraws after school begins or completes zero hours, will be automatically suspended from participation in the Title IV programs for their next semester of enrollment. **Note:** When a student Reservist/National Guard member is called to active duty, they will be exempt from this policy for the semester they withdraw. When they return, they will be considered making Satisfactory Academic Progress. **Note:** The policies above assume full time enrollment at ECU. A student who enrolls less than full time is expected to complete a proportionate number of hours. Students involved in a consortium agreement will be required to meet the same guidelines.

**GPA REQUIREMENT** - Recipients of financial aid at ECU must also maintain satisfactory academic progress standards regarding grade point average as stated in University academic policy. Transfer students - To receive aid at ECU, students must have an overall GPA in accordance with standards set forth in the University Catalog and/or be admitted by the University. **Transfer hours will count toward the maximum hours limit. Note:** Satisfactory Academic Progress guidelines take into account the student's academic performance throughout the course of study, regardless of whether the student received aid. Appeal process - Exceptions to this policy will be considered when unusual circumstances warrant such action. Students may contact the Financial Aid Office for an appeal form. Appeals will be accepted through the first week of the semester in which you are requesting reinstatement.

## **PUBLIC INFORMATION AND UNIVERSITY RELATIONS MEDIA SERVICES**

The Public Information and University Relations Department has responsibility for coordinating all University media relations, institutional advertising, photo services, sports information, and yearbook. This office serves as the initial point of contact for the University in its interaction with newspaper, radio, television, and magazine outlets.

## **PHOTO SERVICES**

Reprints of photos taken for the University including those appearing in the "Pesagi" yearbook are available for a small fee from photo services located in Fentem Hall, 101.

## **I.D. CARDS**

Every student at East Central University is entitled to an identification card. ECU operates on a four-year I.D. system. This means students have their picture taken for an I.D. once during their time at East Central. This card must be kept in the possession of the student at all times. The validated student I.D. card serves as a library card and as a ticket of admission for all University activities on campus including football and basketball games and theater presentations. The ECU student I.D. card is non-transferable. I.D. cards may be obtained at the Information Desk located in the University Center.

## **SPORTS INFORMATION**

The Office of Sports Information is charged with the responsibility of promoting the University's varsity athletic programs. In addition to disseminating information in the form of press releases, features, photos, and statistics to media on ECU sports, the Office of Sports Information also serves as a liaison between the athletic department/coaching staffs and the various media which cover Tiger sports.

Sports information also produces various publications, including sports schedules and calendars, and programs and fact books.

The Office of Sports Information coordinates radio and television broadcasting of Tiger sporting events.

## **THE "PESAGI" YEARBOOK**

The "Pesagi" yearbook is the official yearbook of East Central University. The yearbook is a University publication produced by students employed in the Office of Public Information and University Relations. The yearbook is published for distribution in late spring.

## **OFFICE FOR UNIVERSITY ADVANCEMENT ALUMNI SERVICES**

For many years, the University has supported and maintained an active alumni association. The association is headed by a 27-member board of directors. Board members serve staggered three-year terms. Three central committees within the alumni association board of directors serve to promote the goals of the university and alumni. Those committees include: membership, endowment, and special projects.

Membership in the ECU Alumni Association is open to all graduates, former University students, and friends of the University. Membership fees are: \$25.00 (annual); \$40.00 (joint annual); \$250.00 (lifetime); and \$400.00 (joint lifetime). Upon graduation, alumni are made members immediately and receive the first year's membership at no cost.

## **PLACEMENT SERVICES**

The University Placement Office serves a variety of purposes to students in need of assistance in seeking employment upon graduation.

The Placement Office's main task is to serve as liaison between various departments/divisions on campus and the world of work. The Placement Office schedules a series of on-campus interview sessions with personnel directors and recruiters from corporations and educational institutions who may be interested in graduates from any number of the University's fields of study.

Generally, the on-campus interviews are coordinated closely with faculty in the areas of interest to the recruiting party. These interviews are scheduled all year. For an annual

fee, students may maintain an active placement file. A resume service is also available on-campus at a low cost to the student.

In addition to scheduling on-campus interviews, the placement office works closely with numerous local and area firms in providing names and information of prospective employees when immediate job vacancies arise.

The placement office also provides a service (primarily for education majors) by mailing out thousands of teacher information packets to school districts across the nation. The placement office generally has between 400-600 active files on teachers and prospective teachers (both current graduates and former ECU students). This service is available to all ECU students, but is of particular help to the education majors as they seek employment upon graduation.

The placement office maintains an updated list of job vacancies in many areas, working closely with local personnel agencies. The placement office provides those students and graduates who maintain active placement folders a bi-monthly listing of job vacancies in education for Oklahoma and surrounding states.

## **OTHER SERVICES LOST AND FOUND**

The Student Services Office, Administration Building Room 102 maintains a depository for articles found on campus. Articles found on campus should be brought to the office, and inquiry made there about any lost articles.

## **VOTER REGISTRATION**

Voter registration forms are available in the Student Development Office, Room 102 Administration Building. Students are encouraged to complete

the form in order to vote. Students may also complete the forms in their home community and request absentee ballots be sent in order to vote in the upcoming elections.

## BULLETIN BOARDS

Many bulletin boards have been placed in campus buildings for use of students. University announcements of a general type may be placed by students on any bulletin board except those designated to be used by various departments of the University. Permission must be given from the department before these are used. Place announcements on bulletin boards only and not on painted surfaces of walls, windows, or floors. Nails are not to be used. All materials should be removed after the scheduled event by the person or group responsible.

## HEALTH SERVICES

Each beginning freshman must submit a Medical History Form. The immunization history must be completed on the history form.

The University maintains a health service which provides the following benefits:

1. A registered nurse whose duties are as follows:
  - a. Be available in the health office to give treatment, examinations, and consultations from 9:00 a.m. to 3:00 p.m., Monday through Friday, Memorial Student Union Building, Room 137. 332-8000, Ext. 713.
  - b. Authorize and provide care for students who are too ill to report for meals and class.
  - c. Be available to give allergy injections, provided the student has medication and instructions from the physician.
  - d. Provide such items as crutches, slings, and ace bandages on a loan basis through the nurse's office.
2. A medical doctor or physician's assistant will come to the office daily to consult with the nurse and to see students who are ill.
3. Counseling services are also available between 2:00p.m. and 4:00p.m. Tuesday, Wednesday and Thursday, Memorial Student Union Building, Room 137. 332-8000, Ext. 713.

In order to be eligible for any of the above named services, a person must be a regularly enrolled student of East Central University during the actual term of school as stated in the University catalog.

## DISABILITY SERVICES

The Office of Disability Services acts to assist ECU students with disabilities by offering services to promote and ensure that no student with a disability is denied the benefits of, excluded from participation in, or otherwise subjected to discrimination under educational programs and activities in accordance with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, as amended (Section 504), and applicable state law. Student input is vital to this mission.

Disability Services is the designated campus office that verifies whether or not a student has a documented disability that significantly impacts the student's ability to access educational programs. DS will determine the appropriateness of a requested accommodation on an individualized, case by case basis according to their disability documentation. Students with disabilities are encouraged to notify and collaborate with Disability Services to identify, establish the need for, and obtain accommodations.

A student with a disability may request accommodations by contacting Disability Services to schedule an intake appointment. Students are requested to send their current documentation of disability to the Office of Disability Service, in advance of their intake appointment. The documentation will be evaluated according to established Disability Services guidelines.

Disability Services is located in Administration 159. Office hours are 8:00a.m. to 5:00p.m. Monday through Friday. You can contact Disability Services at 580.559.5297 or email us at [disability\\_services@ecok.edu](mailto:disability_services@ecok.edu).

## NATIVE AMERICAN STUDENT SERVICES

The Chickasaw Tribe shares in the employment of a counselor for Native American students with Student Support Services. This allows the counselor to be available to all Native American students who are attending on Tribal Scholarships. In addition to counseling, the services include academic tutoring, social/cultural activities, initiating and processing BIA grant application, information for beginning students, and information about job opportunities. The counselor's office is in the Administration Building, Room 151.

## FACILITIES FOR STUDENTS WITH PHYSICAL DISABILITIES

Elevators and ramps have been installed in all classroom buildings. Special attention has been given to Residence Hall rooms, restrooms, sidewalks, and parking areas. New improvements have been made to meet the Americans With Disabilities Act requirements for accessibility.

A specialized facility, located in Student Support Services, is available to help serve the individual needs of students who have disabilities in order to assist them in their pursuit of a university education. This facility houses computer systems with adaptive equipment for students with visual, orthopedic, and learning disabilities. The facility also has amplification and/or captioning equipment which can be utilized in conjunction with television, tape recorders, video recorders, or other input for students with a hearing loss. These services enable the student who has a visual, aural, learning, or orthopedic disability to fulfill the same academic requirements as the student without a disability.

## STUDENT UNION

East Central's Memorial Student Union houses the ECU Bookstore and the Ballroom.

A. **Book Store-Postal Service:** Postal service is located in the bookstore. Students who live in the dormitories must rent a postal box for mail delivery. Stamps, package mailing, and other services are available to students. Also, a wide variety of ECU imprinted clothing and gift items can be found. Bookstore hours are 7:45 a.m.- 5:00 p.m., Monday through Friday, and 9:00 a.m. - 1:00 p. m. on Saturday during the Fall and Spring semesters. Summer hours are 8:00am - 4:30pm Monday through Friday.

B. **Ballroom:** The Ballroom may be used by registered student organizations for campus events. The Ballroom must be regularly scheduled through the Facilities Coordinator in advance, Ext 741.

C. **Regulations for Use of the Ballroom:** The Ballroom is available for use by university and non-university patrons. The office of the Facilities Coordinator is responsible for approving room reservations. Unauthorized use of ECU facilities shall not be permitted. Granting permission to use ECU facilities is the responsibility of the duly authorized representative or designee appointed by the Vice President of Fiscal Affairs. These guidelines are established in an effort to facilitate appropriate use and to minimize possible losses.

**Eligibility** - ECU facilities are available to university and non-university patrons if they meet the following requirements, the use of the facility does not conflict with other activities previously schedules, and the user agrees to the terms and conditions in these procedures and the Use Agreement, and use of the facility is approved by the Facilities Manager, and the user pays all applicable user fees.

**Restrictions** - Any use of ECU facilities shall be subject to the following restrictions and conditions:

1. The use must not interfere with ECU programs or functions.
2. The use must be appropriate to the nature and purpose of the facility.
3. The use may not use any of the following products:
  - \*Glitter
  - \*Smoke Machines
  - \*Candles \*ceremonial candles may be approved by special arrangement)
  - \*Alcoholic Beverages
  - \*Crepe paper should be used ONLY as streamers and in such a way to avoid getting wet.

**Parking Policies** - Parking regulations are enforced year-round, including periods when classes are not in session. Visitors to the campus, including those who have been granted privileges to use ECU facilities, must comply with parking regulations as published by the ECU Police Department. The user will be responsible for ensuring that all spectators/participants park in authorized parking lots and do not block fire lanes, entrances or exits, or other thoroughfares.

**Event Times** - Normal ending time of events on campus will be 12:00am (midnight) unless otherwise approved by the Facilities Coordinator. ECU expressly reserves the right to require that any event end at an earlier time, given considerations of: safety, crowd control, weather, noise, and potential disruption of favorable community relationships.

**Fire Prevention and Safety** - Fire prevention and safety concerns are important issues that will be addressed by the Facilities Coordinator during the use of the facility. The State Fire Marshall establishes regulations regarding the number of occupants in a facility and the types of decorations allowed, and the Oklahoma Department of Labor establishes regulations regarding the use of hazardous materials (such as compressed gas cylinders). These rules and regulations must be followed during the use of ECU facilities. Information on these issues may be obtained from the ECU Safety Officer and/or the Facilities Coordinator.

D. **CREW Office:** The 30 member activities board is located in the Student Activities Office located in McBride Gym and may be reached at X231. They are responsible for major campus events.

#### **UNIVERSITY CENTER**

East Central's University Center houses the ECU Wellness Center and the McBride Complex. Facilities available are aerobics center, basketball court, gymnasium, indoor track, racquetball courts, swimming pool, and workout area.

Students enrolled in six or more credit hours during the fall and spring semesters or three or more credit hours during the summer semester may use the facilities without charge. Students enrolled in five credit hours or less during the fall and spring semesters or two credit hours or less during the summer semester, as well as immediate families of ECU students may use the facilities for a small fee.

Information regarding available facilities and hours of operation may be obtained by calling the Wellness Center at x744.

#### **LIBRARY FACILITIES**

**Library Purpose:** The library is the workshop of the student. In it are found the tools of the profession: encyclopedias, dictionaries, maps, atlases, books, magazines, reports of societies and organizations; in fact, the accumulated knowledge of mankind. It is a storehouse of information, but to use it efficiently requires training and experience. Research studies show there is a close relationship between scholarship and effective use and knowledge of the library. So important is the use of the library to satisfactory scholarship that the student should learn how to use the library early in university life, and then form the habit of studying in the library regularly.

**Courtesy in the Library:** Quiet is necessary for satisfactory study; therefore, all users of the library should be careful to keep the rooms as undisturbed as possible. Each reader can help the library to give good service by observing the rules, which are made for the general good; by returning books promptly so that others may use them; by never taking a book or other materials from the library without authorization; and by being careful in the use of the books, periodicals, documents, microfilms, and pamphlets so that they will not be torn, marked, or otherwise mutilated or disfigured. Use of the Library: (1) Find out how the books are classified and arranged. (2) Find out about current magazines. (3) Learn how to use the online catalog. (4) Learn how to use reference services. Do not hesitate to ask for what you need. Make it a habit to go to the library to study or to read for pleasure.

**Regular Library Hours:** Monday through Thursday, 8:00 a.m. to 10:00 p.m.; Friday, 8:00 a.m. to 5:00 p.m.; Saturday, 9a.m. to 1:00p.m.; and Sunday, 2:00 p.m. to 8:00 p.m.

#### **COMPUTER USE POLICY**

The ECU campus network is available to all faculty and staff and to students enrolled in at least one credit-earning class. Services available include campus E-Mail, access to Internet and the use of a variety of software applications. The purpose of the network is to support the education mission of the University. To this end the following activities are prohibited:

- \*Any for-profit activity that will benefit the user or any other party.
- \*Any attempt to use any other person's password or to use any password other than the one assigned to the user, unless so directed by a member of the University faculty or staff.
- \*Violation of the Oklahoma Computer Crimes Act, copyright laws and other Oklahoma or federal statutes.
- \*All behavior and activities prohibited by University policy.

#### **UNIVERSITY POLICIES AND REGULATIONS REGARDING STUDENT CONDUCT**

An Introduction to

##### **Rules, Regulations and Policies**

This section of the ECU Student Handbook includes important information about official campus rules, regulations, policies and guidelines that impact the academic and personal life of ALL ECU students. This listing may NOT include some regulations or policies that are unique to specific departments, programs, student organizations or student groups. It is the responsibility of ALL students to read and become familiar with the expectations that East Central University has for every student. Failure to abide by these regulations and policies may result in formal disciplinary actions, as outlined in the "Code of Student Conduct."

Anyone enrolling at East Central University is entitled to all rights granted to him/her 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 rights of all individuals. These rights and responsibilities follow:

1. Students have the right to enjoy the educational opportunities afforded by the University without discrimination because of age, race, sex, sexual orientation, disability, veterans status or national origin.
2. Students are entitled to the right of due process as provided and explained by the University's Code of Student 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 a right to peaceably assemble in accordance with federal, state, local and East Central University 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 of any racial, sexual or other form of harassment.
  - b. A drug-free University environment.
  - c. Accurate information concerning institutional services, regulations, policies and procedures in published form.
  - e. Information about the various types of financial assistance available.

**ECU Student Disciplinary Rules  
Code of Student Conduct  
(Revised Fall, 2007)**

1. East Central University students are citizens of the state, local and national governments or are citizens of other countries, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to the University carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the Oklahoma State Regents for Higher Education and the Regional University System of Oklahoma have authorized the President of the University to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

2. As both the responsibility and the authority for discipline at East Central University ultimately rest with the Regional University System of Oklahoma, the President, acting on their behalf, has delegated the authority to administer a fair and just disciplinary program to the Vice President for Student Development Office. Therefore, the Chief Judicial Officer, his/her staff, and certain committees to whom this responsibility has been delegated, have the authority to enforce all regulations approved and stated in University documents or otherwise and to administer disciplinary procedures. This Code is applicable to currently, continuing, and formerly enrolled students as well as individuals seeking admission to the University. Conduct prior to admission to the University that may have an adverse affect on the student/University relationship may be considered by the University. Applicants and formerly enrolled student cases shall be reviewed exclusively by the Chief Judicial Officer without the right to appeal to the Committee on Student Conduct.

3. Pursuant to this authorization, the University has developed the following regulations (known as the Code of Student Conduct), which are intended to govern student conduct on the East Central University campus. Students retain the responsibilities of citizenship. The University expects that each student will conduct him/herself in a manner compatible with the University's function as an educational institution. Regardless of place of residence, each student must observe all federal, state, and applicable local laws both on and off campus. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the University may enforce its own regulations regardless of any proceedings instituted by other authorities including expulsion, notwithstanding action taken by civil authorities on account of the violation. Conversely, violation of any section of these regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously a violation of state, local or national laws.

4. The Code of Student Conduct is not a contract and serves only as guidance for the fulfillment of acceptable and fair procedures. The standard of review in all hearings is by preponderance or greater weight of the credible evidence. The Regional University System of Oklahoma has the authority and may modify or change the Code of Student Conduct at any time. In addition, the procedures contained herein may be modified by the University at any time in order to effectuate justice.

**I. Disciplinary Offenses**

Generally, through appropriate due process procedures, institutional disciplinary measures will be imposed for conduct which adversely affects the University's pursuit of its educational objectives, which violates or shows a disregard for the rights of other members of the academic community or which endangers property or persons on University, or University-controlled property.

Individual or organizational misconduct which is subject to disciplinary sanction will include but not be limited to the following examples:

**A. Conduct dangerous to self or others.** Any conduct which constitutes a serious danger to one's self or to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse;

**B. Hazing. (According to Title 21, Section 1190 of the Oklahoma Statutes)**

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 will engage or participate in hazing.
2. Any hazing activity described in subsection 5. of this section 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 will be presumed to be a forced activity, even if the student willingly participates in such activity.
3. 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 subsection 1. of this section, upon conviction, will 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.
4. Any individual convicted of violating the provisions of subsection A of this section will be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
5. For the purposes of this section:

i. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student 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 this state;

ii. "Endanger the physical health" will 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 as defined in Section 506 of Title 37 of the Oklahoma Statutes, intoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, drug controlled dangerous substance, or other forced physical activity which could adversely affect the physical health or safety of the individual; and

iii. "Endanger the mental health" will include 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 affect the mental health or dignity of the individual.

**C. Harassment.** Any act of harassment by an individual or group against a student, faculty/staff member or another group. Harassment will include, but not be limited to insults, heckling, verbal abuse, threats of physical abuse, unwanted suggestions of a sexual nature, repeated teasing or annoyance to another, repeated unsolicited phone calls made with the intent to harass or other actions considered disturbing to others;

**D. Disorderly conduct.** Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly or which unreasonably disturbs other groups or individuals (this may include inappropriate behavior resulting from the use of or being under the influence of alcoholic beverages or drugs, inappropriate use of electronic devices that violates the privacy of another individual, such as the use of a web camera or other photographic device without the knowledge of the individual being photographed, etc.);

**E. Obstruction of or interference with University activities or facilities.**

Any intentional interference with or obstruction of any University activity, program, event or facility, including the following:

1. Any unauthorized occupancy of University or University-controlled facilities or blockage of access to or from such facilities;
2. Interference with the right of any University member or other authorized person to gain access to any University or University controlled activity, program, event or facility;
3. Any obstruction or delay of a campus security officer, fireman or any University official in the performance of his/her duty;
4. Any form of disruptive behavior in the classroom, during any campus event or activity or at any location on campus;

**F. Misuse of or damage to property.** Any act of misuse, vandalism, malicious or unwarranted damage, destruction, defacing, disfiguring or unauthorized use of property belonging to the University including, but not limited to, fire alarms, fire equipment, elevators, telephones, University keys, library materials, computing resources and/or safety devices and any such act against a member of the University community or a guest of the University;

**G. Theft, misappropriation or unauthorized sale.** Any act of theft, misappropriation, or unauthorized possession, use or sale of institution property or any such act against a member or organization of the institution community or a guest of the institution;

**H. Misuse of East Central University documents or identification cards.** Any forgery, alteration of or unauthorized use of University documents, forms, records or identification cards, including the giving of any false information or withholding of necessary information in connection with a student's admission, enrollment or status in the University; failure to carry the ECU ID card at all times or to show it upon proper request;

**I. Firearms and other dangerous weapons.** Any possession of or use of firearms or dangerous weapons of any kind on University property. Firearms or dangerous weapons include, but are not limited to: rifles, handguns, BB guns, stun guns, knives, martial arts equipment, paint guns, bows and arrows, etc., or other objects with the potential to cause bodily harm;

**J. Explosives, fireworks and flammable materials.** The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property, or possession of any substance which could be considered to be and used as fireworks;

**K. Alcoholic beverages.** The use and/or possession of alcoholic beverages (including low point beer) and/or public intoxication on University-owned or controlled property, or the violation of any local ordinance or state or federal law concerning alcoholic beverages, on or off campus, or a violation of the terms of the East Central University Drug-Free Policy Statement. In addition, officially registered student organizations that sponsor events off campus, where alcoholic beverages are present and available for consumption, must adhere to all local, state and national laws concerning alcoholic beverages;

**L. Drugs.** The unlawful possession or use of any drug, controlled substance or drug paraphernalia (including any stimulant, depressant, narcotic or hallucinogenic drug or substance, or marijuana), or sale or distribution of any such drug or controlled substance, or a violation of any terms of the East Central University Drug-Free Policy Statement;

**M. Gambling.** Participation in any gambling-related activities on campus or on University-controlled property that have not been approved and/or administered in accordance with the laws and regulations of the State of Oklahoma;

**N. Financial irresponsibility.** Failure to promptly meet financial responsibilities to the University including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institutional community acting in an official capacity;

**O. Unacceptable conduct in hearings.** Any conduct at a University hearing involving contemptuous, disorderly behavior, or the giving of false testimony or other evidence at any hearing;

**P. Failure to cooperate with University officials.** Failure to comply with directions of University officials acting in the performance of their duties  
**Q. Violation of general rules and regulations.** Any violation of the general rules and regulations of the University as published in an official University publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;

**R. Attempts and aiding and abetting the commission of offenses.** Any attempt to commit any of the offenses listed in this document, or the aiding and abetting of the commission of any of the offenses (an attempt to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);

**S. Violations of state or federal laws.** Any violation of state or federal laws or regulations proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

**T. Violation of imposed disciplinary sanctions.** Intentional or unintentional violation of a disciplinary sanction officially imposed by a University official or a constituted body including, but not limited to, sanctions contained herein;

**U. Violations of University Residence Hall or Apartment policies or regulations.**

The violation of any policies or regulations which appear in printed materials distributed to resident students (i.e., housing license agreements, handbooks for resident students, etc.);

**V. Sexual Misconduct.** Sexual misconduct of any kind and by any student will not be tolerated. This conduct threatens or endangers the health or safety of a person, persons, and/or the overall campus community and its occurrence will not be tolerated. The University will enforce policies and procedures through the judicial system and may adjudicate such cases through the Committee on Student Conduct. This judicial board is trained to adjudicate sexual misconduct cases. The University has set up policies and procedures to respond to incidents of sexual misconduct internally, however, it is important to note that sexual misconduct also can result in criminal charges. For the purposes of the University's judicial function, sexual misconduct is broken down into these violations and defined as follows:

**1. Sexual Assault or Battery** - the intentional touching, mauling or feeling of the body or private parts of any person in a lewd and lascivious manner and without the consent of that person. This can be through clothing. Also, within the legal category of sexual assault:

- i. Rape - defined as all acts of sexual intercourse involving oral, vaginal, or anal penetration accomplished without consent, and;
- ii. Rape by Instrumentation - defined as an act in which any inanimate object or part of the human body, not amounting to sexual intercourse, is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.

**2. Relationship Violence** is the overall term used for violence that occurs within the bounds of a formal or informal relationship between two people.

**3. Domestic Violence** occurs within the relationship of two persons who are married, formerly married, or cohabitating.

**4. Dating Violence** occurs between two persons who are dating and not yet in a formal relationship. Characteristics of Relationship Violence are physical behavior such as slapping, pulling hair, punching; threats of abuse such as threatening to hit, harm, or use a weapon; verbal abuse; emotional abuse; or other form of harassment.

**5. Stalking** is the willful, malicious, and repeated following or harassment of another person in a manner that: 1) would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and, 2) actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested. Such behavior includes, but is not limited to: following/appearing within the sight of the individual; approaching/confronting that individual in a public place/on private property; appearing at the workplace, classroom, or residence of an individual; threatening or obscene gestures; repeated/continued non-consensual communication, including personal contact, telephone calls, voice messages, electronic mail, written correspondence, unwanted gifts, etc.; non-consensual touching; trespassing; vandalism; surveillance or other types of observation.

**W. Tobacco.** The use of tobacco products is prohibited in University buildings and in vehicles owned or operated exclusively by the University. Persons choosing to smoke may do so external to University buildings and at least 25 feet from the entrances to the campus buildings.

**X. Pets.** With the exception of "service animals" and the exception of animals used for academic research purposes, animals are prohibited on campus. The term "service animal" is defined as any animal individually trained to do work or perform tasks for the benefit of a person with a disability (e.g., a guide dog, signal dog, etc.). "Service animals" perform some of the functions and tasks that the individual with a disability cannot perform for him/herself. The University reserves the right to require reasonable documentation that the animal is certified as a "service animal" by a recognized training program. Students using service animals must be registered with the Office of Disability Services;

**Y. Filing a false complaint or statement.** Any behavior whereby a student knowingly submits a false complaint or statement alleging a violation of these regulations by a student or organization.

Disciplinary action may be taken against a student for violations of the foregoing regulations which occur on University owned, leased or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with, or obstructs any University activity or the missions, processes and functions of the University. In addition, disciplinary action may be taken on the basis of any conduct, on or off campus which violates local, state or federal laws, which violates University policies for student organizations, or which poses a substantial threat to persons or property within the University community.

For the purpose of these regulations, a "student" will mean any person who is registered for study at East Central University for any academic period.

A person will be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period and during any period while the student is under suspension from the University.

## II. Disciplinary Sanctions

Upon a determination that a student or student organization has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate University officials. (Note: Final results of disciplinary proceedings for violations that include violent acts or non-forcible sex offenses, as defined by Oklahoma law, may be released without permission of the student perpetrator.)

### Definition of Sanctions:

**A. Restitution.** A student or student organization having committed an offense against property may be required to reimburse the University or other owner for damage to or misappropriation of such property. Any such payment in restitution will be limited to actual cost of repair or replacement.

**B. Reprimand.** A written reprimand or censure may be given any student or student organization whose conduct violates any part of these regulations. Such a reprimand does not restrict the student or student organization in any way but does have important consequences. It signifies to the student or student organization that each is being given another chance and that each is expected to conduct themselves as a proper member of the University community, but that any further violation may result in more serious penalties.

**C. Restriction.** A restriction upon a student's or student organization's privileges for a period of time may be imposed. This restriction may include, but is not limited to, the following: denial of the right to represent the institution in any way, denial of the use of University facilities and/or parking privileges, restriction of participation in co-curricular and extracurricular activities, restriction of organizational privileges including registration, and restriction of the transfer of academic credit from another institution.

**D. University Probation.** Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of such in writing and also will be notified of the terms and length of probation. Probation may include restrictions upon the co-curricular and extracurricular activities of a student. Parents may be notified. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction(s).

**E. Temporary Suspension.** A student may be temporarily suspended without a hearing from the University when there is an immediate and present danger of damage to life and property or disruption of University life. Such an administrative decision will be effective immediately.

A final determination of the charges against any student temporarily suspended will be made through appropriate hearing procedures within 10 class days of such suspension during which time the accused will forfeit all rights and privileges as a student of the University. Parents may be notified.

**E. Suspension.** If a student is suspended, he/she is separated from the University or from a class for a stated period of time, not less than the remainder of the current semester in which he or she is enrolled, with conditions for readmission stated in the notice of suspension. A suspension hold will be placed on the transcript during the period of suspension. Parents may be notified.

**F. Expulsion.** Expulsion entails a permanent separation from the University. 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. The imposition of this sanction is a permanent bar to the student's readmission to the University. Parents may be notified.

**G. Degree revocation or rescission of credit.** Any student charged with an offense for which he or she could be temporarily suspended, suspended, or expelled or for which his or her degree could be revoked, will be entitled to a hearing as provided for in Section VII of the Code of Student Conduct.

**H. Housing Probation.** A resident placed on housing probation is deemed not to be in good standing with the housing community, and his/her continued residence is conditioned upon adherence to these Regulations and the Housing Contract. Any resident placed on probation will be notified in writing of the terms and length of the probation. Any conduct of a similar or more serious nature in violation of the probation will result in suspension from housing. Parents may be notified.

**I. Temporary Suspension from Campus Housing.** A student may be temporarily suspended from campus housing without a hearing from the University when there is an immediate and present danger of damage to life and property or disruption of University life. Such an administrative decision will be effective immediately. A final determination of the charges against any student temporarily suspended from campus housing will be made through appropriate hearing procedures within 10 class days of such housing suspension during which time the accused will forfeit the right to reside in or visit campus housing facilities. The accused will be permitted to attend classes during this interim period. Parents may be notified.

**J. Housing Suspension and Forfeiture.** A resident suspended from housing may not reside in, visit or make any use whatsoever of a housing facility or participate in any housing activity during the period for which the sanction is in effect. A suspended resident will be required to forfeit housing fees (including any unused portion thereof and the Housing deposit). A suspended resident must vacate the housing unit within 48 hours. Housing suspension will remain a part of the student's disciplinary record. Parents may be notified.

**K. Service to the University.** A student or student organization may be required to donate a specified number of service hours to the University, by way of performing reasonable tasks for the appropriate University office or official. This service will be commensurate to the offense the student is guilty of violating (i.e., service to maintenance staff for defacing University property).

**L. Special Educational Program.** A student or student organization may be required to participate in any special educational programs relevant to the offense, to attend special seminars or educational programs or to prepare a project or report concerning a relevant topic.

**M. Referral for Intervention, Assessment and/or Counseling.** The student is mandated to visit the appropriate University official for an initial intervention and assessment which may be followed by required participation and a prescribed plan of action or treatment plan. Parents may be notified.

**N. Fines.** Penalties in the form of fines may be enforced against a student or a student organization whenever the appropriate hearing officer(s) or hearing body deems necessary. The sanction of fines may be imposed in addition to other forms of disciplinary sanctions. Failure to pay fines to the Business Office within two weeks of the decision will result in further disciplinary action.

The President of the University is authorized, in his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

### **III. Disciplinary Procedures**

#### **Jurisdiction of Cases to be heard by Student Development Administrators:**

All FORMAL cases involving incidents which occur in University residence halls and/or apartments and which involve on-campus residents will be heard by the housing/residence life staff, or designee, or the Honor Court.

All other FORMAL cases will be heard by the chief judicial officer, or designee, or Honor Court EXCEPT in cases where such staff member is NOT available or has a bias toward either party in the pending case. In such cases the vice president for student development, or designee, will assign one or more student development administrators to hear the case.

The decision of the Chief Judicial Officer, or designee, Committee on Student Conduct, Student Honor Court, will be final and not appealable except in cases of temporary suspension, suspension, expulsion or degree revocation which may be appealed to the Committee on Student Conduct in accordance with the Oklahoma Administrative Procedures Act as described in section V.(F).

#### **IV. Commencement of Disciplinary Proceedings.**

**A.** A student accused of violating University disciplinary rules will be called before the appropriate student development administrator for a preliminary conference at which the student will be orally advised of the following:

1. The charges against him/her;
2. The rights afforded to him/her by the hearing procedures which are available;
3. The hearing procedure options available; and
4. The responsibilities of the accused student in the disciplinary procedures.

**B.** A student may WAIVE the right to a preliminary conference and an oral explanation of the items listed in I.A. above.

**C.** Once advised of the hearing options, the accused student must select an option within three (3) class days of receipt of notice of pending charges against him/her. The student elects the procedure to be followed by completing and signing an Election of Procedure form and/or waiver form. Once the election is made, the decision is final and may not be changed during the course of the hearing.

**D.** In cases of alleged sexual assault regardless of the procedure elected both the accuser and accused will be informed of the following:

1. Both the accuser and the accused are entitled to the same opportunity to have others present during disciplinary proceedings, and
2. Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.
3. Institutional Hearing Rights. These rights will be afforded the accused student in all Institutional Hearings before the appropriate judicial officer or the Student Conduct Committee.

**E.** The accused student has the right to:

1. Choose the appropriate hearing option. (This right must be exercised within 24 hours of the presentation of charges. NOTE: This option will be available until the final 10 class days of each semester, or the final five (5) class days of the summer term, during which time all discipline hearings will be conducted by appropriate student development administrators, except those subject to Oklahoma Administrative Procedures Act procedures as selected by the accused student.)
2. Written notice of the time and place of the hearing at least three (3) days in advance. A justified delay may be granted. (This right may be waived in writing by the accused student.)
3. Written statement of the charges in detail sufficient to enable the student to prepare a defense.
4. Be accompanied by an adviser of the student's choice, but such participation will be limited to advising the student.
5. Statement of the possible sanctions that may be imposed as a result of a finding of a violation of the Code.
6. Present witnesses in the student's behalf and to question any witnesses presented against the student. The student is responsible for the attendance of any witnesses to be present in the student's behalf.
7. Informed in writing of:
  - a. The final administrative decision in the case.
  - b. The proper procedure for appeal if appealable.
8. Provided copies, upon request and in accordance with University Policy, of all complaints, reports, witness statements and other written materials used in determining the charges.

**F.** The University member (student, faculty or staff) who authors "complaints" or "statements" as a victim in the alleged violation will have the following rights:

1. To be notified of his/her rights prior to making a statement.

2. To be informed that any written statement made or signed will be shared with the accused student and that the accused student may request a copy of the statement.
3. To attend the hearing.
4. To have an adviser present during the hearing.
5. To be given the opportunity to question all witnesses and the accused during the hearing.
6. To be provided a copy of any statement he/she has written or dictated to others.
7. To be able to submit a list of witnesses to be called to the hearing.
8. To be permitted to drop the charges only up to the date of the hearing.
9. To be notified of the outcome of the hearing, including the finding concerning responsibility and any sanctions taken.

#### **V. Institutional Hearing Procedures.**

**A.** Cases which are not subject to the contested case procedures under the Oklahoma Administrative Procedures Act and which involve very minor first offenses by students may be discussed informally with students and student organizations. In such cases, no formal record will be maintained in the judicial records of the University. The University official responsible for conducting this Informal Disciplinary Discussion will note the name of the student or student organization involved and infraction(s) in his/her personal records. The purpose of this notation is only to determine a student's or student organization's prior involvement in a minor offense. If the student or student organization is subsequently involved in another violation of regulations, this INFORMAL Record will become a part of the student's or student organization's FORMAL Disciplinary Records and may be considered in determining actions to be taken in the hearing process.

**B.** The decision of the Chief Judicial Officer, or designee, will be final and not appealable except in cases of temporary suspension, suspension, expulsion or degree revocation or rescission of credit which may be appealed to the Committee on Student Conduct.

A committee consisting of administrators, staff, faculty and students will be created to consider the appeal of cases resulting in temporary suspension, suspension, expulsion, degree revocation or rescission of credit of students. The committee will be designated as the "Committee on Student Conduct."

The committee will be appointed by the President of the University and will include faculty members whose primary duties are not concerned with the administration of student conduct and affairs and will include administrative employees whose primary duties are not concerned with the administration of student conduct and affairs. The President will receive nominations for committee memberships from the Faculty Senate, provided that Faculty Senate nominations must be submitted within thirty (30) days from time of notification that a vacancy(s) exists. Provided further, that if nominations are not made within thirty (30) days, the President will fill the vacancy(s) from the faculty. The student members of the committee will be nominated by the Student Senate provided that said nominations must be submitted in the same manner as those for the Faculty Senate.

A student instituting an appeal to the Committee on Student Conduct will have the right to exclude the student members of the committee upon proper request. One or more students may be included in the membership of the committee, such number to be determined by the President of the University.

Any act by a properly constituted committee, at which a quorum of the committee is present, will be binding.

To initiate an appeal, a student must make the request. The request and reason for appeal should be made in writing, by hard copy, signed, and dated, to the Chief Judicial Officer within twenty-four (24) hours (not including state holidays or weekends) after the disciplinary decision is rendered.

If the student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after a hearing before the Committee on Student Conduct.

A decision to temporarily suspend becomes effective immediately, but may be overturned after a hearing before the Committee on Student Conduct. Hearings will be held as soon as practical after the request is made by the student.

#### **C. Hearings Before a Student Development Administrator.**

The appropriate student development administrator will act as hearing officer in the hearing and will determine whether or not the student or student organization is found responsible or not responsible and will apply sanctions as appropriate.

#### **D. Hearings Before Committee on Student Conduct.**

1. The Chief Judicial Officer, or designee, will notify the accused student in writing of the date, time, and place of the hearing, the reason for the hearing, and the procedures and possible outcomes.
2. All hearings are closed and information presented in them and all supporting documents are confidential.
3. During the hearing, the accused student may be accompanied by an advisor of the student's choice so long as the availability of the advisor does not hamper the timeliness of the hearing. The student may choose to have an attorney serve as advisor; however, the advisor does not represent the student in a student conduct hearing and the student will be expected to speak for him or herself at all times.
4. During the hearing, the student has the opportunity to offer information on his or her own behalf and to review all information, statements, or evidence presented.
5. The chair of the Committee on Student Conduct will decide any questions or objections to hearing procedures that are raised during the hearing.

6. 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 will be reconvened at the earliest practical time that the necessary information will be available.

7. After the chair has determined that all necessary information has been presented and questions answered, the Committee will go into closed session and all other persons will be excused. The Committee will determine whether or not it believes the accused student is responsible for a violation of the regulations and, if so, whether the penalties determined by the Chief Judicial Officer are reasonable. The Committee hearing will result in one of two outcomes:

- (a) that the Chief Judicial Officer, or designee, determination is affirmed; or
- (b) that the Chief Judicial Officer, or designee, determination is modified or reversed.

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

#### **E. Hearings Before the Student Honor Court.**

Procedures for the Court include the following:

1. The Student Honor Court will be composed of five (5) student justices recommended by the chief judicial officer to the Student Senate. Justices will be nominated by the Student Senate President and ratified by a two-thirds (2/3) majority of the Student Senate. The Student Honor Court will elect a chief justice and a recording secretary from its membership.

2. The Student Honor Court will be the judicial body of the Student Association and will have the power to:

- a. Hear traffic violation appeals
- b. Other violations of the Code of Student Conduct that will not result in temporary suspension, suspension, expulsion, or degree revocation
- c. Violations of Campus Organizations

3. A minimum of three (3) members of the Court are required to hear a disciplinary case.

4. The Chief Judicial Officer will train all Court members and advise this Court in appropriate disciplinary procedures.

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

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

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

2. The notice will include:

- (a) a statement of the time, place, and nature of the hearing;
- (b) a statement of the legal authority and jurisdiction under which the hearing is to be held;
- (c) a reference to the particular sections of the statutes and rules involved; and
- (d) a short and plain statement of the matters asserted. If the University or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved. Thereafter, upon application, a more definite and detailed statement will be furnished.

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

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

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

6. The record in an individual proceeding will include:

- (a) all pleadings, motions and intermediate rulings;
- (b) evidence received or considered at the individual proceeding;
- (c) a statement of matters officially noticed;
- (d) questions and offers of proof, objections, and rulings thereon;
- (e) proposed findings and exceptions;
- (f) any decision, opinion, or report by the officer presiding at the hearing; and
- (g) all other evidence or data submitted to the hearing examiner or administrative head in connection with their consideration of the case provided all parties have had access to such evidence.

7. Oral proceedings will be electronically recorded. Such recordings will be maintained for such time so as to protect the record through judicial review. Copies of the recordings will be provided by the University at the request of any party to the proceeding. Costs of transcription of the recordings will be borne by the party requesting the transcription. For judicial review, electronic recordings of an individual proceeding, as certified by the University,

may be submitted to the reviewing court by the University as part of the record of the proceedings under review without transcription unless otherwise required to be transcribed by the reviewing court. In such case, the expense of transcriptions will be taxed and assessed against the non-prevailing party. Parties to any proceeding may have the proceedings transcribed by a court reporter at their own expense.

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

9. Agencies may admit and give probative effect to evidence which possesses probative value commonly accepted by reasonably prudent persons in the conduct of their affairs. They will give effect to the rules of privilege recognized by law in respect to: self-incrimination; confidential communications between husband and wife during the subsistence of the marriage relation; communication between attorney and client, made in that relation; confessions made to a clergyman or priest in his or her professional capacity in the course of discipline enjoined by the church to which he or she belongs; communications made by a patient to a licensed practitioner of one of the healing arts with reference to any physical or supposed physical disease or of knowledge gained by a practitioner through a physical examination of a patient made in a professional capacity; records and files of any official or agency of any state or of the United States which, by any statute of a state or of the United States are made confidential and privileged. No greater exclusionary effect will be given any such rule or privilege than would obtain in an action in court. Universities may exclude incompetent, irrelevant, immaterial and unduly repetitious evidence. Objections to evidentiary offers may be made and will be noted in the record. Subject to these requirements, when a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form;

10. Documentary evidence may be received in the form of copies or excerpts if the original is not readily available. Upon request, parties will be given an opportunity to compare the copy with the original;

11. A party may conduct cross-examinations required for a full and true disclosure of the facts;

12. Notice may be taken of judicially cognizable facts. In addition, notice may be taken of generally recognized technical or scientific facts within the universities' specialized knowledge. Parties will be notified either before or during the hearing, or by reference party may request the disqualification of a hearing examiner or agency member, on the ground of his inability to give a fair and impartial hearing, by filing an affidavit, promptly upon discovery of the alleged disqualification, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be accorded. The issue will be determined promptly by the administrative head of the agency, or, if it affects a member or members of the agency, by the remaining members thereof, if a quorum. Upon the entry of an order of disqualification affecting a hearing examiner, the agency will assign another in his stead or will conduct the hearing itself. Upon disqualification of a member of an agency, the agency will proceed with the proceeding if a quorum remains. If a quorum no longer exists, by virtue of the member's disqualification, the Governor immediately will appoint a member pro tempore to sit in place of the disqualified member in that proceeding. In further action, after the disqualification of a member of an agency, the provisions of Section 311 of this title will apply. (See 75 O.S. 316)

13. Any party will at all times have the right to counsel, provided that such counsel must be duly licensed to practice law by the Supreme Court of Oklahoma, and provided further that such counsel will have the right to appear and act for and on behalf of the party he or she represents.

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

### **Proposed Orders.**

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

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

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

### **Final Orders - Contents – Notification.**

1. A final University order adverse to a party will:

(a) be in writing; and

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

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

**Agency Members Not To Communicate.** Unless required for the disposition of ex parte matters authorized by law, members or employees of an agency assigned to render a decision or make findings of fact and conclusions of law in an individual proceeding will not communicate, directly or indirectly, in connection with any issue of fact, with any person or party, nor, in connection with any issue of law, with any party or his representative, except upon

notice and opportunity for all parties to participate. An agency member (1) may communicate with other members of the agency, and (2) may have the aid and advice or one or more personal assistants. (See 75 O.S. 313)

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

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

1.
  - (a) the agency conducting any individual proceeding will have power to require the furnishing of such information, the attendance of such witnesses, and the production of such books, records, papers or other objects as may be necessary and proper for the purposes of the proceeding.
  - (b) the agency, or any party to a proceeding before it, may take the depositions of witnesses, within or without the state, in the same manner as is provided by law for the taking of depositions in civil actions in courts of record. Depositions so taken will be admissible in any proceeding affected by this act. Provided, however, all or any part of the deposition may be objected to at time of hearing, and may be received in evidence or excluded from the evidence by the agency or individual conducting the hearing in accordance with the law with reference to evidence in this act or with reference to evidence in courts of record under the law of the State of Oklahoma.
2. In furtherance of the powers granted by subsection 1. of this section, any agency, administrative head, hearing examiner or any other duly authorized member or employee thereof, upon its own motion may, and upon the request or any party appearing in an individual proceeding will:
  - (a) issue subpoenas for witnesses;
  - (b) issue subpoenas duces tecum to compel the production of books, record, papers or other objects, which may be served by the marshal of the agency or by any person in any manner prescribed for the service of a subpoena in a civil action; or
  - (c) quash a subpoena or subpoena duces tecum so issued; provided, prior to quashing a subpoena or subpoenas duces tecum the agency will give notice to all parties. A subpoena or subpoenas duces tecum may not be quashed if any party objects.
3.
  - (a) in case of disobedience to any subpoena issued and served under this section or to any lawful agency requirement for information, or the refusal of any person to testify to any matter regarding which he may be interrogated lawfully in a proceeding before an agency, the agency may apply to the district or superior court of the county of such person's residence or to any judge thereof for an order to compel compliance with the subpoena or the furnishing of information or the giving of testimony. Forthwith the court or the judge will cite the respondent to appear and will hear the matter as expeditiously as possible.
  - (b) If the disobedience or refusal is found to be unlawful, the court, or the judge, will enter an order requiring compliance. Disobedience of such an order will be punished as contempt of court in the same manner and by the same procedure as is provided for like conduct committed in the course of judicial proceedings. (See 75 O.S. 315)

**Disqualification of Hearing Examiner or Agency Member.** A hearing examiner or agency member will withdraw from any individual proceeding in which he cannot accord a fair and impartial hearing or consideration. Any party may request the disqualification of a hearing examiner or agency member, on the ground of his inability to give a fair and impartial hearing, by filing an affidavit, promptly upon discovery of the alleged disqualification, stating with particularity the grounds upon which it is claimed that a fair and impartial hearing cannot be accorded. The issue will be determined promptly by the agency, or, if it affects a member or members of the agency, by the remaining members thereof, if a quorum. Upon the entry of an order of disqualification affecting a hearing examiner, the agency will assign another in his stead or will conduct the hearing itself. Upon the disqualification of a member of an agency, the Governor immediately will appoint a member pro tem to sit in place of the disqualified member in that proceeding. In further action, after the disqualification of a member of an agency, the provisions of Section 11 of this act will apply. (See 75 O.S. 316)

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

1. A final agency order issued by an administrative head of an agency will be subject to rehearing, reopening or reconsideration by such administrative head. Any application or request for such rehearing, reopening or reconsideration will be made by any party aggrieved by the final agency order within ten (10) days from the date of the entry of such final agency order. The grounds for such action will be either:
  - (a) newly discovered or newly available evidence, relevant to the issues;
  - (b) need for additional evidence adequately to develop the facts essential to proper decision;
  - (c) probable error committed by the agency in the proceeding or in its decision such as would be ground for reversal on judicial review of the final agency order;
  - (d) need for further consideration of the issues and the evidence in the public interest; or
  - (e) a showing that issues not previously considered ought to be examined in order properly to dispose of the matter.
2. The order of the agency granting rehearing, reconsideration or review, or the petition of a party therefore, will set forth the grounds which justify such action.
3. Nothing in this section will prevent rehearing, reopening or reconsideration of a matter by any agency in accordance with other statutory provisions applicable to such agency, or, at any time, on the ground of fraud practiced by the prevailing party or of procurement of the order by perjured testimony or fictitious evidence.
4. On reconsideration, reopening, or rehearing, the matter may be heard by the agency, or it may be referred to a hearing examiner. The hearing will be confined to those grounds upon which the reconsideration, reopening or rehearing was ordered.

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

### **Appeals Process.**

Any order of the Committee on Student Conduct affirming the expulsion of a student will be final, unless, within three (3) days following the entry thereof, a student lodges a written appeal with the President of the University. Appeals to the president will relate to procedural matters only.

## **VI. Student Organization Disciplinary Procedures**

### **A. Types of Student Organizations.**

Student organizations may be either organizations sponsored by the University, such as student government associations, associated student body organizations and professional and honor societies; or organizations registered by the University. Organizations which may be registered to operate on campus include the following:

1. Honors and leadership organizations and recognition societies;
2. Departmental organizations and professional fraternities and sororities;
3. Social fraternities and sororities; and
4. Special interest groups (for example political, religion, or athletic).

Registration of a student organization by the University will neither constitute nor be construed as approval or endorsement by the University of the purposes or objectives of the organization.

### **B. General Policies on Student Organizations**

1. No student organization may carry on any activity on the campus unless the organization has been registered by the University.
2. The University will not be responsible for injuries or damages to persons or property resulting from the activities of student organizations or for any debts or liabilities by such organizations.
3. No student organization will deny membership to any person on the basis of age, race, sex, religion, handicap, veteran status or national origin, provided that social fraternities and sororities may have sex-restricted membership.
4. No student organization or individual will engage in or condone any form of hazing. (See statement on hazing in section on Disciplinary Offenses.)
5. Student organizations will be vicariously responsible and liable for the conduct and actions of each member of the organization AND FOR THEIR GUESTS while acting in the capacity of a member or while attending or participating in any activity of the organization. Such actions must NOT be in violation of the Code of Student Conduct.
6. No person, group, or organization may use the name of the University in any manner, provided that registered student organizations may use the name of the University following the name of the organization. No person, group, or organization may use the seal or any symbol of the University without the prior, written approval of the President or his/her designee.

### **C. Sanctions Against Student Organizations.**

Any registered student organization may be given a reprimand, placed on probation, suspension, and/or restriction or may have its registration withdrawn by the Chief Judicial Officer, or by another Student Development Administrator appointed by the Chief Student Development Officer, or designee. Such actions may be taken after having a hearing conducted in accordance with the procedures outlined in this document for disciplinary procedures. In the case of Withdrawal of Registration or Expulsion of an organization, the procedures to be used will be listed under VI. D. unless those procedures have been waived in writing by an authorized representative of the student organization. Such action may be taken for any one of the following reasons:

1. The organization fails to maintain compliance with the initial requirements for registration.
2. The organization ceases to operate as an active organization.
3. The organization requests withdrawal.
4. The organization operated or engaged in any activity in violation of the rules and regulations of the University, of any governing body of federal or state laws.

### **D. Student Organizations Subject to Withdrawal of Registration/Expulsion.**

Student Organizations may appeal a withdrawal of Registration/Expulsion as follows:

- (a) Any sanction imposed as the result of a hearing conducted under the Code shall be effective immediately upon notification of the student organization unless the hearing authority deems a stay of such sanction desirable pending appeal.
- (b) In any case where the decision results in separation from the University, the decision shall be reviewed by the Chief Student Development Officer, or designee, prior to the decision becoming final.
- (c) Consideration of the appeal shall be limited to the record of the previous hearing on the following issues:
  1. Were the procedures of the Code properly followed in the hearing?
  2. Was the evidence presented at the hearing "substantial?"
  3. Was the sanction imposed in keeping with the gravity of the violation?
- (d) An appeal in writing setting forth grounds for the appeal and addressed to the appropriate appellate authority (as outlined in the next section) must be received in the Office of the Chief Student Development Officer, or designee, within three class days after the student organization is notified of the sanction imposed at any hearing or appellate level.

## Route of Appeals.

- (a) A decision by any judicial official or body may be appealed to the Chief Student Development Officer, or designee.

Appellate Authority. The Chief Student Development Officer, or designee, shall have the authority to do any of the following upon review of an appeal:

1. Sustain the previous decision including the penalty imposed, or
2. Sustain the previous decision but impose a greater or lesser penalty, or
3. Remand the case for further consideration, or
4. Reverse the previous decision.

The decision of the Chief Student Development Officer, or designee is final. In addition, student organizations may ask for an administrative review after one year from the date their sanction becomes final. The student organization will submit a written request to the Chief Judicial Officer with documentation supporting such request. The Chief Judicial Officer may grant, deny or modify the request. Student organizations may not appeal the decision of the Chief Judicial Officer, but may submit subsequent requests for review at annual intervals.

## VII. Academic Misconduct.

**Academic Integrity.** Academic integrity is founded upon and encompasses the following five values: honesty, trust, fairness, respect, and responsibility (Oklahoma State Regents for Higher Education, 2003). Integrity in academic work is essential to the success of the University community. Deceit and misrepresentations are incompatible with the fundamental activity of East Central University and will not be tolerated. Failure to comply with and uphold the standards of integrity will constitute academic misconduct and may result in severe penalties, as listed below. Each student is individually responsible for knowing and upholding academic integrity by scrupulously avoiding any conduct that would lead to violation of the Policy on Academic Integrity. In its broadest sense, academic misconduct involves any action on the part of the student that violates academic integrity. These actions include, but are not limited to:

**A. Cheating.** Cheating is the use of unauthorized materials, information, or study aids in academic exercises, experiments and examinations. Cheating includes, but is not limited to:

- (a) copying the answers of another student on any examination or assignment;
- (b) using a textbook, notes or other aids during an examination without the permission of the professor;
- (c) tampering with experimental data to obtain 'desired' results;
- (d) obtaining copies of examinations by any unauthorized means;
- (e) receiving or giving unauthorized help on assignments or examinations;
- (f) accessing computer systems or computer files without authorization;
- (g) stealing a problem solution from a professor or another student;
- (h) presenting product of a collaborative effort as one's individual work unless explicitly approved by an instructor. (Note: professors will grade course work assignments according to criteria outlined in the syllabus).

**B. Plagiarism.** Plagiarism is presenting the words, visual images or ideas of another as one's own. Except for what is called "common knowledge", any information taken from another source must be documented in the student's work. When a student interprets another's ideas, credit must be given by an in-text reference. When a student uses an exact copy of another's work, it must be delineated by use of quotation marks or indentation and referenced with the source.

Plagiarism includes, but is not limited to:

1. Copying and/or presenting words, images or thoughts of others as one's own work;
2. Representing any information down-loaded from the Internet as one's own;
3. Copying content in work without providing appropriate quotation marks or documentation;
4. Copying words with minor changes even if the source is given;
5. Expressing another's ideas as one's own;
6. Reusing papers or presentations from a file or any previously written papers;
7. Submitting the same paper or substantial portions of a paper for multiple courses without the permission of the primary professor;
8. Submitting assignments that were completed by another person;
9. Allowing another student to submit one's work as their own.

**C. Misrepresentation or Falsification.** Misrepresentation and falsification are forms of academic dishonesty based on written or spoken lies committed either by a positive action or omission.

Misrepresentation and falsification includes, but is not limited to:

1. Changing records, logs or other documentation leading to an inaccurate evaluation of the assignment or student performance;
2. Providing false information or omitting pertinent information on applications, records or other documents;
3. Tampering with or destroying the work of others;
4. Creating results for experiments not done ("dry labbing")

## VIII. Athletics.

Athletic activities of each University will be governed by Rules and Regulations of the appropriately affiliated associations, National Collegiate Athletics Association (NCAA), National Association of Intercollegiate Athletics (NAIA), and by the respective athletic conference policies and procedures. The Rules, Regulations, Policies and Procedures are addendums of the Board Policy and Procedure Manual. The Presidents, Commissioner, and all other personnel concerned will be held responsible for all reasonable efforts to see that the above are faithfully executed. The Presidents are authorized to direct, manage, and administer the respective athletic conferences through the established organizational structures contained in Policy and Procedures Manuals.

## **IX. Financial Obligations**

Upon failure of the student to meet financial obligations within time limits set by State statutes, the appropriate department administration may recommend the student's withdrawal from the University. Financial withdrawal is not a disciplinary measure but may require nullification of the institutional/student relationship, in the event of unpaid financial obligations. If the student believes that procedures for violations of financial obligations have been applied prejudicially or in an arbitrary or capricious manner or where penalties are the result of an alleged error on the part of the University, he/she may have the matter reviewed by the appropriate department administration. If the student does not accept the decision of the appropriate department administrator, he/she may appeal to the Vice President of Administration, whose decision is final. Whenever unpaid financial obligations have led to withdrawal and when these obligations have remained unpaid more than five days from the date of withdrawal, students must receive consideration for re-instatement/re-enrollment from the Chief Judicial Officer. If the student does not accept the decision of the Chief Judicial Officer, he/she may then appeal to the Vice President for Student Development, whose decision is final.

## **X. Health Matters**

Students, whose physical or mental health problems may affect the health, safety and/or welfare of the University community or who represent a danger to themselves or others, or whose continuing presence disrupts the academic or administrative process, or who fail to follow the directives of the University Health Center/Counseling Center or other medical/psychological authority regarding these problems, may be medically withdrawn from the University. Action may be initiated by the Chief Judicial Officer upon the recommendation of the school nurse, counselor or other medical/psychological authority if attempts to achieve the student's cooperation have failed. If the student does not accept the decision of the Chief Judicial Officer, he/she may request a hearing before the Committee on Student Conduct. After the mental or physical problem has been resolved and the directives of the University Health Center/Counseling or other medical/psychological authority have been complied with, the student may apply for re-admission to the University.

## **XI. Admissions/Re-enrollment Matters**

Prospective students and former students seeking admission or whose applications indicate possible ineligibility of the applicant on grounds involving personal conduct or falsification of admissions documents may be referred to the Chief Judicial Officer for disciplinary review. The potential of the applicant to benefit from University attendance, as well as the welfare and safety of the student body and of the University community, will be carefully considered before permission to enroll or re-enroll will be granted. The Chief Judicial Officer may deny admission or re-enrollment, or place the appropriate sanction upon the student which includes, but are not limited to the following:

- a. When evidence indicates the applicant has participated in acts disruptive to the normal operation of an educational institution;
- b. When it appears that an applicant or a former student has falsified the application or other admissions forms;
- c. When the applicant has committed an act which is in violation of one or more of the categories of misconduct stipulated in the Code;
- d. When an applicant has been formally charged with the commission of a criminal act; or
- e. When an applicant has been convicted of a criminal act and is on the date of application still under any sanctions imposed by the court, including but not limited to imprisonment, parole and/or probation.

## **ECU Student Rights**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These include:

### **1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.**

Students should submit to the registrar, dean, head of the academic department or other appropriate official, a written request that identifies the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will refer the student to the correct official to whom the request should be addressed.

### **2. The right to request the amendment of the student's education records that the student deems inaccurate or misleading.**

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of further action that she or he may take.

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health/counseling staff); a person or company with whom the University has contracted (such as an attorney, auditor or collection agent); a person serving on the Foundation Board; or a student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

### **4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by East Central University to comply with the requirements of FERPA.**

The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605

**XII. Directory information** concerning students is treated as public information and is released to the public unless otherwise requested by the student. "Directory information" includes the following: the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous

educational agency or institution attended by the student, and degrees and awards received by a student. The University provides each student the opportunity to restrict disclosure of the designated directory information. (The student may request restriction of their designated directory information through the Admissions and Records department) A student's right of access to his or her education records includes the right to inspect and review the content of such and obtain copies thereof at a reasonable cost within 45 days of requesting them. The right of access of a student does not include access to:

1. Financial records of the parents of the student or any information contained therein;
2. Confidential letters and statements or recommendations concerning admission, employment or the receipt of an honor, which were placed in the records prior to January 1, 1975, or concerning which the student has signed a waiver of access;
3. Administrative and educational personnel records ancillary thereto, which are in the sole possession of the maker thereof and which are not accessible to any person except a substitute;
4. Records of law enforcement officials;
5. Records relating exclusively to a person's employment at the institution when the person is not in attendance as a student of the institution and
6. Records maintained by professional or paraprofessional health-related personnel which are made in connection with the provision of treatment of a student and not available to persons other than the health-related personnel. Information concerning educational records which is personally identifiable with a particular student, other than directory information, will not be released to persons, agencies or organizations other than those hereinafter described unless:
  - a. there is written consent from the student specifying the records to be released, the reason for the release and to whom the information is to be released, with a copy to the student, if requested, or
  - b. such information is furnished in compliance with a judicial order or a subpoena, provided that advance notice of the receipt of the order of subpoena will be provided to the student prior to compliance if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty, who have legitimate educational interests.

### **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. This policy is in place to provide a community environment in which open discussion can occur without disrupting the academic mission or daily University functions, subject to constitutional time, place, and manner limitations and without unconstitutionally interfering with the rights of other members of the University community. For our complete Expressive Activity Policy please visit [www.ecok.edu/policy/ExpressiveActivity.pdf](http://www.ecok.edu/policy/ExpressiveActivity.pdf).

### **STUDENT COMPLAINTS**

Students may file complaints with appropriate institutional officers. Complaints are normally addressed to the individual most directly involved with the complaint. Written complaints which are signed by the student and addressed to the President, the Vice President for Academic Affairs, or the Vice President for Student Development will be shared with the Commission on Institutions of Higher Education of the North Central Association during onsite accreditation visits. Individual identities will be shielded.

### **STUDENT GRIEVANCES**

A student should attempt an informal resolution of his/her grievance with the appropriate faculty member or administrator. If the grievance cannot be resolved at the level to which the complaint is made, it is referred to the next higher level. The President will review lower level decisions if an appeal is made to the President. The President may overrule any and all decisions. Also, anyone choosing to do so may file a grievance directly with the President; the complaint will then be processed through the administrative channels to attempt resolution prior to the taking of final action.

### **DRUG-FREE STATEMENT**

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

University policy strictly prohibits the illegal use, possession, manufacture, dispensing or distribution of illegal drugs, controlled substances, 3.2 beer or alcoholic beverages in the work place, on its premises, University housing, or as a part of any University-sponsored activity.

All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student.

Sanctions for violation of this policy include, but are not limited to, expulsion, termination of employment, referral for prosecution and/or completion at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of East Central University.

It should be noted by employees that they are also subject to the University's Drug Free Work Place Policy. Employees are referred to that policy for additional sanctions. It is also within the discretion of the University to refer any violation to the appropriate authorities for criminal prosecution.

### **HEALTH RISKS**

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

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

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

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

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

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

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

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

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

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

Further information concerning health risks may be found in the Health Services/ Counseling Center located in the Student Union Building. You should also consult your personal physician about the health risks associated with alcohol and drug abuse.

## SANCTIONS

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

Federal law provides rather severe penalties for distributing, dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from the use of the drug in question (this, however, is not a factor in a case of simple possession) all effect the sentence. For example, if it is your first offense (no prior convictions) and if less than 50 kilograms of marijuana are involved, then you are subject to imprisonment of not more than 5 years, a fine of \$250,000 or both. If, however, all other factors are the same as in the previous example, but 50-100 kilograms of marijuana are involved instead of 50, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use then you are subject to not less than 20 years or life, a fine of \$1,000,000 or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year of imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions make both the minimum period of imprisonment and fines greater. Under special provision for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

State law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties.

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed \$100.00, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances, you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

Following are several local ordinances pertaining to narcotics, public intoxication, possession and transportation of intoxicating beverages:

**Section 10-4.01 Public Intoxication.** It is unlawful for any person to appear or be upon or in any street, alley, or other public place in the city in a state of intoxication. It is unlawful for any person to drink intoxicating liquor or beverages upon or in any street, alley, or other public place or in any public building within the city. It is unlawful to use, sell, or furnish to another, any illegal drug or narcotic in any place in the city except as legally prescribed by a physician.

**Section 3-2.11 Possession by Minors.** It is unlawful for any person, whether a minor or of age, to drink or consume any non-intoxicating alcoholic beverage while such person is upon any public street, alley, or any other public highway, or any public building or other public place within the city or alley or place of business or any other public place within the city.

**Section 3-2.08 Transporting in Opened Containers.** It shall be unlawful for any person to knowingly transport in any moving vehicle upon a public highway, street, or alley any non-intoxicating alcoholic beverage, including 3.2 beer, except in the original container which shall not have been opened and from which the original cap or seal shall not have been removed, unless the opened container is in the rear trunk or rear compartment, which shall include the spare tire compartment in a station wagon or panel truck, or any outside compartment which is not accessible to the driver or any other person in the vehicle while it is in motion.

If drugs are involved, the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, the person may be convicted of violating both local and state law and punished according to both laws.

Further information regarding these local, state, and federal laws may be found in the Student Services Office and is available to students and employees. Students and employees are encouraged to review this information. The above examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

### **DRUG AND ALCOHOL EDUCATION PROGRAM**

Drug and alcohol abuse constitute a major problem in today's society. East Central University will confront this education problem by making information available to students, faculty, and staff of this institution. These educational efforts will provide a "viable" program derived from the following group of activities and services which are not intended to be all-inclusive, but supportive of the currently employed.

1. During beginning freshmen orientation, new students to the college environment are made aware of the location of drug/alcohol related materials.
2. National Collegiate Alcohol Awareness Week activities are sponsored annually through the Student Activities Office.
3. Residence staff development programs contain sessions on alcohol and drug abuse. Residence advisors can also provide advice and referral for counseling.
4. Sorority rush has a segment pertaining to drugs and alcohol.
5. Alternatives to drinking alcohol are presented to the Greek system via the All-Greek Council.
6. Campus newspapers, bulletin boards, and other media are used to disseminate drug/alcohol information.
7. Academic courses, e.g., Drug Dependency and Personal Health, are currently offered.
8. Academic courses, e.g., Speech and Composition, are encouraged to support these efforts via class assignments.
9. Audio-visual materials, speakers, and seminars are available to all members of the university community.
10. Governmental drug agencies are invited to present programs.
11. Law enforcement agencies are encouraged to perform drug training sessions on campus.
12. Student advisors or campus associated clergy can provide personal support for those wanting help in solving alcohol/drug problems.

Should the above efforts not meet individual needs, there are other programs in the community or nearby that may better suit these needs. A list of such programs, their location and phone number is maintained in the Student Services Office. Seeking help from, being referred to or from these services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free, hotline numbers may be of use to someone needing help or advice.

National Institute on Drug Abuse Information and Referral Line (M-F, 8:30-4:30), 1-800-622-HELP.

The National Federation of Parents for Drug-Free Youth (M-F, 8:00-5:00), 1-800-554-KIDS.

Just Say No Foundation, 1-800-258-2766.

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

National Drug Abuse Hotline, 1-800-241-9746.

Cocaine Helpline, 1-800-COCAINE.

Reach-Out Hotline (alcohol, drug crisis intervention, mental health, and referral), 1-800-522-9054.

ECU Health Services Office, Memorial Student Union Room 137, X713.

Ada Area Council on Alcoholism, 704 North Oak, 405/332-3001.

Rolling Hills Hospital (private hospital), East of Ada on Highway 1, 405/436-3600 or 1-800-522-9505 (Help Line).

### **SEXUAL ASSAULT POLICY**

#### **SEXUAL MISCONDUCT**

- A. **General Statement:** East Central University will not tolerate nor condone any form of sexual misconduct, whether physical, mental, or emotional in nature. This includes actions that are demeaning and includes, but is not limited to, rape (whether the victim does or does not know the aggressor, and including "date rape," "acquaintance rape," and "gang rape"), sexual assault, or sexual harassment. Where there is probable cause to believe that the University's policies prohibiting sexual misconduct have been violated, the University will pursue strong disciplinary action through its own student conduct system. Even if law enforcement and criminal justice authorities choose not to prosecute a particular matter, the University may still pursue the matter as a student misconduct matter warranting nonacademic disciplinary action by the University. Where it is determined that sexual misconduct is more likely than not to have occurred, University disciplinary sanctions can include suspension or expulsion.
- B. **Definitions:** Due to the sensitive and often violent nature of incidents involving sexual misconduct, the following definitions are provided for informational use by students and for guidance in the investigation and adjudication of alleged cases of sexual misconduct. It is possible that a particular action may constitute sexual misconduct even if not specifically mentioned is in these examples:
1. "Rape" means all acts of sexual intercourse involving oral, vaginal, or anal penetration accomplished without consent and with a male or female (who may be of the same or opposite sex as the perpetrator).
  2. "Rape by instrumentation" means any act in which any inanimate object or any part of the human body, not amounting to sexual intercourse, is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.
  3. "Sexual battery" shall mean the intentional touching, mauling or feeling of the body or private parts or any person in a lewd and lascivious matter and without the consent of that person. "Sexual battery" includes, but is not limited to, the touching of a person's genitalia, buttocks, or breasts.
  4. "Sexual harassment" includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when:

- a. submission to such conduct is made explicitly or implicitly a term or condition of leadership, membership in an organization, student social events, academic standing, or participation in any University activity;
  - b. submission to or rejection of such conduct by an individual is used as a basis for evaluation, particularly in making employment or academic decision affecting the individual; or
  - c. such conduct has the purpose or effect of unreasonably interfering with the other individual's performance or creating an intimidating, hostile, or offensive educational and University environment.
5. "Consent" means the positive cooperation in act or attitude pursuant to an exercise of free will. The persons consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. The determination regarding the presence or absence of consent shall be based upon the totality of the circumstances present in a particular case, including the context in which the alleged incidents occurred. Consent will not be implied from silence or passivity alone.
6. "Lack of consent" means:
- a. the victim has not given consent;
  - b. the victim is incapable of giving consent because of mental, developmental, or physical disability, or lack of legal age of giving legal consent;
  - c. force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person
  - d. the victim is incapable of resisting or giving consent as a result of being intoxicated by alcohol, beer, or being under the influence of drugs; or
  - e. the victim is, at the time, unconscious of the nature of the act.

**C. Disciplinary Procedures in Alleged Cases of Sexual Misconduct:** Due to the sensitive nature of this category of student misconduct, special procedures have been established. Refer to the Student Code of Conduct for procedures concerning Sexual Misconduct cases.

**D. Sexual Misconduct Special Concerns:** East Central University encourages the reporting of instances of sexual misconduct. To assure a proper balance between the rights and interests of the alleged victim of sexual misconduct and the alleged perpetrator of an act of sexual misconduct, and to encourage and foster a positive atmosphere for the prompt reporting and handling of all cases of alleged sexual misconduct, including encouraging alleged victims to testify and otherwise actively participate in the adjudication process, the following measures are adopted by the University for application to hearings regarding alleged instances of sexual misconduct:

1. **Special Mandatory Rights in Cases Involving Alleged Sexual Misconduct**
  - a. The alleged victim shall be permitted to have a person or persons of his or her choosing accompany him or her throughout the disciplinary procedure.
  - b. The alleged victim shall be permitted to be present during the entire disciplinary procedure (except during deliberations of the panel).
  - c. The alleged victim shall have the right to be informed of the outcome of the hearing upon its conclusion by the panel.
  - d. The person alleged to have engaged in sexual misconduct shall also be afforded all of the rights set forth.
2. **Discretionary Procedures**  
 Additionally, in the discretion of the panel reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged sexual misconduct. A panel shall have no duty to grant such measures in any case under review, but should consider the appropriateness of permitting such accommodations:
  - a. The panel may, in its discretion, exclude evidence regarding the past sexual history of the alleged victim from discussion during the hearing. The past sexual history of the alleged victim with persons other than the alleged perpetrator shall be presumed irrelevant; and
  - b. The alleged victim may be given the opportunity to make a statement to the panel regarding the impact that the alleged actions have had in his or her life and educational relationship with the University, if the alleged perpetrator is found to have engaged in sexual misconduct.

## **FACTS ABOUT SEXUAL MISCONDUCT**

Some people have the wrong idea about sexual assault. They think the assailant was overcome with sexual desire, the victim was dressed too seductively or "asked for it," or that all victims wanted sexual contact.

These ideas assume that sexual assault is motivated by passion; it isn't. Sexual assault is a violent crime, a hostile attack, an attempt to hurt and humiliate. Sex is only the weapon.

Sexual assault is a crime. In the state of Oklahoma, rape is defined as an act of sexual intercourse with a male or female without consent where force or violence is used or threatened. Sexual battery is the touching, feeling, or mauling of the body of another person without consent.

Sexual assault occurs with increasing frequency, but remains the most under reported crime in the criminal justice system. Nationwide, there is a rape every six minutes. A woman is beaten every 18 seconds; three to four million are battered every year. Three out of four women will be the victims of at least one violent crime during their lifetime.

In more than one-half of reported rapes, the rapist is an acquaintance, neighbor, friend, or relative. Acquaintance rape is less likely to be reported to the authorities than rape by a stranger. Acquaintance rape frequently occurs under circumstances where the victim, the attacker or both have been drinking or are intoxicated. The victim of an acquaintance rape may not recognize it as a crime or consider the incident a rape.

## **WHAT SHOULD YOU DO IF YOU'RE A SURVIVOR OF SEXUAL ASSAULT?**

Giving in is a survival strategy; don't blame yourself! A rape threatening situation is a life threatening situation. Your only responsibility is to yourself; stay alive.

Many survivors of sexual assault don't know where to turn for help or what to do. You may be afraid or ashamed to talk to anyone or may want to act as though nothing has happened.

If you've been assaulted, get help quickly.

### **IF YOU ARE RAPED**

- \* Go to a friend's house or somewhere you can get emotional support.
- \* Seek medical treatment. DO NOT douche, bathe, shower, or change clothes before you go.
- \* Report the rape to the authorities (this does not mean you must proceed with prosecution). The more acquaintance rape is reported, the easier it may be to prevent.
- \* Seek counseling. Even if you don't report the rape or press charges, you should get counseling.

### **EMOTIONAL CONCERNS OF SURVIVORS**

As a survivor of a violent crime, you will probably experience strong emotional reactions.

- \* You may feel guilty because society has conditioned you to believe you "asked for it", or you did not do enough to fight off your attacker.
- \* You may feel angry and take it out on those you love.
- \* You may feel afraid that your attacker will come back.
- \* You may feel ashamed of what has happened to you.
- \* You may feel helpless because it seems you have lost control of your life.
- \* You may feel unclean, even after bathing.
- \* You may not be able to sleep; you may have terrible nightmares.
- \* You may find your eating habits changing.
- \* You may not be able to resume your normal sexual relationships.
- \* You may have trouble concentrating and making decisions.
- \* You may cry uncontrollably.

### **HELPING THE SURVIVOR**

Believe the survivor. People rarely make up stories about being a sexual assault victim.

- \* Let the survivor know you want to listen. How you listen matters more than what you say. Don't interrupt; let stalls and silences happen. Show interest, nod, maintain eye contact, repeat back. Let the victim know you care. Express sympathy ("I'm very sorry this happened to you"), empathy ("It must have been frightening for you"), and concern. Acknowledge that the survivor is blameless. The survivor may have used poor judgment, but no one deserves to be raped. Avoid blaming language.
- \* Be patient; survivors may feel the need to talk about the assault repetitively or may not feel able to talk to you at all.
- \* Let the survivor control the situation and who is informed about the assault. The victim needs to regain control; encourage him or her to make as many choices as soon after the event as possible. Respect confidentiality when discussing the assault, use a private location. Even if you disagree, respect the survivor's right to choose the course of action; offer (but don't impose) choices.
- \* Realize that you will have strong feelings about the assault; seek counseling for yourself. Avoid communicating your biases and negative emotions to the survivor.

### **WHAT HAPPENS IF YOU CALL THE POLICE?**

First, they will make sure you are safe. They'll help you get to the hospital and will place you in touch with counseling providers.

A police officer will question you about what happened. Female officers and investigators are usually available if you'd prefer. This interview may take place before, while, or after you visit the hospital. Other officers will examine the place where the attack occurred to collect evidence.

You'll speak with a trained sexual assault investigator soon after the attack. This investigator will review your earlier statement and may ask very specific questions. If your attacker was a stranger, you may be asked to look at photographs of prior offenders or to help a police artist prepare a sketch of your attacker. As the investigation progresses, the police will remain in touch and keep you abreast of developments. If a suspect is located, you will be asked to confirm the identification through means that prevent the suspect from seeing you.

### **WHAT HAPPENS AT THE HOSPITAL?**

At the hospital, you'll be given a medical examination to make sure you are all right and to collect medical evidence. This evidence will be needed if you decide to pursue prosecution and is only available immediately after the attack. If you wish, a rape response advocate is available to stay with you during the exam to provide support.

At your request, the doctor can also check for pregnancy and give medication to prevent sexually-transmitted diseases. It's important that you have a follow-up exam to ensure you don't later develop such a disease. The hospital staff can also refer you to appropriate counseling resources.

### **WHAT HAPPENS IF YOU CHOOSE TO PROSECUTE?**

Whether to prosecute is up to you. For situations where the attacker is a student at the university, institutional disciplinary proceedings are an option in addition to or instead of the regular criminal prosecution system; again, the venue for prosecution is up to you. Ultimately you must appear in court in order to prosecute the offender. It takes courage to report and prosecute a sexual assault, but it is the only way to stop the assailant and may help you regain your sense of control.

are on file in the Student Services Office and are available to anyone who wishes to read them.

## REPORTING CAMPUS CRIME STATISTICS

East Central University subscribes to the approach that public disclosure of the nature of crimes, the quantity, and how they are investigated is a right-to-know issue. On-campus crime statistics for the past three years are available on the East Central University website [www.ecok.edu](http://www.ecok.edu).

## HOUSING AND RESIDENCE LIFE

Refer to the Housing and Residence Life Rules and Regulations at [ecok.edu](http://ecok.edu).

## TAFF CAFETERIA

The University food service, Taff Cafeteria, is a cafeteria-type service located between Knight Hall and the third floor of Briles Hall. The kitchen area is located at the basement level of Knight Hall.

Taff Cafeteria serves twenty meals per week, three daily except Sunday when only two are served. The student with a full meal ticket is served a well-balanced nutritional diet. The cafeteria is open daily for breakfast from 7:00a.m. to 8:00a.m. The noon schedule Monday through Friday is from 11:00a.m. to 1:45p.m. Special arrangements can be made if a student has classes all the way through a mealtime. The evening meal is served from 4:30p.m. to 7:00p.m. during the five-day week. Continental Breakfast is served 8:00 - 9:00a.m. daily. These times are slightly changed for the weekend meals. On Saturday, lunch is served from 11:00a.m. to 12:30p.m. and dinner is served from 4:00p.m. to 5:00p.m. Sunday dinner is a special meal served from 11:00a.m. to 1:15p.m. No evening meal is served on Sunday. Appropriate dress, including shoes is required.

Meal tickets are sold in the following quantities: 10, 14, or 20 meals per week. A 5 meal per week plan is available only for residents of Tiger Commons. A student specifies which option he or she prefers. The meal ticket is non-transferrable, and if a meal is missed, it cannot be refunded.

Student I.D. Cards serve as the student's meal ticket and must be presented at the door for admittance.

In order to add convenience and variety to the student diet, transfer evening meals are available Monday through Friday in the Food Court located in the University Center. Transfer selections are posted in the Food Court. Sick trays are also available for students who are ill.

## SALESMEN

Any solicitor or salesman on the campus of East Central University must have a permit from the Finance Office.

## PARKING

All motor vehicles owned or operated by East Central students on campus or adjacent streets must be registered in the ECU Police Department at the time of enrollment or acquisition of a vehicle. Registration fee for each vehicle is \$4.00 per semester, as well as for the summer term. Students will be issued a decal or sticker to be placed on each motor vehicle used. Students may use any parking area which does not have signs limiting its use. Failure to obey traffic and parking regulations will result in fines, and revocation of parking decal. The ECU Chief of Police shall have authority to impound any vehicle on the campus when the vehicle is parked in violation of university regulations. The parking decal may be revoked if the safety of persons or property is endangered.

A copy of East Central Parking regulations may be obtained in the ECU Police Department Office (across the street from Fentem Hall).

## TRAFFIC REGULATIONS, OFFENSES, AND PENALTY

The following guidelines are established for traffic safety on campus:

All university, city and state traffic regulations and rules governing the use of motor vehicles shall be observed at all times.

All of the following acts or omissions are hereby declared to be offenses against the university. Any person who commits any offense listed below in this section, shall be punished in accordance with the following schedule of offenses, minimum and maximum penalties:

1. Failure to register or re-register a vehicle. \$10.00 maximum.
2. Failure to display parking decal. \$5.00 maximum.
3. Driving a motor vehicle on the campus within six months after vehicle parking decal has been revoked, without written approval of the Dean of Students. Minimum penalty - \$5.00, Maximum penalty - \$35.00.
4. Driving or having on the campus any vehicle not equipped with brakes, lights and other equipment as required by state law for vehicles used on the highways. Minimum penalty - \$5.00, Maximum penalty - \$35.00.
5. Operating a vehicle with an internal combustion engine on campus without a sufficient muffler; or using a muffler cutout or exhaust whistle. Minimum penalty - \$5.00, Maximum penalty - \$35.00.
6. Driving motor vehicle on campus while under influence of intoxicating liquor, beer or narcotics. Minimum - \$10.00 and revocation of parking decal, Maximum penalty - \$35.00 and revocation of parking decal; or expulsion from the university. State statutes are observed.
7. Causing a vehicle in which one is riding to make any unnecessary noise on the campus, by unnecessarily sounding the horn or otherwise. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
8. Driving a vehicle at a speed greater than (a) fifteen (15) miles per hour on the campus; or (b) a speed greater or less than that which is reasonable and prudent under the circumstances existing. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
9. Driving a vehicle recklessly, carelessly or heedlessly, or without due regard for the rights or safety of others. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal; or expulsion from the university.
10. Failure of driver of vehicle to properly yield right-of-way to a pedestrian. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
11. Failure of driver to obey an official "stop" sign or signal, or any other official traffic-control device, signal, sign or marking. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
12. Driving on left side of two-way street. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
13. Making a U turn with vehicle anywhere except in an authorized area. Minimum penalty - \$5.00, Maximum penalty - \$35.00.
14. Using, sitting in or occupying a vehicle belonging to another without express or tacit consent of owner or person lawfully in charge of the vehicle. Minimum penalty - \$5.00, Maximum penalty - \$35.00 or expulsion from the university.

15. Parking in violation of official parking signs and markings. Minimum penalty -\$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
16. Parking or standing a vehicle on left side of two-way street. Minimum penalty -\$5.00, Maximum penalty - \$35.00.
17. Parking or standing a vehicle on sidewalk or sidewalk area or on a crosswalk on a street; or in such a manner as to obstruct the normal use of a sidewalk or sidewalk area. Minimum penalty - \$5.00, Maximum penalty - \$35.00.
18. Double parking or double standing a vehicle except for not to exceed one (1) minute while actually engaged in the expeditious loading or unloading of passengers, merchandise or other things, or except when such double parking or double standing is necessitated by circumstances beyond the driver's control.  
Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
19. Having intoxicating liquor or a so-called "nonintoxicating beverage" as defined by Oklahoma Statutes, Title 37, Section 163.2 (3.2 beer, etc.), in a vehicle on the campus. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
20. Riding or parking a bicycle, skateboards or skates on a sidewalk or sidewalk area on campus. Minimum penalty - \$5.00, Maximum penalty - \$35.00.
21. Obstructing or unduly interfering with the proper use of any street, road, sidewalk, sidewalk area or parking area on campus, whether with a vehicle or otherwise. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
22. Willfully altering, defacing, impairing, knocking down or removing an official traffic-control device, signal, sign or marking with lawful authority. Minimum penalty - \$5.00, Maximum penalty - \$35.00 or expulsion from the university.
23. Repeated violation (Two or more violations when any violation after the first is willful; or any three or more violations. The violations need not be of the same provision of the regulations.) of any provision of these or other university regulations relating to vehicles, traffic or parking. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal; or expulsion from the university.
24. Violation of any other provision of these or other university regulations or city ordinances relating to vehicles, traffic or parking. Minimum penalty - \$5.00, Maximum penalty - \$35.00 and revocation of parking decal.
25. Failure to promptly obey any order or direction relating to vehicles, traffic or parking of any policeman or other person officially assigned to direct traffic or enforce traffic and parking regulations. Minimum penalty - \$5.00, Maximum penalty - \$35.00.
26. Aiding or abetting in the commission of any offense as defined in these regulations. Minimum penalty - \$5.00, Maximum penalty - \$35.00.

#### **PROCEDURE FOR APPEALING FINES**

1. The student receiving the ticket will make payment in the Finance Office.
2. Student brings paid receipt, and a copy of the ticket to Student Services with a written statement explaining their basis for appeal.
3. Student Services will log student name, phone number and ticket number.
4. Each appeal request will be identified by ticket number, not student name.
5. The appeal request (not the appealing student) will go before the Honor Court at their next scheduled meeting.
6. Honor Court will make decisions by a vote of the five members based on merit of the appeal.
7. A designated member of Honor Court will contact each student who appealed, and inform them of the decision.
8. If an appeal is approved, a check request for reimbursement of the ticket amount will be sent to the Finance Office.

Once an appeal of a citation is approved, a check request must be presented to the Business Office within one week of the Honor Court meeting. A copy of the paid receipt must be attached to the check request. The reimbursement will be processed in five to seven working days and mailed to the student's local mailing address, unless otherwise indicated on the check request.

#### **UNIVERSITY COMMITTEES WITH STUDENT MEMBERS**

Committees with student members are Athletics, Cultural, Library & Audio-Visual, Publications, Advisory, Student Affairs, and Student Conduct.

#### **INTRAMURALS**

To participate in the University sponsored intramural program you must be a student enrolled at East Central University, have a valid I.D. card, and be enrolled in 7 hours. Graduate students must have 4 graduate hours. East Central students actively participate in flag football, volleyball, softball, basketball, tennis, soccer, golf, free-throw contests, badminton, 2-man volleyball, pickleball, 3-point basketball shootout, and bowling. Students are encouraged to participate in these extracurricular activities. The Intramural Offices are in the Kerr Activity Center and McBride Gym, Room 201 x386.

#### **STUDENT ORGANIZATIONS**

A student organization is made up of a group (six minimum) of East Central University students organized for a specific purpose apart from regular classroom instruction, with a written constitution on file in the Campus Life and Leadership Office. Each student organization must have a faculty sponsor and meet a minimum of four times during the regular school term.

#### **MEMBERSHIP**

All students are urged to take part in campus activities. The university believes that membership in campus organizations helps to develop well-rounded personalities.

#### **APPROVAL**

All organizations are directly responsible to the university. In order to function on campus, each new group must submit a current roster of officers and a written constitution to the Campus Life and Leadership Office. A schedule of meeting times and places must also be submitted. All information is posted on the ECU Web.

#### **MAIL BOXES**

Mailboxes are available for each campus organization in the Student Union by making a reservation with the bookstore. Officers of the organization should check mail boxes regularly.

### **STUDENT SENATE**

Notices of weekly Student Senate meetings are posted 24 hours prior to the meeting in the University Center Senate Conference Room. All meetings are open and guests are welcome. Comments may be made by guests during Open Forum. Under the Open Meetings Act, all meetings are filed with the Pontotoc County Courthouse.

### **STUDENT HONOR COURT**

The Student Honor Court is composed of five justices approved by the Vice President of Student Development. Its purpose is to help maintain high standards of citizenship, administer justice, and serve as the judicial board of the Student Senate. The court has an appointed representative at each Senate meeting. All justices meet with the Senate every first Tuesday of the month prior to their monthly meeting.

### **CREW STUDENT ACTIVITIES BOARD**

An activities board comprised of 15-20 students program major campus events throughout the regular school year. Applications are available for board membership late spring and early fall. Members are selected after interviews by the CREW chairs and advisor. A cross-section of university majors is the goal of the selection committee to promote diversity in campus programming. The activities board official name is "The CREW" and is located in McBride 108.

### **GREEK LIFE**

The National Panhellenic Conference & the Interfraternity Council offer six chapters for membership on ECU's campus. Formal rush is held in the fall with informal continuing throughout the year. More information may be obtained by contacting the All-Greek Advisor, McBride 108, x207.

### **EAST CENTRAL SONG**

#### **EAST CENTRAL FIGHT SONG**

Fight on East Central  
Fight on for your fame.  
Fight on East Central Tigers  
Win this game.  
We're cheering for you  
Cheering to the end.  
Fight on East Central Tigers.  
WIN! WIN! WIN!

#### **EAST CENTRAL ALMA MATER**

Hail, oh hail, our Alma Mater  
Loyal, brave, and strong.  
To thee with voices ever ringing.  
Comes our victory song.  
Love and honor, strength and courage,  
These we pledge anew.  
Hail, oh hail, our Alma Mater.  
Hail, oh hail, to you.

### **FIRE, TORNADO, AND SECURITY PROTECTION**

East Central University has set up various procedures to be used in case of emergencies. Information like that reproduced below has been placed in each residence hall on campus. These procedures are to be followed by all persons within a building at the time of emergency.

In case of fire, the occupants of a university residence hall should proceed via the nearest stairway to the first floor and leave the building. Go to the designated area outside and remain in this area until notified that it is safe to return to the building.

### **GAS PIPELINE LEAK OR ODORS**

If you detect a leak or odor of natural gas on campus, contact East Central University Physical Plant at 332-8000, Ext. 377. After 5:00p.m. Monday through Friday or weekends, please call East Central University Police Department at 332-3875, or Ada Police Department at 332-4466.

### **INTERMITTENT SOUNDING OF SIREN**

#### **INDICATES TORNADO OR SECURITY HAZARD**

In case of tornado or security hazard, go immediately to the shelter nearest your location.

BASEMENT OR FIRST FLOOR OF EACH RESIDENCE HALL  
BASEMENT OF SCIENCE HALL  
BALLROOM OF STUDENT UNION  
FIRST FLOOR HALLWAY OF ADMINISTRATION BUILDING  
BASEMENT OF EDUCATION BUILDING

The following locations are areas of comparative safety:

First Floor of Horace Mann

Basement of Fentem Hall

**TELEPHONE NUMBERS**

DEPARTMENT	Room	Ext
<b>EAST CENTRAL UNIVERSITY</b>		<b>332-8000</b>
Accounting Department	212A	274
Accounting Office Supervisor	107A	216
Auxiliary Enterprises	107A	526
Payroll Clerk	107A	222
Alumni Office	102ALC	611
Art Department	101ED	356
Assessment Center	159A	667
Athletic Department	304KAC	314
Audio-Visual Department	LIB	490
Ballroom	SU	513
Bandroom	100IMB	390
Baseball Office	Baseball Building	436-4940
Basketball Office	KAC	314
Biology Department	160P&ES	500
Bookstore	SU	508
Business Administration Department	264A	610
Business Office	107A	216
Business/Office Technology Department	250A	597
Business, School of	212A	274
Cafeteria	SU	516
Cartography & Geography Department	127HM	612
Chemistry Department	244P&ES	447
Child Development Center	131 Fentem	629
Communications Department	111SC	483
Computer Science Department	114P&ES	255
Computer Science Lab	111P&ES	595
Continuing Education Center	114F	456
Counseling Center	100KH	332-7040
Credit Union	831 E. Main	522
Crew Office	SU South	523
Cross Country (Men & Women) Office	303 Kerr Activity Center	521
Dance Studio	310SC	624
Dark Room	106F	254
Data Processing	159A	256
Deaf and Hard of Hearing Program	NL	477
Drama Department	111SC	483
Duplicating Office	154A	230
<b>East Central Police Department</b>	<b>1036 E. 10th</b>	<b>316</b>
Elvan George Building:		
Coaches Office		506
Dressing Room		505
Training Room		504
Education, School of	204ED	348
Chairman's Office	204ED	348
Computer Lab	216ED	623
Computer Lab Coordinator	215ED	323
Counseling Coordinator	212cED	329
Resource Center	213bED	576
Special Education Coordinator	205bED	240
Student Teaching Coordinator	204bED	325
Education/Psychology, School of	214ED	349
Certification Teacher Education	214ED	349
Curriculum Exam	214ED	349
Dean's Office	214ED	350
Graduate Enrollment	214ED	349
PPST Information	214ED	349
Psychology Department	200ED	319
Residency Year Information	214ED	349
Educational Opportunity Center (EOC)	9fED	686
Educational Talent Search	1020 E. 10th	680
English & Languages Department	345HM	451
Environmental Health Sciences Department	258P&ES	614

Events Hot-Line		231
Facilities Coordinator	UC	741
Faculty Lounge	SU	518
Family and Consumer Sciences Department	219aHM	476
Faust Gym	FH	480
<b>Finance Office</b>	<b>108A</b>	<b>225</b>
NDSL Clerk		615
<b>Financial Aids</b>	<b>113A</b>	<b>243</b>
<b>Food Court</b>	UC	510
Food Service Department	TDH	516
Football Office	208KAC	364
Foundation Office	104ALC	514
Freshman Admissions	111A	233
Geography/Cartography Department	127HM	612
Golf Office	207 KAC	617
Government Department	239HM	421
Government Computer Lab	248HM	642
Graduate Office	Old Library	708
Grants Research Information Center	159A	701
Health & P.E. Department	304KAC	314
Health Information Management Dept	101HM	555
History Department	238HM	416
Honors Program	140FH	599
Housing and Residence Life	155A	602
Human Resources Department	219HM	400
Humanities & Social Sciences, School of	323HM	425
I.D. Cards	101F	664
International Student Program Office	206F	669
Interpreters	NL	426
Intramural Office	201MCB	386
Journal (Newspaper)	Student Union	250/251
Journalism Department	101SC	483
Kerr Activity Center	304KAC	314
Kerr Activity Training Room	143KAC	532
Languages Department	319HM	290
Language Lab	316aHM	753
Library Office	LIB	375
Circulation Office		376
Reference Desk		371
Math and Science, School of	101P&ES	410
Mathematics Department	206SCH	493/288
McNairs Scholars Program	156A	295
Music Department	101IMB	390
Music Listening Lab	145FH	540
National Student Exchange Program (NSE)	206F	669
<b>Native American Counselor</b>	<b>151A</b>	<b>301</b>
<b>Nurse, University</b>	<b>SU137</b>	<b>713</b>
Nursing Department	302SC	434
Off Campus Job Coordinator	113A	243
Oklahoma Room	SU	520
OneNet 1 Classroom	203A	266
OneNet Information	215A	622
Photography Lab	101F	664
Physical Plant	103PP	377
Custodian Office	108KAC	257
Grounds		383
Store Room, Shipping & Rec.		381
Physics Department	212P&ES	395
Placement and Personnel Office	152A	260
Political Science Department	239HM	421
President's Office	104A	213
Psychology Department	200ED	319
Public Information/University Relations	102F	650/664
Purchasing Office	164A	264
Radio Lab	139SC	608
Raymond Estep MultiMedia Center	UC	746
Regents Room	SU	519
Regional Math/Science Upward Bound	254A	690

<b>Registry Office</b>	<b>111A</b>	<b>234</b>
Rehab Office	1001 E. 14th	332-0178
School of Business	212A	274
School of Education/Psychology	214ED	349
School of Humanities & Social Sciences	323HM	425
School of Math and Science	101P&ES	410
Small Business Development Center	1036 East 10th	436-3190
Soccer Office	205MCB	747
Sociology Department	237HM	415
Softball Office	205KAC	363
Special Education Department	205ED	240
Speech Department	101SC	483
Sports Information	105F	258
Stadium	EG	506
Student Activities	108MCB	207
Student Employment	113A	243
Student Organization Workroom	109MCB	754
Student Senate	108MCB	231
<b>Student Development</b>	<b>102A</b>	<b>208</b>
Office of Disability Services	159A	677
Deaf and Hard of Hearing	NL	477
Native American Counselor	151A	301
Student Teaching	204ED	325
Swimming Pool	McBride	388
Switchboard	110A	0
Talent Search, Educational	1020 East 10th	680
Talk-back TV Information	215A	622
Ticket Booth (Dorothy Summers)	SC	571
Title III	160A	697
Upward Bound	109HM	673
Upward Bound Math and Science	254A	690
Veterans Administration Office	111A	232
Veterans Upward Bound	9dED	224
V.P. Academic Affairs	100A	203
V.P. Fiscal Affairs	109A	539
V.P. Institutional Advancement	110ALC	253
V.P. Student Affairs	102A	208
Virginia Taff Dining Hall	SU	516
Wellness Center	227UC	744
Writing Center	129HM	312
Yearbook Office (Pesagi)	103 Fentem	724/664

#### RESIDENCE HALL DIRECTORS

Chirs Clark	Pontotoc	436-2005
Mayfield, Lori and Ash	Pesagi	332-5149
Snovel, Ashley and Jacob	Briles	332-9511

#### RESIDENCE HALL LOUNGES

Briles	332-9656
Pesagi	332-9654
Pontotoc	332-9555

#### CAMPUS PAY PHONES

Administration Building	First Floor	332-9711
Kerr Center	North	332-9629
Kerr Center	South	332-9768

#### FRATERNITIES

Phi Kappa Tau	Pesagi	332-9890
Pi Kappa Alpha	Pesagi	436-3884

#### SORORITIES

Alpha Gamma Delta	Pesagi	332-9776
Chi Omega	Pesagi	332-0191
Zeta Tau Alpha	Pesagi	436-1347

#### RELIGIOUS ORGANIZATIONS

BSU	223 S. Francis	332-5636
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Bible Chair ..... 1127 E. 14th ..... 332-1237  
United Campus Ministry ..... 215 S. Francis ..... 436-3400

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