Student Handbook 2014-2015

TABLE OF CONTENTS

ACADEMIC POLICIES AND PROCEDURES	**Pages 2-5**
BOOKSTORE	**Pages 5-6**
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)	**Pages 6-7**
FINANCIAL AID	**Pages 7-8**
LIBRARY MEDIA CENTER	**Pages 8-9**
RESOURCES	**Pages 9-11**
Advisement Center	Page 9
Alumni Association	Page 9
Campus Police	Page 9
Check Cashing	Page 10
Development Foundation	Page 10
Developmental Studies Program	Page 10
Food Service	Page 10
ID Cards	Page 10
Native American Affairs	Pages 10-11
Post Office	Page 11
Student Activities	Page 11
Student Organizations	Page 11
Student Insurance	Page 11
Student Success Center	Pages 11-12
RESIDENCE LIFE (WILBURTON ONLY)	**Pages 12-13**
RESIDENCE HALL GUIDELINES	**Pages 13-15**
STUDENT CODE OF CONDUCT	**Pages 15-19**
Disciplinary Procedures	Page 16
Sanctions	Pages 18-19
COLLEGE POLICIES	**Pages 19-35**
The American Disabilities Act (ADA)	Pages 19-20
Computer Use Policy	Pages 20-23
Drug and Alchol Prevention	Pages 23-26
Financial Policies	Page 26
Firearms Policy	Page 26
Hazing Policy	Pages 26-27
Involuntary Medical Withdrawl	Pages 27-29
Nondiscrimination Policy	Page 30
Parking Policy (Wilburton Only)	Pages 30-33
Sexual Misconduct Policies	Pages 33-35

For more information concerning the Student Handbook, contacct
Office of Student Services
Student Center 208
918.465.1818

Academic Policies and Procedures

The term "academic" applies to all matters regarding courses that carry college credit and appear on the transcript. The principal mission of the College is to deliver academic programs that lead to associate degrees and certificates. Most academic policies are in the Academic Catalog rather than in this handbook. The Academic Catalog is the official declaration of College policy on academic matters including, but not limited to:

- Curricula for programs of study
- Course descriptions
- Faculty qualifications
- Admission standards
- Grades
- Standards of academic progress
- Enrollment and withdrawal procedures

Students are responsible for consulting the Academic Catalog in paper or online versions and for being aware of all policies contained therein. Please feel free to consult a faculty advisor or an academic administrator at any time if you have questions.

Academic Ethics Statement:
Eastern expects its students to demonstrate integrity in their academic work. Acts violating the expected integrity include:
1. Cheating on examinations, quizzes or other written work;
2. Giving assistance to or receiving assistance from another during an examination or quiz;
3. Plagiarism, that is:
    a) The use of another's published work wholly or in part without proper recognition or documentation;
    b) The use of another student's work as one's own;
    c) The purchase, use or provision of an already prepared paper;
4. Obtaining, or attempting to obtain copies of un-circulated examinations or examination questions.
5. Falsifying any academic record.

Students found to have committed one or more of the acts listed above will receive an "F" for the examination, written work, or quiz in question, and will be reported to the Vice President for Academic Affairs. Second or additional violations of the acts listed above will lead to dismissal from the class. Violations recorded in any of the student's other classes will result in dismissal from the College.

A student found to have committed act number "5" will have hearings before the Vice President of Academic Affairs and the Dean of Students. The penalty for these actions shall be dismissal from the College.
Dismissal for any violation of academic ethics will appear on the student's permanent record.

Academic Issues Raised by Students - praise, inquiries or complaints
If you want to make suggestions for improvements, lodge general complaints, or express praise regarding any faculty member or academic program, you should follow the academic "chain of command." This means that you should speak first with the faculty or staff member(s) directly involved and then go to his/her supervisor, if necessary. The division chairs and other key academic administrators are as follows:

- Division of Agriculture - Eddie Woods
    Baker 100 - 918.465.1728
- Division of Business - Kay Langham
    Mitchell 103 - 918.465.1738
- Division of Language, Humanities and Education - Dr. Billye Givens
    Pratt 105 - 918.465.1764
- Division of Nursing - Robin Nevling
    Gunning 107C - 918.465.1796
- Division of Science and Mathematics - Margaret Sorrell
    Sullivan 103 - 918.465.1788
- Division of Behavioral and Social Sciences - Marilynn Duncan
    Mitchell 101B - 918.465.1809
- Registrar - Jennifer Labor
    Library/Administration 100 – 918.465.1813
- Director of Libraries - Maria Martinez
    Library 206 – 918.465.1779

If after discussion with the unit administrator you wish to pursue a matter further, please contact the Office of the Vice President for Academic Affairs, Library/Administration 100 – 918.465.1830.

If you are not sure who to approach on an academic matter, please feel free at any time to contact the Dean of Students and the appropriate referral will be made.

Special Note for McAlester Students: If it is not convenient for you to contact a Wilburton-based administrator, please contact the Dean of the McAlester Campus, at 918.302.3617, who will facilitate communication with the appropriate person.

Special Note for Idabel Students: You should first contact the Academic Coordinator for the Idabel Teaching Site, at 888.286.9431, ext. 5223. The Coordinator will facilitate communication with the appropriate main campus administrator, if necessary.

Special Note for Antlers Students: You should contact the Site Coordinator, at 580.271.0471. The Coordinator will facilitate communication with the appropriate main campus administrator, if necessary.

Policy on Grade and Academic Action Appeals
Student Rights and Obligations: This policy on Grade and Academic Action Appeals applies to all matters concerning final grades, progression in a program of study, or any evaluation that affects a student's academic record. Students have the right to be graded in a reasonable, fair, and nondiscriminatory manner. They have the right to have grading policies consistently applied as stated. In classes and class-related settings, students have the obligation to act with academic integrity and to exhibit respect for other students and for faculty members.

Reasons for Grade and Academic Action Appeal:
An academic appeal will be considered, if there is evidence that one or more of the following situations may exist: (1) error in calculation of grade; (2) deviation from the syllabus (or published revision thereto) or college policy; (3) disparate academic treatment of a student; (4) inappropriate penalties imposed for an academic integrity violation; * (5) factual error in the grading of tests or other assignments.

Important note on reasons for appeal: An academic appeal cannot be based on generalized dissatisfaction with a grade, penalty or outcome of a course. Neither is general disagreement with the instructor's professional judgment of the quality of the student's work and/or performance a basis for an academic appeal. To be considered an "appeal" rather than merely a "complaint," the student's case must present specific and detailed reasons why the student believes that the grade or other academic action was unjustified.

Important note on timeliness: An appeal must be initiated and pursued in a timely manner or it will be rejected on procedural grounds and the original grade or action will stand. "Timely manner" means that the student must follow the time frames spelled out in the step-by-step process below. In exceptional cases such as serious illness and at his/her discretion, the VPAA can approve time extension. Delay or neglect on the part of the student will not justify an exception.

*See the explanation at the end of this section for special details regarding academic integrity violations.

STEP ONE: Informal Resolution
You must first pursue the grade and academic action appeal informally following the "Chain of Command" as indicated in above. The informal process must be initiated within one week (seven calendar days) of when the alleged problem occurred. You should be sure to take notes, remember names, and retain documents from the informal stage, so you can use this information during the next step, if necessary.
If the matter is not resolved in this informal manner and you wish to pursue it further, you must proceed to Step Two. If the instructor is not available, and/or will not be returning within the seven-day period, the student may proceed to Step Two.

STEP TWO: Written Appeal to the Division Chair
You must submit a signed, written statement of appeal to the appropriate division chair. *The written appeal must state specific, detailed reasons why you dispute the grade or other academic decision and must also indicate specifically why you are dissatisfied with the informal efforts at resolution.

The written appeal must be submitted within the earlier of the two following timeliness: five working days after informal approaches have terminated or no more than 10 working days following the date of the decision which you are appealing, even if the informal process is still in progress. No untimely appeals will be considered.

The Division Chair will provide the appellant with a written decision within five working days of receiving the written appeal. With the approval of the Vice President of Academic Affairs, this time frame may be extended if more time is needed for investigation.

If the student is dissatisfied with the decision of the Division Chair and wishes to pursue the matter further, he/she must proceed to Step Three within five working days. No untimely appeals will be considered. *If the original grade or other academic decision being appealed was issued by the Division Chair in his/her faculty role, the written appeal must be submitted directly to the Vice President for Academic Affairs, rather than to the Division Chair. Also, any academic dispute involving the Registrar or Director of Libraries must be submitted directly to the VPAA.

If the Division Chair is not available, and/or will not be returning within the five day period, the student may proceed to Step Three.

STEP THREE: Written Appeal to the Vice President for Academic Affairs (VPAA)
You must submit a signed, written appeal statement to the Vice President of Academic Affairs within seven working days of receipt of the written Step Two ruling. The appeal statement to the VPAA must specify in detail why you dispute the Step Two ruling.

The VPAA will consider appeals based on procedural errors, new evidence and/or new arguments only. The VPAA will dismiss appeals that merely re-visit the points that the appellant made in Step Two.

Depending on the type of issues raised in the appeal the VPAA has two options at his/her sole discretion:
A. The VPAA may rule directly on the appeal and provide the student with a written decision within five working days. The VPAA will rule directly when the significant facts of the case are well established and only an interpretation and/or application of policy is required.
B. The VPAA may call a grade appeal hearing. The VPAA will convene a Hearing Board when he/she deems that significant fact remain at issue that can best be analyzed by a hearing that can evaluate evidence in the form of testimony and documents.

1. Every effort will be made for the hearing to be a fair and impartial effort to determine the facts and recommend appropriate action. However, the hearing is not a court of law, so strict rules of evidence and procedure do not apply.
2. The Hearing Board will consist of the Registrar(non-voting chair), two faculty members appointed by the VPAA from division(s) other than the one in which the appeal originated, and one student selected by the Dean of Students in consultation with the President of the Student Government, if available. If the student member fails to appear as scheduled, the hearing will proceed, and the Registrar will become a voting member. If the Registrar is unavailable, the VPAA will appoint another faculty member or senior administrator to serve as chair. At all times the Hearing Board will have three voting members.
3. The hearing will be scheduled as soon as is practical for the members and the appellant, normally within ten working days of the submission of the written appeal to the VPAA. The chair (Registrar) will notify the parties and convene the hearings.
4. The Hearing Board will allow the parties, appellant(s) and the faculty member(s) the opportunity to state their cases, recommend witnesses, and submit documents. Board members may ask questions, and the parties may ask the chair questions, but neither party will be allowed to address questions directly to the other party. In advance, the chair will specify time and periods for the parties' opening statements. Either party may have an advisor present, but the advisors will not be allowed to address the board. Only parties themselves and witnesses called by the chair will be allowed to address the board.
5. The hearing is open to any member of the College community with the exception of potential witnesses, who must remain out of the hearing room until called. The Hearing Board will have an audio or audio-visual recording of the hearing to be made, excluding deliberations. No other audio or audio-visual recording will be allowed.
6. Following the hearing, the Hearing Board will conduct confidential deliberations.
7. The Chair of the Hearing Board will submit the Board's findings to the VPAA in the form of a recommendation agreed to by at least two-thirds of the voting board members. The VPAA will make the final decision and communicate it in writing to the appellant via USPS mail with return receipt requested, and to the faculty member(s) and administrators involved.

STEP FOUR: Written appeal to the President
You may appeal to the President of the College. The written appeal to the President must be submitted within five working days of receipt of the Step Three ruling. No untimely appeals will be considered. The President's review will be confined to questions of procedural fairness. The President will not reconsider the evidence and arguments. Exceptions to this provision will be made by the President only in truly exceptional cases presenting unusual circumstances.

The President will send the appellant and the faculty member(s) and administrators involved his/her written decision within five working days of his/her receipt of the written appeal. It constitutes the end of the appellant's administrative remedies.

Special Procedures for Cases Involving Charges of Academic Integrity Violations
Eastern's Student Conduct Code specifically prohibits "cheating, plagiarism, or other forms of academic dishonesty." Accusations of violations of academic integrity require special attention because they can present both academic and conduct issues. Academic integrity cases fall into two general categories: inadvertent and willful. Each type is handled differently.

1. Inadvertent Violation: A faculty member identifies a violation of academic integrity that he/she believes to be more inadvertent, careless and/or naive than willful, deliberate and/or deceitful.

a) The student admits the violation when confronted. In this case, the faculty member will handle the case by administering academic penalty in accordance with course policy. No record of the violation will be maintained beyond the faculty member's own records, unless the student appeals the penalty. The student may appeal the penalty through the grade and academic appeal process as explained above.

2. Willful Violation: A faculty member identifies a violation that he/she believes to be willful, deliberate and/or deceitful. (Note: A second incidence of the same violation will be considered willful and deliberate. Any subsequent violation will be cause for academic withdrawal from the course with an appropriate notation in the student's permanent record.)

a) The student admits the violation: The faculty member will handle the case by administering a penalty in agreement with the academic ethics statement in the College Catalog. The faculty member will submit a written report of the incident to the Vice President for Academic Affairs and the division chair. A record of the incident and its disposition will be maintained in the VPAA's office for an appropriate interval, as determined by OSRHE policy. A copy will also be forwarded to the Dean of Students to be included in the student's conduct record.

b) The student denies the violation: (The student could deny either or both aspects of the charge, i.e. that the action constituted a violation and/or that the violation was willful, deliberate and/or deceitful.) In such case, the faculty member will immediately refer the case to the Vice President for Academic Affairs for investigation under the academic ethics policy as outlined in the College Catalog and notify the division chair of such a referral. The faculty member will defer final imposition of any academic penalty until the Academic Action Appeals procedure has made a finding concerning whether the violation occurred. If the Academic Action Appeals procedure determines that a violation occurred, the faculty member will then impose the appropriate academic penalty in agreement with the Academic Ethics statement in the College Catalog. A record of the incident and its disposition will be maintained in the VPAA's office for an appropriate interval, as determined by OSRHE policy. A copy will be forwarded to the Dean of Students to be included in the student's conduct record. Penalties imposed due to the occurrence of multiple violations, or through the Grade and Academic Action Appeal process due to other events, under the Vice President for Academic Affairs, are separate from this determination. Any penalties imposed due to student conduct violations are considered separate from this determination and the responsibility of the Dean of Students.

Bookstore

Textbook Buying:
It is the responsibility of the student to select the correct textbook by having the current class schedule in hand when purchasing books. Double check the books before purchasing.

Refund and Return Policy
EOSC Bookstore will accept refunds and returns for the following circumstances:
1. Textbooks: students can receive a full refund during the first five (5) days of the fall and spring semesters. Thereafter, a full refund will only be given through the twelfth (12) class day with a receipt AND a drop slip. Returns may be made during the first five (5) days of class in summer session.
2. A cash register receipt MUST accompany all refunds and returns.
3. Refunds on textbooks are not allowed during the week prior to or during finals.
4. Study Guides and test preparation manuals are non-refundable. No refunds or exchanges will be given on software.
5. General Merchandise: All other merchandise may be returned within three (3) days of purchase with a receipt.
6. New materials must be returned in its original condition. Shrink-wrapped items may be returned if the shrink-wrap is unopened.

Buy-Back Policy:
As a service to the students, the Bookstore offers to buy back books year-round. The following criteria determine the price paid for books:

1. At the end of each semester, the Bookstore will pay UP TO one-half (1/2) of the purchase price for good condition books, which are needed for sale in courses for the upcoming semester.
2. Book Buy Backs will take place the week of finals during the summer, fall, and spring semesters. Times will be announced by flyers and by your student email, and at Facebook.com at EOSC Bookstore. It is the responsibility of the student to check on times for Book Buy Back. If you have questions concerning Book Buy Back, you can call the Bookstore at 918.465.1713.

Bookstore Hours:
Monday through Thursday 7:45 a.m. to 5 p.m.; Fridays 8 a.m. to 4 p.m. Phone number: 918.465.1713.

Family Educational Rights and Privacy Act (FERPA) (as amended)

Eastern Oklahoma State College (Eastern) designates the following student information as public or directory information, which may be released at any time without the express consent of the student.

Directory Information
Directory information is information that is generally not considered harmful or an invasion of privacy if disclosed. Under the terms of FERPA, Eastern Oklahoma State College has established the following as directory information:

Parent's names and addresses, Student's name, address(es), email address, telephone number, classification, dates of attendance at Eastern, enrollment status, major field of study, degrees and awards, photograph, date and place of birth. Athletic team members: height, weight, and position played.

Students may withhold disclosure of any or all categories of directory information. Forms requesting the withholding of "Directory Information" are available in the Registrar's Office, Library Room 100, 918.465-1813. Forms must be submitted by the Drop/Add deadline.

Release for Educational Purposes
It is the policy of the College to release personally identifiable information from the educational records of a student, without written consent, to College officials (faculty, staff, and agents of the College having responsibility for working with students in admissions, registration, advisement, counseling, teaching, financial aid, payment of fees or any other activity directly related to the student's academic program or pursuant to law or government regulations).

Attempts by other individuals or organizations to access student records without the express written consent of the student are considered a violation of College policy and federal law. Examples of violations include, but are not limited to:
1. Illegally accessing information from student or faculty information terminals;
2. Misrepresentation to obtain another student's transcript, semester grades, or class registration;
3. Using a student's ID number without his/her permission to gain access to other College services.

Access to Your Records
Students are entitled to access official educational records directly related to the student, including the right of inspection and review within forty-five (45) days of the day that the College receives a request for access from an eligible student. You may request to see you records by filing a written request to the College Registrar, Library Room 100. Conduct records may be requested by contacting the office of the Dean of Students, Student Center 214, 918.465.1818. By written declaration, the student may authorize access to his/her education records by parents or other individuals.

Access Rights
The right to access shall include:
1. The right to a list of the types of educational records maintained by the institution and related to students;
2. The right to inspect and review the content of those records;
3. The right to obtain copies of those records, which may be at the expense of the eligible student or parents. **Parents of a dependent student as defined in Section 152 of the Internal Revenue Code of 1954 are entitled to access official records of that student;**
4. The right to a response from that institution to reasonable requests for explanations and interpretations of those records;
5. The right to inspect and review or to be informed of specific information about themselves which is contained in any material or document on more than one (1) student;
6. The right to an opportunity for a hearing to challenge the content of those records as follows:
    a) The hearing shall be conducted and a decision rendered within a reasonable period of time following the request for the hearing.

b) The hearing shall be conducted, and the decision rendered by an institutional official or other party who does not have a direct interest in the outcome of the hearing.
c) The eligible parents or student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under subpart, Section 99 of the Family Educational Rights and Privacy Act of 1974; and
d) The decision shall be rendered in writing within a reasonable period of time after the conclusion of the hearing.

Compliance Complaints
Eligible students and parents of the student have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Eastern Oklahoma State College to comply with the requirements of the Family Educational Rights and privacy Act (FERPA) of 1974. The name and address of the office that administers FERPA of 1974 is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., SW
Washington, DC 20202-4605
Telephone: 202.260.3887

Financial Aid

Eastern's Student Financial Aid Department assists students in meeting their education costs. The programs available are as follows: Pell Grants, Subsidized and Unsubsidized Direct Stafford Loans, Supplemental Educational Opportunity Grants, Oklahoma Tuition Aid Grants, College Work Study and BIA. Information concerning these programs may be obtained by visiting the Financial Aid Office. Students may complete the free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov to apply for financial aid assistance. Eastern's school code is #003155. Financial assistance is limited to six (6)semesters of full-time study per program.

AMENDED POLICY ON FEDERAL FINANCIAL AID TERM LIMITS FOR EASTERN OKLAHOMA STATE COLLEGE - Pell Grant/Financial Aid Term Limits
A student must be enrolled in an approved undergraduate course of study to receive a Pell Grant. Any student who has earned a baccalaureate degree or first professional degree is not considered to be an undergraduate and, therefore, cannot receive a Pell Grant.

A student who has received an associate degree and enrolls in another associate degree program at Eastern continues to be considered eligible. Eastern has adopted this policy for term limits to include all types of Federal aid in addition to Pell. A student can receive a maximum number of terms equal to 150% of the program length. For example, the Associated of Science degree program is established as a two-year academic program; therefore, 150% of the program length would be three academic years. Therefore, a student who continues to meet all qualifications can receive a total of six (6) full semesters of financial aid for each associate degree program they successfully complete.

In addition to meeting the length of program requirements, students must maintain both qualitative and quantitative standards to continue to be eligible to receive Pell Grants and other Federal student aid. Those standards make up the satisfactory academic progress policy. Eastern's satisfactory academic progress policy for 2011-12 is revised and updated to follow the rules of the Higher Education Opportunity Act (HEOA) which are effective July 1, 2011. Students who fail to meet the satisfactory academic progress policy requirements will be placed on financial aid suspension. The satisfactory academic progress policy is fully explained in the Eastern academic catalog.

Remember: Continued eligibility for these programs is based upon "Satisfactory Progress" and is defined as follows:
1. Attaining a 2.0 grade point average as required by the Financial Aid Policies and Procedures
2. Students funded as full-time must successfully complete 20 credit hours per academic year.
3. Students funded as ¾ time must successfully complete 14 credit hours per academic year.
4. Students funded as ½ time must successfully complete 9 credit hours per academic year.

Eastern's satisfactory progress policy for financial aid maintains that a student will complete at least 80% of the credit hours of their courses their financial aid has been based on with a 2.0 GPA. Example: Student is full time both semesters. Student is enrolled in 12 credit hours for the fall semester and 12 credit hours for the spring semester. Two (2) semesters of full-time attendance would be a minimum of 24 credit hours, and the student must complete 80% of those hours, which would be 19 hours, with a 2.0 GPA. If the student does not complete at least 80% of their attendance requirements with a 2.0 GPA, the student's financial aid will be suspended.

You can avoid financial aid suspension by successfully completing 80% of all attempted credit hours and by maintaining a cumulative 2.0 GPA or better.

A student has the right to appeal the financial aid suspension, if there are medical issues or extraordinary personal issues. The appeal will involve completing a Financial Aid Appeal form, providing documents requested on the form, participating in an financial aid academic improvement plan, and writing a personal statement of why the student failed to make satisfactory progress and what has changed to allow the student to make satisfactory progress if financial aid eligibility is extended. A student must complete all these steps to file the written appeal.

If a student has been suspended from financial aid and has appealed to have eligibility for Title IV aid reinstated, the student will be placed on a semester of financial aid probation. Aid for only one payment period is allowed under financial aid probation. At the end of that term, the student's eligibility will again be reviewed. If the student has again failed to make satisfactory progress, the student's aid will be suspended and the student will not be eligible to appeal.

If a student's financial aid is suspended, the student may enroll in any classes at Eastern, pay his own tuition, fees, and cost of class materials until the required satisfactory progress standards are met. At the time the student has completed these requirements, the suspension is removed. The student must notify the financial aid office at the time they would like to have their satisfactory progress reviewed. The office will not automatically check for continued progress of any students that have been suspended.

Important Note: Financial Aid probation is not the same as academic probation, although they often go hand-in-hand. See Eastern's Academic Catalog for details.

Refund for Financial Aid Recipients Who Withdraw
A student receiving federal financial assistance who completely withdraws from classes at Eastern will be subject to the following refund policies required by federal regulation. This policy only applies to students receiving assistance through the Pell Grant, Supplemental Education Opportunity Grant, Subsidized and Unsubsidized Stafford Loan and Parents' Loan for Undergraduate Student Programs. This policy assumes a student "earns" his/her financial aid based on the period of time the student remains enrolled through the semester. Upon withdrawal, the Office of Financial Aid will determine the date of the student's withdrawal on record in the Office of the Registrar and will calculate the amount of financial assistance the student "earned" while enrolled in classes according to the following formula: Number of days enrolled divided by total number of days in the semester.

If the amount of federal aid disbursed exceeds the amount of federal aid earned, as of the withdrawal, either the College, the student or both are required to return some portion of the federal aid received. Late disbursements for which the student is eligible are required to be included. Students who remain enrolled beyond the 60% of the semester are considered to have earned 100% of the financial aid received. Students who are enrolled for less than 60% of the semester will likely be responsible for repaying a portion of the financial aid received.

The Office of Financial Aid will calculate the amount of any refund due according to the Return of Title IV Funds Formula outlined in federal regulations. An example of the fund formula is available for viewing in the Office of Financial Aid. Any refund amount calculated from this formula will be returned to the appropriate federal financial aid programs. Refunds for financial aid recipients never are given directly to the student. Calculated refund amounts are returned to the federal financial aid programs in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, PLUS Loan, Federal Pell Grants ACG, SEOG Grant and other financial aid programs.

Under this policy, the date of withdrawal is the date the student began the withdrawal process by contacting Eastern's Office of the Registrar, whether in person or by phone to complete an Application for Withdrawal form.
Important Note: Simply ceasing to attend class will not necessarily result in official withdrawal unless an "AW" is assigned in accordance with College policy and the course syllabus (see Academic Catalog for details).

Library Media Center

Eastern has a Library Media Center that contains a collection of print and electronic information sources. There are seating accommodations for students, as well as a study area for group study. With the exception of Reserve Books, there is open access to approximately 38,000 books, as well as 140 periodical, 11 newspapers, and 21 on-line computers.

Hours and Services:
Library hours are posted in the Library Building entrance. The Library is not open evenings between semesters or during holidays/breaks when students are not having classes. The Library is closed on holidays listed on the calendar the same as campus offices. Information about the Library Media Center can be viewed at www.eosc.edu/library.

Borrowing Materials:
All students and staff members are entitled to use the Library. All materials leaving the Library Media Center must be

checked out at the circulation desk. Students should be prepared to present a Student ID when they check out books. Most books are checked out for two-week periods. Loans may be renewed, if the materials are not needed by others. Borrowers are allowed to check out as many as five (5) books at one time. Borrowers are responsible for books as long as they are checked out to them. Students taking Library books/materials without checking them out properly are in violation of the College's Student Code of Conduct. DVD and video tapes are checked out for one (1) day and due back by 9 a.m. the following day.

Non-Circulating Materials: (includes Reserve books, Reference Textbooks, and Periodicals)
The Reserve Textbooks Section is behind the information desk on the second floor. Reserve textbooks are for use in the Library only. Students must ASK for Reserve textbooks and sign them out for room use.

Reference books include encyclopedias, dictionaries, handbooks, almanacs, bound magazines, etc. They are to be used in the reference section only. Some of the older sets of encyclopedias are not in reference and may be checked out.

Current magazines, journals, and newspapers are on the magazine shelves and newspaper racks located on the second floor. They are to be used in the Library Media Center only.

EOSC-NET Library Services and Information:
Electronic information in a continuously growing variety of titles and microcomputer applications are available on personal computers in the computer reference center on the second floor. Students may use these computers to search magazine indexes, the Internet, full text journals, newspapers and government documents, as well as use word processing and data management programs to assist them in preparing assignments. EOSC-NET can be accessed from the classroom, the dormitory computer labs, and lab computers in other campus buildings. The Library Media Center has wireless Internet access.

Penalties:
Books and materials that are not returned when due are subject to a fine of five cents per day per item. DVDs and video tapes are charged at $1 per day with a $3 per day maximum for each day they are overdue. All library records must be cleared before transcripts will be given by the College. Materials lost, destroyed, or damaged must be paid for. A $15 service charge will be added to the replacement cost of each book or item. The charge helps cover the processing cost for replacing lost or damaged articles.

Resources

Advisement Center
The services of the Academic Advising staff are available for current students as well as prospective students applying for admission to Eastern. All services of the Advisement Center are provided free of charge. The Advising Center provides a library of occupational, educational, and personal adjustment literature for student use. In cooperation with available community and state agencies, students can be referred for more specific advising services, if needed or requested.

New students, high school juniors, and seniors and continuing students will be assisted by an academic counselor and/or faculty advisor in selecting and scheduling classes. After initial enrollment, all students are assigned an advisor who has expertise in the student's chosen educational major. The advisor helps guide the student through his/her academic career while at Eastern. A degree plan is usually initiated during a student's first semester of attendance.

Students who plan to transfer after graduation can obtain information regarding costs, admission requirements, scholarships and programs available at universities. Computer based information, current catalogs, and applications for many institutions are available in the Library Room 111, for use by Eastern students.

Alumni Association
The purpose of The Alumni Association is to promote a mutually beneficial relationship between the College and its alumni, former students, and friends. Membership is open to all who are interested in the growth and development of the College. Annual membership is $25 and a lifetime membership is $200. Graduates are given two years' complimentary membership immediately following graduation.

Campus Police
The Campus Police Chief is located in Student Center 208 and is available Monday through Friday from 8 a.m. to 5 p.m. The location for all other officers is Choctaw 124. Officers are on duty seven days a week. If you need the service of Campus Police, call 918.465.1718. In all cases of emergency where you have access to a cell or land line please call 911 and state your location. Crime Statistics for EOSC can be found at http://ope.ed.gov/security/GetOneInstitutionData.aspx

Check Cashing
The Business Office will cash one personal check per week up to a maximum of $25 per check. Two-party checks will not be cashed. Students are required to produce a student ID, a photo identification card (drivers license), or a passport/visa before the check will be accepted by the College. A charge of $25 per check will be charged for checks returned to the Business Office from the presenter's bank. Note: as of this publication, there is an ATM in the Student Center and several ATM locations throughout Wilburton and McAlester. Checks cannot be cashed by the College at the McAlester Campus.

Development Foundation
The Eastern Oklahoma State College Development Foundation, Inc. is incorporated under the laws of the State of Oklahoma and recognized by the Internal Revenue Service as a 501 © 3 not-for-profit organization. Donations made to the Foundation may be considered tax deductible within the limits prescribed by law. The Foundation's primary purpose is to provide resources and to seek external support for student scholarships, faculty development, infrastructure improvements and many other College needs. (Library Building Room 115).

Developmental Studies Program
The Developmental Studies Program assists students who are entering college with academic deficiencies. Students are placed in Developmental courses on the basis of ACT and/or COMPASS scores. Courses in Basic Algebra, Intermediate Algebra, Developmental Reading and Fundamentals of English are offered (see Eastern's Academic Catalog for details).

Food Service
1. Meal Cards: For residence hall students, meal plans are already billed in the housing costs and your student ID serves as your meal card. If an ID card is misplaced or lost, the student will be charged $15 each for any replacement cards. ID cards are not transferable and cannot be used by another person to eat on campus. For commuting students, meal cards are available to purchase at the Business Office. Students purchasing a commuter card must pay in advance for meals; $62.50 for 10 meals or $125 for 20 meals. The meals will be deducted each time the student eats in the Cafeteria.
2. Hours of Operations: Hours of operation may vary and are posted outside the cafeteria inside the Student Center.

ID Cards
At Eastern, students have two options for student identification:
• Regular student ID (serves as ID and meal plan)
• Student ID Mountaineer card (serves as ID, meal plan, and debit card)

Eastern has partnered with Herring Bank to offer a student ID/debit card. The Mountaineer card is now a student ID, debit card and meal card. In order to begin using the new Mountaineer student ID/debit card you will need to activate the card by performing a balance inquiry. (Activation is required for MasterCard Debit cards only). You will need to use the four digit PIN number you selected when you received your card. In order to make the most economical and convenience use of your Mountaineer card we recommend that you use a fee free ATM. Fee free ATMs are located:

• Wilburton campus (1st Floor Student Center)
• Idabel campus (lobby of Southeastern's McCurtain County Campus)
• CVS Pharmacy located at 21 South Strong Boulevard, in McAlester. The CVS store is open 24 hours a day, seven days a week, and is near the McAlester campus site.

Deposits can also be made to your Mountaineer card account by going online to www.MountaineerCard.net, in person at any Herring Bank, by direct deposit from an employer, or by calling Herring Bank at 866.348.3435 for assistance.

For online banking visit the website www.MountaineerCard.net for Internet banking options, such as viewing your balance, reviewing transactions and ordering checks. To enroll please call 866-335-4318.

Purchases can be made anywhere MasterCard is accepted. You can receive cash back with no surcharge during a point-of-sale transaction with a PIN purchase. This is allowed at most locations, such as grocery stores and convenience stores.

If the card is lost or stolen report it immediately to the Business Office at 918-465-1831. Replacement cards are $15.00 per card and can be replaced at the local campus site.

Students must present a student ID to receive or cash checks at Eastern's Business Office.

Native American Affairs
The Choctaw Nation Student Center is located on the ground level of Johnston Hall and provides a support service for Native American Students. Support services are provided through one-on-one counseling, outreach programs, and tutor-

ing. The following areas of student development are emphasized: academic development, personal adjustment/development, motivation, and career goals.

The program director works closely with other offices of the College. These efforts include the direct and indirect assistance in the following areas: recruitment and retention, financial assistance, career development, and employment opportunities.

Post Office
Eastern Oklahoma State College offers students and employees Post Office boxes to rent to receive their mail on campus. If you are interested in renting a box, come by the Post Office located across the hall from the Bookstore or call 918.465.1703.

Student Activities
Eastern Oklahoma State College offers a wide array of campus organizations and campus activities for students. Eastern is unique among other state colleges in that we provide a student life and learning environment in which students have the ability to grow both educationally and socially. The following represents a list of the Student Government recognized clubs, organizations, groups, teams and publications. Students are also encouraged to form other organizations. Please see the Student Life Coordinator for procedures.

Student Organizations:
Aggie Club
Sigma Alpha Omega
Phi Theta Kappa
Criminal Justice Club
Honors Club
Native American Students
Spanish Club
Nursing Club
Characters Club (Theatre)
Church of Christ
Psychology Club
Student Govt. Association
United Ministries
Baptist Collegiate Ministries
Phi Beta Lambda
Photography Club
Fellowship of Christian Athletes
Cheerleading
Math & Science Club

Athletic Teams:
Men's Basketball
Women's Basketball
Softball
Baseball
Men's Soccer
Women's Soccer
Co-Ed Cheerleading
Intramural Sports

Student Publications:
The Mountaineer Yearbook
The Statesman College Newspaper

Music Groups:
Pep Band
Show Choir

Agriculture Judging Teams:
Crops Judging
Livestock Judging
Meats Judging
Soils Judging

Student Insurance
Since Eastern Oklahoma State College does not own the personal property of the students, the College will in no way be liable or responsible for student's personal property in case of fire, theft, water damage, etc. nor can the College pay for deductibles. Students are advised to consider purchasing their own insurance for their personal property. Information about Renter's Insurance policies is availalbe in the Student Services Office.

Each student is responsible for his/her own medical treatment and is liable for his/her actions. In the event of injury or illness while participating in a College-sponsored activity, the College cannot approve a claim for treatment or reimbursement.

Information on health insurance is available in the Student Services Office, Student Center 208 or 918.465.1818. A number of reasonably priced insurance policies are available from the private business sector. Each student is strongly encouraged to invest in the appropriate coverage.

Student Success Center
Located on the ground level of Johnston Hall, the Student Success Center helps ensure academic success in college by providing to eligible students:
• Individual and group tutoring from 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Fridays. No appointment is necessary (hours are subject to change).
• Study skills workshops - note taking, time management, test taking skills, ACT and COMPASS preparation.
• Cultural Enrichment Activities - museums, plays, concerts, and leadership conferences.
• Lending Library - tape recorders, calculators, laptops, reference books and dictionaries.

• SSS Grant - available to qualifying participants.
• Counseling - academic, personal, and career.

The Student Success Center is a TRIO program funded through the U.S. Department of Education. To qualify, a student must have an academic need and be a first generation college student, economically disadvantaged or have a disability.

Residence Life (Wilburton Campus ONLY)

Residence Requirement
All unmarried, full-time students under the age of 21 attending the Wilburton campus are REQUIRED to live in College residence halls - except those students who are commuting from their legal residence. All residents must maintain a minimum of 12 credit hours at Eastern for the fall/spring semesters and six (6) credit hours in the summer.

Residence Halls
Miller Hall is a co-ed residence hall with females housed on the West wing and males housed on the East wing. This is a 250-bed facility with a large laundry facility, a recreation/game room, and a sand volleyball court. Johnston Hall is the second co-ed residence hall with men and women housed on separate floors. It is a 68-bed facility that has two TV lounges as well as game tables. Opening in the fall of 2012, Eastern's new student apartments feature state-of-the-art luxury. Each of the eight apartments house four students who share a common living room and kitchenette. Each student has their own private bedroom and bathroom.

Each residence hall is staffed with a Hall Coordinator and Resident Assistants (RAs). The staff's primary duties include assisting students in meeting their academic and developmental needs; providing peer counseling and referrals; programming and community development; enforcing college policies; and serving as a resource to residents. The Residence Life Office is located on the second floor of the Student Center in the Student Services area and can be reached by phone at 918.465.1818.

Room and Board Rates
All room rates are based on double occupancy. Single occupancy and rooms with special amenities may be available but will be at higher rates. All rates include electric, water, waste removal, common area, restroom cleaning services, cable and wireless Internet. All residents are REQUIRED to have a meal plan. Please contact Student Services at 918.465.1818 for more information. Current room and board rates can be found at www.eosc.edu.

Adult Student Apartments
Adult student apartments are available for married or single parent students with children who are currently enrolled in 12 credit hours at Eastern Oklahoma State College for the fall/spring semester and six (6) credit hours for the summer semester. All tenants are required to either rent a mailbox from the Eastern Post Office, located on the first floor of the Student Center or have their mail delivered to the City of Wilburton Post Office. No alcohol, drugs or pets (with the exception of fish in an aquarium of 10 gallons or less) are permitted in the student apartments. If space exists, single students over the age of 21 may be assigned to an adult student apartment.

Application for the student apartments can be made through the Housing Office which is located in the Student Center on the second floor in Student Services or by downloading the application from the Student Services website. Current apartment rates are available at www.eosc.edu.

Immunization requirements-Senate Bill 787
Oklahoma State Senate Bill 787 requires that all students who reside on-campus must be vaccinated against meningococcal disease. Students must provide proof of immunization prior to moving into on-campus housing.

Application Fee
A $50 non-refundable application fee must accompany the Residence Hall application before the application can be validated and processed.

Housing Contract
The housing contract begins the first day of the academic semester and terminates at 4 pm on the last day of final exams for each semester. The student agrees to vacate the assigned room within 24 hours after his/her last class or examination or 4 pm of the last day of the final exams, whichever is earlier. The housing contract is for room and board during those periods of the academic year when the College classes are in session, or when the student is required by the College academic calendar to be on campus.

• The contract is for the full academic year and a student cannot be released or refunded any part of the payments except in case of withdrawal or dismissal from the college or dismissal from the residence halls.
• The college reserves the right to terminate a student's contract if found at any time during the semester not to be enrolled full-time or has ceased to attend classes.
• No refunds will be issued after the Drop/Add period.
• Students who are dismissed from the College or from the residence halls are not eligible for refunds.
• Students who fail to check out of the halls at the end of the contract period will be charged a $100 penalty.
• The College reserves the right to terminate the contract after reasonable notice to the student in the interest of health, order, discipline, maximum utilization of facilities or disaster.
• Any personal belongings left in the premises after the contract term has expired, will become College property or be discarded by the College if not collected within 7 days.
• This contract is personal and may not be assigned or otherwise transferred, nor may the student's space be sublet or otherwise placed in the occupancy, control or care of another person or entity.

Residence Hall Guidelines

Access to Rooms
The College reserves the right to allow authorized College personnel to enter student rooms without consent to perform necessary maintenance and service or inventory of College property, for the purpose of inspections with regard to health or safety, to verify occupancy, to correct problems within the room which may be disturbing other residents, or if either probable cause or an emergency situation exists. The College purchases the services of a search canine for periodic inspections of residence halls for the presence of alcohol or other drugs which are prohibited in student housing. These search times are random and students who are present will be asked to remain on their floor outside of their room while the search is being conducted by College personnel. Students not present may be notified by College personnel that their room may have been searched in their absence.

Babysitting
Because of liability, legal issues and the potential inconvenience to other residents, babysitting is NOT permitted in the residence halls.

Check-Out Procedures
At the end of the spring semester or other move out, students must complete check out procedures with a member of the residence hall staff. Students must remove all personal belongings, decorations and clean the room thoroughly before leaving. The student's signature and one from the College housing staff must be on the official check out form and the room key and the residence hall entrance key be returned before a student can be considered properly checked out. Students who fail to check-out will be assessed a $100 penalty and will forfeit the right to contest any damage charges.

Cleanliness/Damages
Residents are required keep their residence in a neat and clean condition at all times and to assume full responsibility for all damage in his/her room. All personal cleaning supplies will need to be supplied by the resident. Residents are jointly responsible with the other residents of the floor, wing, or building for the protection of public areas. Any replacement cost of damage to these areas will be equally divided among all residents unless those responsible are identified. In addition, students are expected to prevent any damage to property whenever possible and to report any damage of which they are aware. Students are responsible for taking their trash to designated locations.

Consolidation/Assignment of Rooms
Housing is defined as a furnished living space (desk, bed, chair, etc) and not a specific room or space in a specific residence hall. In order to maximize occupancy, it is occasionally necessary to re-assign students. Should a student's roommate move out, the remaining student may be required to move or share his/her room with another student.

Felony Convictions
If a student has been convicted of a felony or misdemeanor, the student's housing will be held until he/she meets with the Dean of Students. The Dean of Students reserves the right to refuse or deny college housing to any student.

Fire Drills
Whenever a fire alarm sounds, day or night, state code requires that the building be evacuated immediately. Students should note the available exit routes. Students who fail to evacuate during an alarm will be subject to disciplinary action. Tampering with fire safety equipment carries severe penalties under both state law and College policy.

Furniture

Common living area furniture in lounges, rec rooms, etc. should be available in its place for use by all residents. No such furniture may be appropriated for use in any student room or any room to which it was not assigned. A $25 per day fine will be assessed to students found with common area furniture in their rooms. Students may not remove College furniture from their rooms without the prior permission of the Residence Life Coordinator.

Guests
Guests are defined as any person who is not a resident of a particular residence hall. All guests in College residence halls must be escorted at all times. Residents are responsible for the behavior of their guests. Unescorted guests found in the residence halls are subject to removal and/or disciplinary action.

No guests under the age of 16 are permitted in the residence halls unless accompanied by a parent or guardian. No guest under the age of 18 may stay overnight in a campus residence without the prior, written approval of the Dean of Students.

The College reserves the right for College officials to refuse entry to non-residents or require them to leave when their behavior is disruptive to the residence hall environment. Guests may not stay longer than three consecutive nights without the written permission of the Dean of Students. Overnight guests of the opposite sex are not permitted.

Incorporation of Rules and Regulations
Eastern reserves the right to modify the residence hall rules at any time. Rule changes will be posted in the common areas of the residence halls and the Housing Office. The changes will go into effect on the date included in the posted notice. Residents are responsible for knowing and abiding by all rules in the Handbook, in the documents presented to them and in posted notices. Pleading ignorance of the regulations will not excuse violators at the college level.

Keys
Each resident is issued a key to their room and a key to the entrance of the building. To ensure the safety and security of all residents, students who duplicate a College key, allow someone else to use their key, use any College key not officially issued to them, or prop open entry doors will be subject to disciplinary action. Students who lose their keys will be billed for the necessary lock changes.

Microwave/Refrigerator
Each room is allowed a microwave (under 600 watts) and a small refrigerator (5 cubic feet or less). Deep fryers, toaster ovens, toasters, enclosed grills, open flames of any type or hot plates are prohibited. Cooking is allowed only in microwaves. All food must be kept in sealed containers to prevent attraction of pests.

Pets
No pets of any kind are allowed in student housing with the exception of fish in a ten gallon or smaller aquarium.

Quiet Hours
In support of an academic environment and the educational needs of students, the College has established uniform quiet hours in the residence halls. Students are expected to be considerate of others at all times, but quiet hours for study purposes are to be maintained from 11 p.m. to 10 a.m. on school nights (midnight to 10 a.m. on weekends). No loud or disruptive noise should be heard outside rooms during these quiet hours. All other hours are considered “courtesy hours,” during which time a reasonable amount of quiet is expected to allow residents to sleep or study and students are expected to comply with another student’s request to lower the noise level. During final examinations, 24-hour quiet hours are in effect.

Room Changes
Students may request to change rooms or room status as space is available. Students must receive approval from the Hall Coordinator before a change can be made. All room changes must occur within 24 hours of the approval of a room change request.

Room Inventories
Residents are expected to share in accepting responsibility for insuring that College property is not damaged or stolen. Room Inventory forms are completed jointly by the residence hall staff and students at the beginning of the year. Students are required to pay replacement, reassembly or repair costs for any missing or damaged property.

Room Personalization
While there is the opportunity for students to express their individuality in decorating their living spaces, the following guidelines must be followed in the interest of preventing fire and other dangers:
• Candles, incense, and flammable lamps (such as oil lamps) are prohibited.

• Street signs, cones, flags etc. that have been illegally acquired are prohibited. Such material will be confiscated and occupants will be disciplined by the College. Furthermore, the College will cooperate with local authorities who may arrest and press charges.
• Tape and or permanent contact paper must not be used on any surface area in the dormitories, including walls, inside drawers, desk etc. Only the use of "Plastic-Tak" or equivalent products for wall hangings is acceptable.
• Darts may not be used in student rooms.

Smoking/Alcohol/Drugs
In accordance with state law, the use of tobacco, as well as vaping devices, is prohibited on all state property. All alcoholic beverages are prohibited in student housing and in all public areas of campus. The use, possession or distribution of any illegal stimulant, depressant, hallucinogenic, or narcotic drug on campus is PROHIBITED. Violators may be subject to criminal court action as well as College disciplinary action.

Sports in the Hall
Due to the likelihood of noise and damage, sports in the hallways will not be permitted.

Visitation
Eastern does not have specific visitation hours, however all students are expected to show respect for one another. Consideration for other residents dictates that guests do not infringe on another's rights to the quiet enjoyment of the facilities. Therefore, all visitors, regardless of gender, must be approved by all the residents of the room. Visitors causing a disturbance or discomfort to any resident will be required to leave. Overnight guests of the opposite sex are not permitted.

What to Bring
All residents are responsible for their own bedding for a twin size bed, toiletries, laundry supplies and all personal needs. A list of ideas and recommendations is available at www.eosc.edu.

Student Code of Conduct

Student Conduct Authority
The Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the provisions of the Student Code. Any questions of interpretation or application of the Student Code shall be referred to the Dean of Students for final determination. The Student Code shall be reviewed every year under the direction of the Dean of Students.

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

Admission to College Subject to Conduct Review
Admission of students who are currently under disciplinary sanctions at other institutions must first be reviewed by the Dean of Students. The College reserves the right to deny admission or readmission to any student based upon prior conduct and/or based upon prior illegal activity.

Student Code of Conduct
Eastern Oklahoma State College (EOSC), as an institution of higher learning, is committed to protecting its educational purpose and the interests of its student body. It is essential to the growth and education of our students that they have freedom to inquire, study, increase understanding and knowledge, and further their intercultural and interpersonal development. Acceptance as a student at EOSC is a privilege. Continuation as a student is to be assumed, provided the student remains in good academic standing and accepts and lives within the standards of personal conduct based upon the mission, philosophy, policies and regulations of EOSC. This Code is an attempt to set forth the duties owned by those who join the College community.
The following code has been designed to enhance student and community development. These guidelines are not enforced primarily to restrict student behavior, but to give each member of the College community the freedom to learn from his/her academic, social, and recreational experiences at Eastern Oklahoma State College. To have community, mutual

trust and respect must exist. The College must provide students with an environment conducive to academic achievement, social maturity, and individual self-discipline; each student must hold community rights and responsibilities in high regard.

Any student who commits, aids, or attempts to commit any of the following acts in violation of these campus guidelines will be subject to disciplinary action. Students who are present while a violation is occurring and who have not taken steps to report it will be considered as aiding in the violation and will be subject to disciplinary action. If a student violates one guideline and subsequently violates a different policy, the second violation will be considered as a second offense and may be sanctioned more severely.

1. Offensive, disruptive, or disorderly acts which interfere with the rights of any community member or the normal functioning of the College are prohibited. Any behavior which displays conduct unbecoming an Eastern Oklahoma State College student will be subject to disciplinary action.
2. Disrespectful behavior toward any community member is prohibited.
3. Plagiarism, cheating, and academic dishonesty in any form is prohibited.
4. Destruction of, defacement of, or tampering with College property or the property of others is prohibited.
5. Possession or use of firearms, ammunition, or other weapons on campus is prohibited. Possession of realistic replicas of weapons is also prohibited.

6. Falsification of information on College records or providing false or misleading information to College officials is prohibited.
7. Stealing is prohibited.
8. Unauthorized possession, duplication or use of keys to College property or entering any College building or event except in accordance with established procedures is prohibited.
9. Setting fires, initiating false fire alarms, tampering with fire safety or fire-fighting equipment, or failure to adhere to fire evacuation procedures are prohibited.
10. Harassment in every form, including sexual harassment/assault, is prohibited. Harassment is considered to be interference with the personal liberty of others and includes any act or domination by students over others which may lead to injury, emotional harm, physical discomfort, or humiliation. *See also Sexual Misconduct Policies.
11. Hazing, in any form, by any student group or organization, is strictly prohibited.
12. Failure to comply with the directions of College officials acting in the performance of their duties is prohibited.
13. The use, or threatened use, of physical force or violence toward any person is prohibited.
14. Possession or use of fireworks or other pyrotechnics on campus is prohibited. Hazardous chemicals or chemicals that, when mixed with other substances could be hazardous or present a danger to others are also prohibited.
15. The use or possession of alcohol or other drugs in violation of applicable city, state, or federal laws or College policies is prohibited. Students who are intoxicated are in violation of College policy, regardless of the circumstances.
16. In accordance with state law, the use of tobacco products, and vaping devices on state property is prohibited.

In addition to this basic Code of Conduct, students are required to familiarize themselves with and abide by all policies set forth in the Student Handbook and the College Catalog, as well as any policies as may be officially established and published.

Violation of Law and College Discipline
Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution's interest as an academic community is distinct and clearly involved should the special authority of the institution be asserted. When a student is charged by federal, state, or local authorities with a violation of the law, the College will not request or agree to special consideration for that individual because of their status as a student. If the alleged offense is also being processed under the Student Code, the College may advise off-campus authorities of the existence of the Student Code, and of how such matters are typically handled within the community. The College will attempt to cooperate with the law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and the members of the College community acting in their personal capacities remain free to interact with governmental representatives as they deem appropriate.

Disciplinary Procedures
1. Any member of the College community may file charges against a student for violation of the Student Code. A charge shall be prepared in writing and directed to the Dean of Students or a member of the residence hall staff. Any charge should be submitted as soon as possible after the event takes place. Delayed reports may make resolution more difficult or impossible.

2. Students charged with violating the University Code, rules, or regulations will be disciplined according to established judicial procedures outlined below. However, traffic violations, the collection of monies owed to the University, and certain instances of academic dishonesty may be handled through other agencies and systems. Cases in which groups of students are referred will be heard in a joint hearing.

Most violations of residence hall policies are handled through informal hearings. After receiving a report of an alleged violation, the Dean of Students, Residence Life Coordinator, or designee will meet with the student(s) involved to determine the exact nature of the incident. If it is decided that a violation has occurred, the Hearing Officer will assign appropriate sanctions.

3. For more serious or repeat violations, a formal Disciplinary Hearing may be held.

4. Disciplinary Hearings shall be conducted by the Dean of Students or Judicial Board according to the following guidelines:

a) Disciplinary Hearings shall be conducted in private.
b) The complainant, accused student and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations).
c) The complainant and the accused student have the right to be assisted by an advisor they choose, at their own expense. The advisor may be any member of the College community who is not a party to the case. Students must notify the Dean of Students at least 48 hours in advance of the hearing if they intend to have an attorney as an advisor. The complainant and/or the accused student is responsible for presenting his/her own information, and therefore, advisors are not permitted to speak or to participate directly in any Disciplinary Hearing.

d) The complainant, the accused student, and the Hearing Officer may arrange attendance of possible witnesses who are members of the College community, if reasonably possible, and who are identified by the complainant and/or accused student at least two weekdays prior to the Hearing, Witnesses will provide information to and answer questions from the Hearing Officer or Judicial Board. Questions may be suggested by the accused student and/or complainant to be answered by each other or by other witnesses and such questions will be directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.

e) Pertinent records, exhibits, and written statements may be accepted as information for consideration at the hearing at the discretion of the chairperson or hearing officer.

f) All procedural questions are subject to the final decision of the Hearing Officer or chairperson of the Judicial Board.

g) After the portion of the Disciplinary Hearing concludes in which all pertinent information has been received, the Judicial Board or Hearing Officer shall determine whether the accused student has violated each item of the Student Code, which the student is charged with violating.

h) The determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.

i) Formal rules of process, procedure and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in Student Code proceedings.

5. There shall be a single verbatim record, such as a tape recording, of all Disciplinary Hearings for purposes directly relating to any resulting appeals. Deliberations shall not be recorded. The records shall be the property of the College and shall be destroyed when the appeal process has expired.

6. If an accused student, with proper notice, fails to attend the Hearing as scheduled, the information in support of the charges may be presented and considered even if the accused student is not present.

7. The Judicial Board or Hearing Officer may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complainant, accused student and/or other witness during the hearing by providing separate facilities, by using visual screen and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, video tape, audio tape, written statement of other means, where and as determined in the sole judgment of the Dean of Students to be appropriate.

8. If a student is found guilty of the alleged violation(s), the Judicial Board or Hearing Officer will determine appropriate sanctions.

9. Decisions of judicial boards and administrative hearing officers are, in reality, recommendations to the Dean of Students. Therefore, decisions may be modified by the Dean, in writing, within ten class days of the hearing. In most cases, decisions of the boards are upheld by the Dean.

Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code however it is the right of the Dean of Students to determine what level of Sanction will be imposed at any given time for any given violation:

a) Disciplinary Warning - a notice may be sent in writing to the student regarding the violation. Subsequent violations will result in more severe sanctions.

b) Disciplinary Probation - A written reprimand for violation of specific regulations. Probation is for a designated period of time and may range from three months to one year. If other disciplinary action is taken while the student is on Disciplinary Probation, it is likely to result in the student's immediate separation from the College.

c) Loss of privileges - Denial of specified privileges for a designated period of time.

d) Fines - Previously established fines may be imposed.

e) Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.

f) Discretionary Sanctions - Work assignments, essays, service to the College, changing of housing assignment, eviction from campus housing or other discretionary assignments.

g) College Suspension - Separation of student from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

h) College Expulsion - Permanent separation of the student from the College.

i) Revocation of Admission and/or Degree - Admission to or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or other violations committed by a student prior to graduation. Revocation of degree requires President and/or Board of Regents' approval.

j) Withholding a Degree-The College may withhold awarding a degree otherwise earned until completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any. Wit holding a degree requires approval from the Vice President for Academic Affairs.

2. Other than College expulsion or revocation or withholding a degree, disciplinary sanctions shall not be made part of the student's permanent record, but shall become part of the student's disciplinary record. Disciplinary records are maintained in the office of Student Services for five (5) years from last date of enrollment.

3. In situations involving both an accused student(s) (or group or organization) and a student(s) claiming to be a victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be ordered to be the educational record of both the accused student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.

4. Groups or organizations found in violation of College policies may additionally be sanctioned with the loss of any or all rights and privileges, including College recognition, for a specified period of time.

Interim Suspension

In certain circumstances, the Dean of Students, or a designee, may impose a College or residence hall suspension prior to a student appearing before a Student Conduct Board or receiving disciplinary action.

1. Interim Suspension may be imposed only:

a) to ensure the safety and well-being of members of the College community or for preservation of College property.

b) the ensure the student's own physical or emotional safety and well-being; or
c) to prevent an ongoing threat of disruption of, or interference with, the normal operations of the College.

2. During interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other collegiate activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine is appropriate.

3. The interim suspension does not replace the regular process, which shall proceed on a normal schedule, up to and through a Disciplinary Hearing, if required.

Appeals
Any student who feels an error has been made by the Judicial Board or an administrative hearing officer may appeal for a new hearing to the Vice President for Student Affairs within five (5) academic days of the decision. Untimely appeals will NOT be considered. Such appeals should be presented in writing and shall be delivered to the Dean of Students. Appeals must be based on one or both of the following grounds:
1. Due process procedures were violated.
2. Prejudicial error was committed during the hearing which resulted in the student being denied a fair hearing.
If the Vice President grants the appeal, the case will be referred to the Dean of Students for a new hearing. The President will only hear appeals on cases which result in sanctions of College Suspension or College Expulsion.

College Policies

The ADA (Americans Disabilities Act)
The Americans Disabilities Act of 1990 (ADA) is the civil rights guarantee for persons with disabilities in the United States. It provides protection from discrimination for individuals on the basis of disability. The ADA extends civil rights protection for people with disabilities to employment in the public and private sectors, transportation, public accommodations, services provided by state and local government, and telecommunications.

A person with a disability is anyone with a physical or mental impairment that substantially limits one or more major activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. In addition to those people who have visible disabilities such as persons who are blind, deaf, or use a wheelchair-the definition includes people with a whole range of less apparent disabilities. These include psychological problems, learning disabilities, or chronic health impairment and more. Documentation of the disability is required. A person is considered with a disability if he/she has a disability, has a record of disability, or is regarded as having a disability.

Eastern Oklahoma State College ADA Policy:
Eastern is committed to making reasonable accommodations to give all qualified individuals with disabilities the opportunity to take part in educational and employment program services on an equal basis. The goal is to provide this opportunity in an integrated setting that fosters independence and meets the guidelines of the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. Students with disabilities who desire to access services shall initiate their request by contacting the Student Disability Services Office. The SDS office is located on the Wilburton campus in the Enrollment Center (Library #159, 918-465-1810). Reasonable accommodations are made on an individual and flexible basis. Appropriate services may include 1) support, counseling, and information, 2) academic assistance services, 3) referral services, and 4) environmental modifications. However, it is the responsibility of individuals with disabilities to make their needs known and to provide documentation of a disability. It is the responsibility of the faculty or supervisor to comply with accommodation requests made by appropriate College offices. Eastern ensures equitable access through the Student Disability Services Coordinator.

Student Eligibility for Services:
To be eligible for services, students with disabilities must identify themselves and present professional documentation to the office of the Student Disability Services Coordinator. Documentations should be recent (see the documentation section), relevant, and comprehensive. If the original documentation is incomplete or inadequate, Eastern has the discretion to require additional documentation at the student's expense. Until appropriate documentation is provided and approved, the Student Disability Services Coordinator cannot support the student's request for services. Faculty members are not expected to provide services until they are officially notified by the Student Disability Services Coordinator.

Documentation:
Documentation is required to establish a disability and the need for accommodations. Students must provide current documentation that supports the student's disability and the student's requested accommodations. "Current" means within three (3) years. For older documentation, it should be an adult evaluation. General guidelines for disability documentation

should meet the following criteria:

1. A diagnostic statement identifying the disability, date of the current diagnostic evaluation, and date of the original diagnosis;
2. A description of the diagnostic criteria used;
3. A description of the current functional impact of the disability;
4. Treatments, medications, and assistive devices currently prescribed or in use;
5. A description of the expected progression or stability of the impact of the disability over time;
6. Recommendations for reasonable accommodations;
7. The credentials of the diagnosing professional(s).

Procedures for Obtaining Accommodations:
Students requesting accommodations must fill out an accommodation request form and meet with the Student Disability Services Coordinator to identify needs and discuss accommodations.

Students must provide adequate documentation that supports and confirms their disability and accommodations requested.
Arrangements for students with disabilities will be made on an individual basis and are designed to level access of educational opportunities.

In the case of an unforeseen issue or concern, the Student Disability Services Coordinator reserves the right to consult with the Vice President for Student Affairs and/or their appropriate College officials and other appropriate grievance procedures.

A memorandum and supportive documentation listing the appropriate accommodations will be prepared and delivered to the student's instructors. Students need to make arrangements to meet with their instructors within the first two weeks of the semester to discuss the needed accommodations.

Student's should make an appointment to meet with the Student Disability Services Coordinator if they are in need of modifying their accommodations, experiencing academic difficulties, have questions, or need advice.

Students are personally responsible for applying in a timely manner to the Student Disability Services Coordinator regarding the need for accommodations. Late requests from students for accommodations may result in a delay in the services requested.

Grievance Procedure
Eastern Oklahoma State College has adopted grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA, Section 504, or both.

Step 1: Complaints shall initially be discussed with the Vice President of Student Affairs within 15 calendar days of the event or action that is the subject of the complaint.

Step 2: If the complaint is not resolved, the complainant (s) may request a conference with the President within 15 calendar days of receipt of decision of the Vice President of Student Affairs. Prior to the conference with the President, the complainant (s) shall submit a copy of the written complaint that includes a description of the complaint, the solution sought, and the dates of the conference with the Vice President of Student Affairs.

Computer Use Policy

A. Purpose and Scope
1.01 Access to modern information technology is essential to the pursuit and achievement of excellence across the Eastern Oklahoma State College (EOSC) mission of instruction, research and academic advancement. The privilege of using computing systems, software, as well as, internal and external data networks, is important to all members of the EOSC community. The preservation of that privilege for the full community requires that each individual student, faculty member, staff member and administrator comply with institutional and external standards for appropriate use. This policy will establish the general guidelines for the use of EOSC computing resources equipment, services, software, and computer accounts by student, faculty, staff and administration.

B. Definitions
2.01 Abuser: Any user or other person who engages in misuse of computing resources as defined in Section 3.02 of this

Policy.

2.02 Computing resources-including computers, computer equipment, computer
assistance services, software, computer accounts provided by EOSC, information resources, electronic communications facilities (including electronic mail, telephone mail, Internet access, network access), or systems with similar functions.

2.03 Computer account-the combination of a user number, username, or user-ID and password that allows an individual access to a mainframe computer or some other shared computer or network.

2.04 Information resources-data or information and the software and hardware that render data or information available to users.

2.05 Network-a group of computers and peripherals that share information electronically, typically connected to each other by either cable or satellite link.

2.06 Peripherals-special purpose devices attached to a computer or computer network, such as printers, scanners, plotters and similar equipment.
2.07 Server-a computer that contains information shared by other computer on a network.

2.08 Software-programs, data. Or information stored on magnetic media (tapes, disks, diskettes, cassettes, etc.). Usually used to refer to computer programs.

2.09 Systems administrator-faculty, staff or administrators employed by a central computing department such as Computer Services, whose responsibilities include system, site or network administration. System administrators perform functions including, but not limited to, installing hardware and software, managing a computer or network and keeping a computer operational. System administrators include any persons responsible for a system which provides the capability to assign accounts to other users.

2.10 User-any individual who uses, logs in, attempts to use, or attempts to log in to a system whether, by direct connection or across one or more networks, or attempt to connect to or traverse a network, whether via hardware, software or both. Each user is responsible for his/her use of the computer resources and for learning proper data management strategies.

C. Policy
3.01 Appropriate Use of Computing Resources. The computing resources provided by EOSC are primarily intended for teaching, educational, research and administrative purposes, and may generally be used only for authorized EOSC related activities. Use of the computing resources is governed by all applicable EOSC policies, including, but not limited to, sexual harassment, copyright and student and employee disciplinary policies, as well as, by applicable federal, state and local law.

3.02 Prohibited Use of Computing Resources. EOSC characterizes misuse of computing and information resources and privileges and unethical and unacceptable. Misuse constitutes cause for taking disciplinary action. Misuse of computing resources includes, but is not limited to the following:

a) attempting to modify, remove or add computer equipment, software or peripherals with out proper authorization;
b) accessing computers, computer software, computer data or information, or network without proper authorization, regardless of weather the computer, software, data and information or network in question owned by EOSC, including, but not limited to, abuse or misuse of networks to which EOSC belongs or computers at other sites connected to those networks;
c) circumventing or attempting to circumvent normal resource limits, logon procedures and security regulations;
d) sending fraudulent computer mail, breaking into another users electronic mailbox or reading another user's electronic mail without his/her permission;
e) sending any fraudulent electronic transmission, including, but not limited to fraudulent request for confidential information, fraudulent submission or electronic purchase requisitions or vouchers;
f) violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data or reports without proper recorded authorization;
g) using EOSC computing resources to harass or threaten others;
h) using EOSC computing resources for development, posting, transmission of, or link to any of the following com mercial or personal advertisements; solutions; promotions; destructive programs' political material; messages which are fraudulent, harassing, obscene, indecent, profane, intimidating or otherwise unlawful; or any other un authorized or personal use;

i) taking advantage of another's naiveté or negligence to gain access to any computer account, data, software, or file that does not belong to the user or for which the user has not received explicit authorization to access;
j) physically interfering with other users' access to the EOSC computing resources;
k) encroaching on others' use of EOSC computer resources by excessive game playing; by sending electronic chain letters or other excessive messages, either locally or off-campus; printing excessive copies of documents, files, data or programs; modifying system facilities, operating systems or sick partitions; attempting to crash or tie up an EOSC or network computer; or damaging or vandalizing EOSC or network computing resources, equipment, software or computer files;
l) disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner;
m) reading other users' data, information, files or programs on a display screen as printed output or via electronic means without the owners explicit permission; or
n) violating any applicable federal, state or local law.

3.03 User Responsibility. All users of EOSC computing resources must act responsibly. Every user is responsible for the integrity of these resources. All users of EOSC-owned or EOSC–leased commuting resources must respect the rights of other computing users, respect the integrity of the physical facilities and controls, and all pertinent license and contractual agreements. It is the policy of EOSC that all members of its community act in accordance with these responsibilities, relevant law and contractual obligations, and the highest standard ethics.

3.04 Password Protection. Each user is responsible for maintaining absolute security of any password or password right granted to the user. Passwords must not be "shared" with another user. Password security helps to protect the EOSC system against unauthorized access.

3.05 Computing Resource Access. Access to EOSC's computing resources is a privilege granted to EOSC students, faculty, staff and administration. EOSC reserves the right to limit, restrict, or extend computing privileges and access to its information resources.

3.06 Freedom of Communication. It is the intention of EOSC to maximize freedom of communication for purpose that furthers the goals of EOSC. EOSC places high value on open communication ideas, including those new and controversial.

3.07 General Right of Privacy. A general right of privacy should be extended to the extent possible in the electronic environment. EOSC and all electronic users should treat electronically stored information in individual files as confidential and private. Contents should be examined or disclosed only when authorized by the owner, approved by an appropriate institution official, or required by law. Privacy is mitigated by the following circumstances.

a) EOSC is an agency of the State of Oklahoma and therefore subject to the Oklahoma Open Records Act. For EOSC employees, electronic information created in the performance of their duties may be public records, just as are paper records. Such record may be subject to review and/or release under Oklahoma law. All computer files and e-mail communications, unless subject to a specific privilege, are subject production under the Oklahoma Open Records Act and, when relevant to discovery in civil litigation. In these cases, disclosure of personal e-mail and files not related to the specific issue discussed in any Open Records request or discovery will be avoided to the extent allowed by law.
b) Administrative files of EOSC are generated as part of the process of managing the institution. Files that employees create or maintain can be reviewed by supervisors within this administrative context. Generally, faculty research files and files relating to scholarly endeavor will not be subject to such review.
c) There is an acknowledged trade-off between the right of privacy of a use and the need of system administrators to gather necessary information to ensure the continued functioning of these resources. In the normal course of system administration, system administrators may monitor any computing activity or examine activities, files, electronic mail, and printer listings to gather sufficient information to diagnose and correct problems with system software or hardware. Sometimes system administrators may monitor computing activity or access files to deter mine if security violations have occurred or are ooccurring. In that event, the user should be notified as soon as practical. System administrators at all times have an obligation to maintain the privacy of a user's files, electronic mail and activity logs.
d) Computer systems and stored data are subject to review by authorized personnel for audit purposes or when a violation of EOSC policy or law is suspected.

3.08 Disclaimer - EOSC makes no warranties of any kind, whether express or implied, regarding the electronic communications facilities or services it provides. EOSC will not be responsible for any damages suffered by as user through the use of the EOSC electronic communications facilities or services, including but not limited to loss of data resulting form

delays, no deliveries or services interruptions caused by its own negligence or by any error or mission by any user. Use of any information obtained via the Internet will be at the user's risk. EOSC specifically denies any responsibility for the accuracy or quality or information obtained through its electronic communications facilities and services.

D. Procedure

4.01 Computer accounts will be issued to authorized users only by Computer Services personnel.

4.02 Prior to issuance of an account and password, all users must execute such forms, including an acknowledgement and acceptance of the terms of this policy, as may be reasonably required by EOSC.

4.03 User passwords must be kept private, and may not be disclosed to any other individual or entity. Passwords should be memorized; however, if a password is written down, it must be kept at all times in the user's wallet, purse or other confidential location. A password must NEVER be posted or placed where it can be discovered by someone other than a user.

4.04 Each user will select a User-ID in accordance with rules established by Computer Services. The User-ID will be used consistently for all logons.

4.05 Personal passwords will be maintained by the individual user and must be changed at least every 180 days or at more frequent intervals as the user may elect. Passwords shall be selected in accordance with the rules established by Computer Services. In the event another person learns a user's password, the user must immediately change the password.

4.06 Any user who learns of an unauthorized use of his/her account must report the unauthorized use to Computer services immediately.

4.07 In the event it appears that a user has abused or is abusing his/her computing privileges or engages in any misuse of computing resources, then EOSC may pursue any or all of the following steps to protect the user community.

a) take action to protect the system(s) user jobs and user files from damage;
b) begin an investigation, and notify the suspected abuse's project director, instructor, academic advisor, dean or administrative officer of the investigation;
c) refer the matter for processing through the appropriate EOSC disciplinary system;
d) suspend or restrict the suspected abuser's computing privileges during the investigation and disciplinary processing. A user may appeal such a suspension or restriction and petition for reinstatement of computing privileges through the procedures existing at the time the user request an appeal, which procedures will be provided to the appealing user in writing.
e) inspect the alleged abuser's files, diskettes and /or tapes. System administrators must have reasonable cause to believe that the trail of evidence leads to the user's computing activities or computing files before inspecting any user's files;
f) in the event the misuse also constitutes a violation of any applicable federal, state or local law, EOSC will refer the matter to appropriate law enforcement authorities.

Drug and Alcohol Abuse Prevention

Eastern Oklahoma State College recognizes its responsibility as an educational and public service institution to promote a productive and healthy environment. This responsibility demands implementation of programs and services to facilitate that effort.

Standards of Conduct

The college is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The college prohibits illegal use of drugs and alcohol in the workplace, on college property, in college housing, or as part of any college-sponsored activities.

Description

In order to meet these responsibilities, Eastern Oklahoma State College:

Requires all students and employees to abide by the terms of this policy as a condition of an initial and continued enrollment or employment.

Recognizes that the illegal use of drugs and alcohol is in direct violation of local, state and federal laws as well as college policies set forth within this policy, the staff and faculty handbooks, and the Student Code of Conduct. College policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs or controlled substances in the workplace, on its premises, or as a part of any university-sponsored activities.

Considers a violation of this policy to be a major offense, which can result in requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the college. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.

Recognizes that violations of applicable local, state and federal laws may subject a student or employee to a variety of legal sanctions including but not limited to fines, incarceration, imprisonment and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. Requires an employee to notify his or her supervisor in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.

Forbids an employee from performing sensitive safety functions while a prohibited drug(s) is in his or her system.

Sanctions:
College Sanctions for Students: The following sanctions may be imposed by any person or board authorized to assign disciplinary sanctions. The severity of the imposed sanctions will be appropriate to the violation; possible sanctions include fines, probation, suspension, expulsion, loss of institutional aid, restriction of student's activities or privileges. Students will be charged for all damages or misappropriation of property, which occurs in the violation of a rule or regulation. Restitution may be monetary compensation, replacement or repair. Community service hours will be performed in an area of the College or a community agency for a specified number of hours. Professional counseling, referral to a rehabilitation program, and/or specific restrictions may be used in conjunction with various sanctions.

College Sanctions for Employees: Eastern Oklahoma State College, as a drug-free workplace, is to be free from illegal manufacture, distribution, dispensation, possession or use of any controlled substance. Such actions are grounds for disciplinary action up to and including termination of employment. A workplace is defined as any place an employee functions within the scope of his/her job responsibilities. Employees convicted of any workplace related drug offense, which does not result in discharge, or forfeiture of position may be required to successfully complete a recognized drug treatment or rehabilitation program. All employees must notify the employer of any criminal drug statute conviction for a violation occurring while performing within the role and scope of their respective responsibilities. Any employee or student found to be in violation of the federal and/or state laws pertaining to the use or abuse of alcohol and/or illicit drugs may be referred to the legal system for prosecution.

Legal Sanctions - Drugs
Federal and state laws impose grave penalties on those who illegally possess, use, or distribute drugs or alcohol. According to the Criminal Laws in the State of Oklahoma, a person found in possession of a controlled, dangerous substance, within this State, such as marijuana, cannabis, or methamphetamine, and/or drug paraphernalia (pipes, roach clips, cocaine spoons, etc.,) shall be placed under arrest. All vehicles, or any other means of transportation used to transport a controlled, dangerous substance and money, weapons, or devices therein, are subject to forfeiture. Upon conviction, penalties range from fines, to a year in the County Jail, to life in the State Penitentiary, and/or both.
The Uniform Controlled Substance Act sets up five schedules of controlled substances based on dangerousness and medical uses. It prohibits the manufacture, distribution, sale or acquisition by misrepresentation or forgery of controlled substances except in accordance with the Act as well as the knowing possession of controlled substances unlawfully acquired. Penalties for first-time violators of the Act range from not less than five years imprisonment and fines of not more than $250,000 or both for possession or distribution of a small amount of marijuana or hashish, not for sale, to forty years or $10 million or both for the manufacture or delivery of a Schedule I or II narcotic. (Marijuana is a Schedule I Controlled Substance.) Second offense penalties range from not more than 10 years imprisonment and fines of $500,000, to not less than ten years imprisonment and fines of not more than $10 million or both, to not less than twenty years imprisonment and fines of not more than $20 million or both.
This is only a summary of legal sanctions. Additional federal and state penalties may apply.

Other Federal Sanctions
In addition to fines and prison terms, federal sanctions for the possession or distribution of illicit drugs may include the forfeiture of federal Financial Aid eligibility for a period of one or more years. If the conviction occurs while the student is enrolled and receiving aid, the student may be required to repay all federal aid received. Eligibility may be regained by

completing an acceptable drug rehabilitation program.

Legal Classifications
Misdemeanors (M) are punishable by imprisonment in county jail for not more than one year and/or a fine not exceeding $500 unless a different amount is specified for the Offense. Felonies (F) are punishable by imprisonment in the state corrections system for up to two years and/or a fine not exceeding $1,000 unless a different amount is specified for the offense.

Unlawfully selling/delivering alcoholic beverages (M): Knowingly sell, deliver or furnish alcoholic beverages to any person under age 21.

Unlawful possession of (drug) paraphernalia (M/F): Deliver/use/possession/manufacture of drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale or otherwise introduce into the human body a dangerous substance. Delivery by a person age 18 or over to a person under 18 at least three years his junior is a felony. Otherwise, violation is a misdemeanor.

Driving while impaired/intoxicated (M/F): Any person operating a motor vehicle shall be deemed to have given consent to a test for alcohol concentration and/or presence and concentration of any other intoxicating substance. Any person may refuse a test, but refusal shall result in revocation of driving privileges for 180 days. Test results showing an alcohol concentration of .08 or greater shall result in revocation of driving privileges for 90 days. An alcohol concentration of more than .05 but less than .08 is relevant evidence that driving ability is impaired. An alcohol concentration of .08 or more is prima facie evidence that the person was under the influence of alcohol. First offense is a misdemeanor. Second and subsequent offenses may be felonies and may result in suspension of driving privileges for six months.

Conviction of a felony can render person ineligible for licensure/certification/employment in their career profession; examples are law, medicine, engineering, architecture, accounting, teaching, law enforcement/public safety and military. It can also prevent acquisition of a security clearance necessary to many other jobs.

Health Risks
Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes and thought disorders.
The use of alcohol and other drugs represents a serious threat 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 possible that users will develop psychological and physical dependence. The general categories of drugs and their effects are as follows:

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

Amphetamines/stimulants (speed, uppers, crank, caffeine, etc.) speed up the nervous system and 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 affect 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 and can cause decreased heart and breathing rates, lowered blood pressure, slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

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

Hallucinogens (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain that controls the intellect and instincts. May result in self-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 (heroin, morphine, demerol, percodan, etc.) initially produce feelings of euphoria often followed by drowsiness, nausea and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in AIDS.

Tobacco/nicotine causes death among some 170,000 people in the United States each year due to smoking-related coronary heart disease. Some 30 percent 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 10 times more likely among smokers. Tobacco use is prohibited on all college property.

Referral and Hotline Information
EOSC Counseling Center 465-1751, 465-1810
Latimer County Health Department 465-5673
Eastern Sky, PC (Personal Counseling) 465-0300
National Institution on Drug Abuse 1 -800-662-HELP
Information and Referral line (M-F, 8:30 a.m.-4:30 p.m.)
National Alcohol & Drug Abuse Hotline 1-800-234-0420
National Drug Hotline 1-800-662-HELP
Cocaine Helpline 1-800-COCAINE
Reach-Out Hotline 1-800-522-9054

If your organization, group, or department has questions please call the EOSCPD at ext. 718 or the Student Services Office at ext. 818.

Financial Policies
During the admission process a student will agree to the following terms:

1. The student will promise to pay Eastern Oklahoma State College all charges on their account by the due date.
2. Eastern Oklahoma State College may apply up to $200.00 of federal aid that exceeds current term charges toward the prior years balance on a student's account with the college.
3. If a student should default on their account, they agree to pay all finance charges and costs, including collection agency costs, attorney fees, and litigation costs incurred by Eastern in its efforts to collect.
4. The student understands that all unpaid charges may be subject to credit bureau reporting and/or state income tax attachment.
5. If a student is unable to attend Eastern for any reason, the student understands they must OFFICIALLY drop within the published drop/add periods to avoid financial obligation or grade liability.
6. The student understands that transcript and registration holds are placed on all unpaid accounts.

Payment of student fees can be made at the Business Office located on the first floor of the Library Building or by mail. Mailed payment should include the student's name and ID number with the payment. Student billing statements will be mailed monthly to the address listed during enrollment. Tuition and book charges are due with the first billing statement. The unpaid current charge balance will be charged a finance charge of 1.5% per month. The billing statement will also reflect the future charges that will be due for the balance of the semester.

Firearms Policy
The possession of firearms, fireworks, explosives or weapons, including but not limited to, bows, crossbows, knives or guns (including soft BB guns), by students are prohibited on any college property, except as they are used in officially approved college programs.

Hazing Policy
Prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group of organizations; or as apart of any activity of a recognized student organization or student group. Prohibited behavior includes any act that endangers the mental or physical safety of a student, or that destroys or removes

public or private property; and/or assisting, directing or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group or college into dispute. Previously relied upon “traditions” (including fraternity/sorority, or any other group organization activity, practice or tradition) intent of such acts, or coercion by current or former student leaders of such groups, or former students will not suffice as a justifiable reason for participating in such acts. It is not a defense that the person (or group) against whom the hazing was directed consented to or acquiesced to, the behavior in question. Hazing is also a violation of Oklahoma state law.

Involuntary Medical Withdrawal

Purpose
One of the College’s purposes is to ensure equality of educational opportunity while fostering an environment that promotes education, service, and the growth and safety of all members of its community. From time to time College officials become aware of a student who may be seriously interfering with this purpose because of a mental, emotional or psychological health condition. In these situations, College officials may consider the appropriateness of (1) utilizing the regular student disciplinary system, or (2) involuntary examination, hospitalization, and treatment for mental illness under state law. In addition to, or instead of, either of those procedures, the matter may be handled as a potential medical withdrawal according to the standards and procedures described by this policy.

Involuntary medical withdrawal is not a substitute for appropriate disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation should not be diverted from the disciplinary process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges, or did not know the nature of the act in question. Further, this policy should not be used to dismiss socially or politically “eccentric” students who have not otherwise engaged in behavior which poses a danger to themselves or to others, or which substantially disrupts normal College activities.

Involuntary medical withdrawal should be reserved for those cases where interim measures, such as a behavior contract, are deemed inappropriate, or cannot be agreed upon by the student or the College.

Standard
A student will be subject to involuntary medical withdrawal if the Medical Assessment Committee concludes that, in its professional judgment, the student is suffering from a mental, emotional or psychological health disorder and, as a result of this disorder, engages or threatens to engage in behavior which
1. poses a significant danger or threat of causing physical harm to the student or others, or
2. substantially impedes the lawful activities of other members of the campus community, or the educational process or proper activities or functions of the College or its personnel.

Composition of the Medical Assessment Committee
The Medical Assessment Committee will consist of the following members:
1. The Director of Campus Public Safety and Security;
2. The Chair person of the Psychology/Sociology Department;
3. The Director of Nursing or Nursing Department Designee.

Commencement of the Process
The Dean of Students shall act as Coordinator of the involuntary medical withdrawal process.

Any member of the College community, who has reason to believe that a student may meet the standard for involuntary medical withdrawal described in this Section 2, may contact the Office of Student Services. The Coordinator should conduct a preliminary, informal review and determine whether the matter should be referred to the Medical Assessment Committee. If, in the Coordinator’s judgment, the student does not meet the standard for involuntary medical withdrawal, this process will terminate, and the Coordinator may take any other action deemed appropriate, including initiating disciplinary action or recommending that the student seek treatment.

If, in the Coordinator’s judgment, the student may meet the standard for medical withdrawal, the Coordinator will arrange for a conference with the student. At that conference, the Coordinator will:

1. describe the report;
2. explain this policy and provide the student with a copy;
3. inform the student that the student must meet with a designated mental health professional within a specific time for an evaluation;

4. inform the student that failure to meet with the mental health professional may result in conduct action under Eastern's Student Handbook, Chapter 4, Section IV, paragraph D of the Student Code of Conduct for "Prohibited Conduct."

Emergency Interim Withdrawal
An interim medical withdrawal may be implemented immediately by the Coordinator, if the Coordinator determines that the student may be suffering from a mental disorder and the student's behavior poses a significant danger of causing imminent physical harm to the student or to others, or of directly and substantially impeding the lawful activities of other members of the campus community. A student withdrawn on an interim basis shall be given an opportunity to appear personally before the Coordinator within forty-eight (48) hours from the effective date of the interim withdrawal, in order to discuss the following issues:

1. the reliability of the information concerning the student behavior; and/or
2. whether or not the student's behavior poses a significant danger of causing imminent physical harm to the student or others, or of directly and substantially impeding the lawful activities of other members of the campus community.

Following this meeting the Coordinator may either continue or cancel the interim withdrawal. If the interim withdrawal is canceled, the procedures described in this policy may still be continued. If the interim withdrawal remains in effect, the nest stages of this procedure will be followed, and every effort will be made to expedite the process. The interim withdrawal will remain in effect until the Medical Assessment Committee has rendered its decision, unless sooner canceled by the Coordinator.

Evaluation by a Mental Health Professional
The Coordinator will select an appropriate mental health professional to evaluate the student and shall notify the student of the time and place of the evaluation. The cost of the evaluation will be borne by the College.

When the mental health professional meets with the student, the student should be informed that the results of the evaluation will be made available to the student and to the Coordinator, and may be presented at a hearing before the Medical Assessment Committee.

If the mental health professional determines that the student does not meet the standard for the medical withdrawal, that opinion will be reported in writing to the Coordinator who will terminate this process. The Coordinator may decide to take other appropriate action, including conduct action.

If the mental health professional determines that the student may meet the standard for involuntary medical withdrawal, a written report of the evaluation shall be submitted to the Coordinator and a copy shall be provided to the student. The report may include recommendations for the Medical Assessment Committee to consider such as a withdrawal, mandatory treatment, a behavioral contract, or a lighter academic load. The recommendations are not binding on the Committee or the College.

Scheduling a Hearing
Upon receipt of the mental health professional's evaluation, the Coordinator will either terminate the process or schedule a hearing before the Medical Assessment Committee. The Coordinator will notify the student in writing, at least five (5) business days before the hearing as to the date, time and place of the hearing, and the procedure described in Section 8 Below. The student may waive the five (5) business day notice period, in writing.

The Hearing
1. At the hearing, the Coordinator should provide the Medical Assessment Committee all the evidence relevant to whether the student is subject to involuntary medical withdrawal under the standard set forth in paragraph 2. The evidence may include witnesses, written reports, documents or written statement, and must include the mental health professional's written evaluation.

2. The student's rights at the hearing shall include the following:
    a) The right to be present, unless the student disrupts the hearing.
    b) The right to present relevant evidence.
    c) The right to question all witnesses at the hearing and to comment upon all the documents presented.
3. The members of the Committee may also ask questions of any witnesses.
4. Formal legal rules of evidence will not apply at the hearing. However, the chair may exclude evidence that is not relevant or is cumulative.
5. The hearing will be closed to the public and the testimony and other evidence will be kept confidential.
6. The hearing will be tape recorded and the recording will be made available to the Committee, the student (upon written

request), the Coordinator and to any decision-maker involved in an appeal. The tape shall be preserved so long as the possibility of appeal remains open. Following this period, the tape shall be destroyed.

The Decision of the Committee
The committee will base its decision on evidence presented at the hearing. The concurrence of at least two Committee Members will be required to withdraw a student under this policy.
If the Committee concludes that the student does not meet the standard for medical withdrawal, it will so inform the student and the Coordinator in writing, and the process shall terminate.

If the committee concludes that the student does meet the standard for medical withdrawal, the Committee shall so state in a written decision that will include its reasons for this conclusion. This written decision will be provided to the student and the Coordinator.

The committee may, as its discretion, permit a student who meets the standard for medical withdrawal to remain enrolled on a probationary basis under specific conditions which may include, but are not limited to, participation in an ongoing treatment program, acceptance of and compliance with a behavioral contract, a housing relocation, a lighter academic course load or any combination. When making its determination of appropriate probationary conditions, the Committee may consult on an informal basis with faculty, dormitory hosts or other College staff.

Appeal
1. Within five (5) business days from delivery of the Committee's decision, the student may request in writing, that the Vice President for Student Affairs review the committee's decision. The student shall state in writing the specific points the student wishes the Vice President to consider. Within five (5) business days of receiving the appeal, the Vice President will inform the student of the decision in writing. The Vice President may (1) confirm the Committees' decision, (2) send the matter back to the Committee for further proceedings, (3) affirm the Committee's findings but alter the disposition from withdrawal to probationary enrollment under specified conditions, or (4) reverse the Committee and reinstate the student. The Vice President's decision is final, unless the decision is to withdraw the student.

2. If the Vice President's decision is that the student should be withdrawn, the student may appeal to the President. The appeal must be submitted in writing, within five (5) business days after delivery of the Vice President's decision. The President's review will be limited to a determination of whether the proper procedures were followed and whether the decision is supported by any evidence in the record. The President will inform the student of the decision in writing within ten (10) business days.

Voluntary Medical Withdrawal
At any point in the process the student may present a request for voluntary medical withdrawal to the Dean of Students. If the request is granted, the involuntary medical withdrawal process will cease; however, voluntary withdrawal will not terminate any pending disciplinary action.

If the student's request for voluntary medical withdrawal is granted, the student will be subjected to the readmission requirements described in Section 12 below.

Readmission
A student who is involuntarily withdrawn, or who obtains a voluntary medical withdrawal, may not re-enroll or be readmitted to the College before the start of the next term. Further, the Medical Assessment Committee must approve the student's re-enrollment or readmission. Approval may be granted only if the Committee determines, in its professional judgment, that the conditions that caused the withdrawal are no longer present. The Committee may require any documentation or evaluation that is deemed necessary. The student is not entitled to a hearing on the determination. The student must also meet all of the admission or enrollment requirements of the College and of the school or college in which he/she wishes to be enrolled.

Records and Fees
1. All the records concerning these proceedings shall be maintained by the Coordinator and shall be kept confidential in accordance with the Family Education Rights and Privacy Act, 20 U. S. C. 123g, and implementing regulations of the U. S. Department of Education, 34 C. F. R., Part 99.

2. The procedures for the transcript notation and fee refunds described in the Eastern Catalog shall apply to students who withdraw, voluntarily or involuntarily, under this policy.

Nondiscrimination Policy
It is the policy of Eastern Oklahoma State college not to discriminate in its educational programs, activities or employment policies, on the basis of race, color, religion or national origin as required by Title VI of the Civil Rights Act of 1954; on the basis of sex as required by Title IX of the 1972 Educational Amendments; on the basis of disability as required by Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, or on the basis of age or veteran status. The following person has been designated to handle inquiries regarding non-discrimination policies: Disability Services Coordinator, Enrollment Center, Library 156 or 918-465-1810.

Parking Policy (Wilburton Campus ONLY)
The Leadership Council of Eastern Oklahoma State College has determined that it is in the best interest of the College that rules and regulations be established to govern the keeping and use of motor vehicles by College employees, students, visitors, and other categories of users on campus. Accordingly, Eastern has developed and implemented these regulations to facilitate the safe and orderly conduct of business and to allocate the parking spaces available on campus. Operating a motor vehicle on College property is a privilege which is conditioned in part, on compliance with these rules and regulations.

1. Any appropriately licensed driver choosing to park an automobile on campus may do so provided a parking permit is obtained and the driver understands that the permit neither obligates the college to set aside a space for every vehicle nor allows drivers to violate parking regulations. Visitor parking is provided only for persons who are not registered students or employees of the College and temporary parking permits will be issued.

2. The College reserves the right to restrict the use of an automobile on College property if the owner or driver has abused the privilege of operating a vehicle on campus.

3. The College assumes no responsibility for a vehicle or its contents.

4. All vehicles parking on College-owned or rented property MUST display a VALID Eastern parking permit.

5. Failure to pay fines will result in refusal to renew permits, withholding of transcripts, delaying of enrollment, withholding of pay and refund checks, and/or collection efforts.

6. Employees and students must park only in the parking areas reserved for their type of parking permit. A valid parking space is defined by parallel lines on both sides of the vehicle, and a line, curb, parking block or other type of barrier in front of the vehicle.

7. It is the responsibility of any vehicle operator to request information needed from Campus Police to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued.

8. Any person who persists in repeating violations of the Eastern Oklahoma State College Parking policies, damages property or commits any act detrimental to the safety of others or to the best interests of the College community, will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.

9. Only parking permits issued or authorized by designated Eastern personnel are valid and will be honored. Such substitutes as signs or decals issued by others, handwritten notes left on the exterior of the vehicle, etc. are unacceptable, and will not be honored by enforcement personnel.

Student Parking
1. Students who park vehicles on campus are required to immediately purchase and display a parking permit. Students must register their vehicles by the second week of class. All parking permits expire on July 31 of the following year. Parking permits must be mounted on the inside rear view mirror with identification facing the front of the vehicle in plain view.

2. Students may pay for their parking permit in the business office of the Administration Building and bring the receipt to the Student Services Office, room 208 of the Student Center, to pick up the permit.

3. Students must present their Eastern ID card at each time of permit registration. Students must pay all outstanding citations before a parking permit may be issued.

4. Students should present a completed vehicle registration form to the Student Services office, room 208 of the Student Center to obtain the parking permit.

5. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.

6. Students will be issued a parking permit that allows parking in any area designated for student parking or multi-purpose parking.

Disabled Parking
Vehicles displaying a state issued Physical Disability Permit, along with a valid Eastern parking permit, may park in any legal parking space or any physical disability space with the exception of spaces reserved for other uses.

Visitor Parking
1. Visitors are always welcome on campus. Short-term visitors should obtain a temporary parking permit from the Office of Student Services, Room 208, between the hours of 8:00 AM and 5:00 PM Monday through Friday.

2. Eastern defines a visitor as any person unaffiliated with the college such as a vendor, rental property tenant or community member.

3. Whenever applicable, the host, whether Student, Staff, Faculty or Administrator should obtain visitor parking permits for their guests.

5. Visitor permits can park in any faculty/staff/student or visitor parking lot. Eastern expects and requires visitors to abide by properly signed or marked parking instructions.

Motorcycles
Motorcycles will receive a decal to be placed on the front left fork. Permit must be placed where it can be easily seen.

Bicycles
Eastern does not require bicycles to be registered; however, operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Student/faculty/staff must park bicycles in designated areas.

Permit Fees
Fees for parking permits are stated below. Fees are subject to change without notice.

Student	$20 per year
Motorcycle	$15 per year
Replacement	$5

Driving Regulations
1. All traffic and motor vehicle laws of the State of Oklahoma are applicable on Eastern property and will be enforced by College Police officers. Violation of state traffic and motor vehicles laws may subject the driver to a county citation with fines set by the District Court.

2. The maximum speed limit on all College property is 15 miles per hour. Violators will be subject to College citation. All public roads through campus are governed by established speed zone markings.

3. A pedestrian crossing campus roads, streets or driveways in any marked crosswalk or at any intersection corner shall have the right-of-way.

4. It is the driver's responsibility to be able to operate his or her vehicle safely. Anyone who operates a vehicle on College property while under the influence of intoxicating liquor, narcotics, stimulants, depressants or opiates will be subject to arrest and/or revocation of parking privileges.

5. No motor vehicles including motor scooters, motorcycles or motor bicycles shall be operated upon any sidewalk or pedestrian walk on campus.

Parking Regulations
1. A copy of the full Parking policy can be obtained online at www.eosc.edu under Student Services. Pleading ignorance of the regulations will not excuse violators or citations.

2. Vehicles parked on campus must display the appropriate parking permit

3. Parking is a first come, first served basis. The issuance of a parking permit is merely authorization to park if space is available.

4. The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.

5. If there is no sign at entry to the lot, parking is multipurpose.

6. Eastern restricts all student/faculty/staff to parking in their designated lots. Signs designating Campus Apartments or Residence Hall Parking are assigned to properly registered and identified residents.

7. Persons may not double-park or park vehicles in a position that prevents adjacent vehicles from entering or exiting their legal parking space. Back/pull through parking is prohibited in the areas where one-way drive or angle parking exits exists.

8. The owner-of-record or the individual registering a vehicle with the College is responsible for all College parking citations issued against that vehicle no matter the identity of the driver at the time of the violation.

9. Eastern prohibits the parking of motor vehicles on campus in areas other than those established for parking and by marked signs or other devices controlling their use.

10. Any vehicle parked in a fire lane, red zone, driveway, travel lane or any other area not specifically marked as a legal parking space will be subject to citation and may be impounded.

11. “Maintenance/Service” and “Loading” zones are enforced 24 hours a day.

Towing and Impoundment of Vehicles
Eastern Campus Police may tow and impound parked vehicles for the following offenses:

1. Parking in a space reserved for someone else or a disability space.
2. Unsuccessful attempts to contact owners with repeated parking violations, and /or three (3) or more unpaid parking citations.
3. Parking in drives, on grass, access road/service drives and traffic lanes.
4. Creating a traffic hazard, obstructing sidewalks, crosswalks or other vehicles.
5. Vehicles displaying expired license plate/tag (expired in excess of 180 days).
6. Parking in red zones or at red curbs or yellow curbs.
7. Parking in a designated fire lane or obstructing a fire hydrant.
8. Any vehicle that appears to be abandoned.
9. Parking on campus after a permit has been revoked.
10. Accumulation of five (5) or more violations by an unregistered vehicle.

For unregistered vehicles, a tow warning will be placed on the car giving the owner three (3) days to register the vehicle to avoid impoundment.

The owner of a disabled vehicle that is blocking right-of-ways, roadways or is improperly parked shall notify the Campus Police immediately at 918.448.2365. If the disabled vehicle requires removal by a wrecker, it will be towed at the owner’s expense. Any person who has had their vehicle impounded or towed will be responsible for all accrued expenses, including towing, mileage, hook-up fee, storage, etc. Eastern Campus Police use the wrecker rotation process. The local police dispatcher will telephone the next rotation wrecker on call for all campus towing.

Appeals Process
An appeal for citation must be made in writing at the Chief of Police located in Student Services on the second floor of the Student Center within 48 hours from the date of the citation. Appeals will not be accepted after 48 hours.

Fines for Violations
The following are the parking and traffic violations and corresponding fines established by Eastern Oklahoma State College:

No valid parking permit.....$20.00
Occupying more than one parking space.....$20.00
Parking in a non-designated parking area.....$20.00
Parking in a NO PARKING zone.....$20.00

Parking in a fire zone.....$20.00
Parking a trailer on campus (without prior permission).....$20.00
Blocking or impeding traffic flow.....$20.00
Parking in a handicapped space w/o proper permit.....$50.00
Failure to obey a traffic control device (ie: speed bump).....$25.00
Moving violations.....$30.00
Use of lost or stolen permits.....$20.00
Blocking a dumpster.....$20.00
Double parked.....$20.00
Unregistered vehicle.....$20.00
Reckless driving.....$30.00
Disturbing the Peace.....$30.00
Failure to obey a Police Officer.....$30.00

Citation and fee rates are subject to change without notice. The College reserves the right to impound and/or immobilize vehicles for repeat offenders in accordance with this policy.

Sexual Misconduct Policies
It is the policy of Eastern Oklahoma State College to promote a cooperative work and academic environment in which there exists mutual respect for all students, faculty and staff. Harassment of students based upon sex is inconsistent with this objective and contrary to the College's non-discrimination policy. Acts of sexual misconduct are illegal under federal, state and local laws and will not be tolerated within the College. The College will follow procedures that will ensure that allegations of sexual misconduct are thoroughly investigated. Students who believe they have been harassed under this policy are strongly encouraged to report the allegations of sexual misconduct to the Dean of Students as promptly as possible. Delay in making a complaint of sexual misconduct may make it more difficult for the College to investigate the allegations. A student may also report the incident to the Vice President of Academic Affairs who is the College's Title IX Coordinator.

It is a violation of the college policy for any member of the College community to engage in sexual harassment or to retaliate against any member of the college community for raising an allegation for sexual harassment, for filing a complaint alleging sexual harassment or for participating in any proceeding to determine if sexual harassment has occurred.

Definition of Sexual Harassment
For purpose of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other oral or written communications or physical conduct of a sexual nature when:
1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic standing;
2. submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affection such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or abusive work or academic environment.

Sexual harassment can occur between individuals of different sexes or of the same sex. Although sexual harassment most often exploits a relationship between individuals of unequal power (such as between a faculty member and student, supervisor and employee, or tenured and untenured faculty members), it may also occur between individuals of equal power (such as between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (for example: a student sexually harassing a faculty member). A lack of intent to harass may be relevant to, but will not be determinative of, whether sexual harassment has occurred.

Definition of Relationship Violence or Intimate Partner Violence (IPV)
IPV-occurs when one partner tries to maintain power and control over the other through actual or threatened physical or sexual violence or psychological and emotional abuse directed toward a spouse, ex-spouse, current or former boyfriend or girlfriend or current or former dating partner. Intimate partners may be heterosexual or of the same sex. People who have just met are in the preliminary stages and considered within the scope of this definition.

Definition of Sexual Assault
Sexual assault-is a continuum (of conduct) form forcible rape to non-physical forms of pressure that compel individuals to engage in sex (sexual activity) against their will. Rape is characterized by three central elements: lack of consent; penetration no matter how slight or independent or whether or not ejaculation occurred; and compelling participation by force, threat of bodily harm or with a person incapable of giving consent due to intoxication or mental incapacitation.

Definition of Stalking
Stalking-a course of conduct, directed at a specific person that would cause a reasonable person fear. Stalking refers to repeated harassing or threatening behaviors that an individual engages in such as following a person, appearing at their home, place of business, place of education, making harassing phone call, mailing or leaving cyber or written messages or objects or vandalizing a person's property. These actions may be accompanied by a credible threat of serious harm and they may or may not be precursors to an assault or murder.

Procedures for Reporting Sexual Assault
In the event of a sexual assault, the victim is encouraged to report the crime to Campus Police, if the crime occurred on campus, or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve evidence of a sexual assault, which is of paramount importance in offering proof of the crime. For example, victims should not bathe or wash their clothing. The victim of a sexual assault also should seek medical attention. To aid in their investigation and to gather information necessary to apprehend the assailant, Campus Police will interview the victim.

EOSC has trained police officers who are ready to assist victims of sexual assault and sexual battery 24 hours a day, 7 days a week.

Victims of Sexual Assault or Sexual Battery may call the EOSC Campus Police at 911, ext. 718 or 918-448-2365 to report the crime. Officers will then take an initial report, secure any evidence, begin an investigation, and contact Campus officials.

Prosecution of the assailant is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of crime. Students also may report the crime to staff within the residence halls, the Dean of Students, or to other EOSC staff who shall inform the Campus Police and Student Affairs. Student Services staff can assist victims with filing criminal charges.

Disciplinary Procedures in Cases of Sexual Misconduct
In addition to addressing sexual assault through the criminal justice system, cases involving sexual misconduct may be assigned to the Dean of Students and Vice President of Student Affairs. Individuals found guilty of sexual misconduct can face a number of sanctions, up to and including expulsion. Further information regarding the disciplinary process may be obtained by contacting the Dean of Students Office at (918) 465-1818. Disciplinary procedures are also described in the Student Handbook.

In addition to the information provided above, it is the policy of EOSC to provide the accuser and the accused the same opportunities to have others present during disciplinary proceedings. Requests to have others present should be made to the Dean of Students.

It is also the policy of EOSC to inform both the accuser and accused of the outcome of any institutional disciplinary proceedings from a sex offense. This includes the institution's final determination and sanctions, if any, against the accused. The Office of Student Services shall coordinate this notification.

In cases of alleged sexual assault, the accuser shall have the right to request changes in their academic and living situations, if such changes are reasonably available. The Office of Student Services will receive, review, and process all such requests.

The Federal Campus Sexual Assault Victims' Bill of Rights is as follows:
•Survivors shall be notified of their options to notify law enforcement.
•Accuser and accused must have the same opportunity to have others present.
•Both parties shall be informed of the outcome of any disciplinary proceeding.
•Survivors shall be notified of counseling services.
•Survivors shall be notified of options for changing academic and living situations.

Programs and Services
The Student Success Center can provide individual and group services for those victims of sexual or physical assault. Services are available to all college students, staff, and faculty.
Programs concerning sexual assault include sessions of freshman orientation, periodic emails, flyers, brochures, etc. Sexual Assault education programs are available through the campus police department.

Consensual Relationships
Amorous dating or sexual relationship that might be appropriate in other circumstances has inherent dangers when they

occur between a faculty member, supervisor, or other member of the College community and any person for whom he/she has a professional responsibility. These dangers can include; that a student or employee may feel coerced into an unwanted relationship because he/she fears that refusal to enter into a relationship will adversely affect his/her education or employment; that conflicts of interest may arise when a faculty member, supervisor, or other member if the College community is required to evaluate the work to make personnel or academic decisions with respect to an individual with whom he/she is having a romantic relationship; that students or employees may perceive that a fellow student or co-worker who is involved in a romantic relationship will receive an unfair advantage; and that if the relationship ends in a way that is not amicable, either or both of the parties may wish to take action to injure the other party.

Faculty members, supervisors and other members of the College community who have professional responsibility for other individuals, accordingly, should be aware that any romantic or sexual involvement with a student or employee for whom they have such a responsibility may raise questions as to the mutuality of the relationship and may lead to charges of sexual harassment. For the reasons stated above, such relationships are strongly discouraged.

For purpose of this section, an individual has “professional responsibility” for another individual at the College if he/she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising or making decisions or recommendations that confer benefits such as promotions, financial aid or awards or other remuneration, or that may impact upon their academic or employment opportunities.