Chapter 05

Student Handbook

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Table of Contents

05.001 - Preface 8
05.002 – Mission Statement 8
05.003 – Vision Statement 8
05.004 - History of Eastern 8
05.005 - Functions of Eastern 9
McAlester Branch Campus 9
05.006– Core Values 9
05.007 – Academic Policies and Procedures 10
Academic Ethics Statement 10
Academic Issues Raised by Students – praise, inquiries, or complaints 11
Policy on Grade and Academic Action Appeals 12
Special Procedures for Cases Involving Charges of Academic Integrity Violations 15
05.008 – Bookstore 16
Textbook Buying 16
Refund and Return Policy 16
Buy-Back Policy 16
Bookstore Hours 17
05.009 – Family Educational Rights and Privacy Act (FERPA) 17
05.010 - Data Privacy 18
Definitions 18
Data Collection & Use 19
Sensitive Data Protection 19
Individual Rights Under OKDPA 19
Data Security 19
Third-Party Service Providers 19
Data Retention and Disposal 19
Data Breach Response 20
Compliance and Enforcement 20
05.011 – Veteran Affairs Students 20
05.012 – Leave of Absence Policy (Military Students) 20
05.013 – Financial Aid Department 20
05.014 – Library Media Center 21

Hours and Services 21
Borrowing Materials 21
Non-Circulating Materials 21
Internet Library Services and Information 21
Penalties 22
Library Code of Conduct 22
05.015 – Student Resources 22
Advisement Center 22
Alumni Association 23
Campus Police 23
Check Cashing 23
Development Foundation 23
Dining Service 23
Student ID 24
Herring Bank Card 24
Student Refund Choice 25
Native American Affairs 25
Post Office 25
Student Activities 25
Student Organizations: 25
Student Complaint Process 26
Student Health Services 26
Student Insurance 27
Student Success Center 27
05.016 – Tobacco, Alcohol, and Drugs 28
Drug and Alcohol Abuse Prevention 28
Sanctions 29
Legal Sanctions – Drugs 29
Other Federal Sanctions 29
Legal Classifications 29
Marijuana Policy 30
Federal Law 30
Medical Marijuana 31

Disciplinary Actions 31
Health Risks 31
Referral and Hotline Information 32
05.017 – Student Code of Conduct 32
Student Conduct Authority 32
Jurisdiction of the College Student Conduct Regulations 33
Admission to College Subject to Conduct Review 33
Student Code of Conduct 33
Violations of Law and College Discipline 34
Disciplinary Procedures 35
Sanctions 36
Interim Suspension 37
Appeals 38
05.018 – Affirmative Action 38
05.019 – Americans Disabilities Act (ADA) 38
05.020 – Computer Use Policy 40
Computer Use Definitions 41
Computer Use Policy 42
Computer Use Procedure 44
Computer Use Investigation Procedures 44
Gramm-Leach Bliley Act (GLBA) 45
Family Educational Rights and Privacy Act (FERPA) 45
05.021 - College Email Acceptable Use Policy 45
05.022 – Financial Policy 46
05.023 – Student Financial Obligation Policy 47
Tuition and Fees 47
Bookstore 47
Housing Fees 47
Meal Plans 48
Parking 48
Mail and Shipping Center 48
Check Cashing 48
Student Financial Obligation Agreement 48

05.024 – Weapons and Firearm Policy 49
05.025 – Eastern Hazing Policy 49
Definition of Hazing 49
Prohibited Conduct and Sanctions 50
Reporting Procedures 50
Investigation Process 50
Prevention and Education 51
Transparency and Public Disclosure 51
05.026 – Involuntary Medical Withdrawal 51
05.027 - Nondiscrimination Policy 55
05.028 – Parking Policy 56
Responsibilities 56
Eastern Campus Police Office 56
Student Parking 57
Disabled Parking 57
Visitor Parking 57
Motorcycles 57
Bicycles 58
Parking Fees 58
Driving Regulations 58
Parking Regulations 58
Towing and Impoundment of Vehicles 59
Appeals Process 59
Fines and Violations 59
05.029 – Anti-Harassment and Anti-Bullying Policy 60
05.030 – Mental Health Emergencies 61
Suicide Attempts 63
Endangering or Disruptive Behavior 63
05.031 – Discrimination 63
05.032 – Sexual Harassment and Sexual Misconduct Policies 64
Sexual Harassment 64
Sexual Misconduct 65
Stalking 66

Dating Violence 67
Domestic Violence 67
Procedures for Reporting Sexual Assault 67
Disciplinary Procedures in Cases of Sexual Misconduct 68
Programs and Services 68
Consensual Relationships 69
05.033 – Expressive Activity Policy 69
Scope of the Policy 69
Definitions 70
Public Forum 70
Time, Place, or Manner Considerations 71
Content Considerations 71
Disclaimer Regarding Expression 71
Procedure for Scheduling Institutional Areas for Facilities 71
Availability and Training 72
Compliance with State Law 72
05.034 – Emergency Response Policy 73
Notification to College Community about an Immediate Threat 73
Medical Emergencies 74
Campus-Wide Emergency Response 74
Definitions of Emergencies 74
Emergency Response Team 75
Activation 75
Declaration of Campus State of Emergency 76
Command Structure 76
Incident Command System 76
Director of Student Life Response 78
Information Dissemination Points 78
Residence Hall Staff 78
Managing Communication in an Emergency 79
05.035 – Youth Camp & Outdoor Programs Emergency Response 79
Emergency Notification Procedures 80
Notification to Camp Participants and Staff about an Immediate Threat 80

Training 80
Medical Emergencies 81
Severe Weather Procedures 81
Lightning Procedures 81
Extreme Heat Procedures 81
Fire and Evacuation Procedures 81
Emergency Response Structure 82
Parent and Guardian Notification 82
Documentation and Compliance 82

All policies apply to all students and faculty regardless of the location where instruction occurs.

05.001 - Preface

The Student Handbook contains information of general interest to the students. Sources used in the preparation of the Student Handbook include, but are not limited to, the following: the most recent edition of the Student Handbook; minutes of the Eastern Oklahoma State College Board of Regents; Oklahoma State Regents for Higher Education Policies and Procedures Manual; Faculty Handbook; and the Staff Handbook.

This Student Handbook replaces all previous Eastern Oklahoma State College Student Handbooks and policies covering students. In approving the Student Handbook for Eastern Oklahoma State College, neither the governing Board of Regents nor Eastern is waiving or restricting its lawful powers, duties, or responsibility to act at any future time to establish policies, regulations, and procedures and to implement other decisions of the Board. The Student Handbook is not intended to create any contractual rights in favor of the student or Eastern Oklahoma State College.

05.002 – Mission Statement

CULTIVATE GROWTH, CREATE FUTURES, AND CHANGE LIVES

05.003 – Vision Statement

Eastern Oklahoma State College strives to be a transformative learning community, known for academic excellence, accessibility, innovation, and service to shape a brighter future for students and the region.

05.004 - History of Eastern

Eastern Oklahoma State College was originally established as the Oklahoma School of Mines and Metallurgy, offering degrees in mining engineering. Although closed during World War I, the school re-opened in 1920 with trade and industrial education included in the curriculum. In 1924, the School of Mines added teacher training and extension courses, but, with the local mines rapidly closing, Eastern dropped mining engineering. In 1927, the school's name was changed to Eastern Oklahoma College and with the change came an added mission of pre-college level instruction.

In 1941, the again renamed Eastern Oklahoma State Agricultural and Mechanical College came under the control of the State Board of Agriculture as a two-year College. Finally, in 1972, the legislature returned to the institution the name Eastern Oklahoma State College and created a separate Board of Regents to govern the College. In 1997, Eastern added a second campus in McAlester. Since that time, Eastern has been a comprehensive community College, providing instruction in a wide range of curricula in College transfer and career programs.

05.005 - Functions of Eastern

As a system institution coordinated by the Oklahoma State Regents for Higher Education (OSRHE), Eastern Oklahoma State College is charged with the following functions:

- Participate in programs of economic and community development independently or in cooperation with public and private entities.
- Provide general education for all students.
- Provide micro-credentials, certificates, and degrees to prepare individuals to enter the labor market.
- Responsibility for institutional and applied research in those areas related closely to their programs of study and effectiveness of operation.
- Responsibility for public service in the geographic regions in which they are located.
- Provide formal and informal programs designed to serve Oklahomans with continuing education and professional enhancement opportunities.
- Provide developmental education for students who lack required high school academic requirements for college admission or competency in the basic academic skills areas.
- Perform other special programmatic activities as authorized by the State Regents.
- Provide one- and two-year programs of technical and occupational education to prepare individuals to enter the labor market.
- Provide two-year transfer degree programs.

McAlester Branch Campus

In addition to sharing the functions of the main campus, the OSRHE have charged Eastern's McAlester Branch to serve as the institution responsible for providing and facilitating higher education courses and programs at the lower-division, upper-division, and graduate level in the McAlester area. The McAlester Branch Campus should:

- Assess the community's higher education needs.
- Provide courses and programs that are part of the institution's assigned functions within limits of available resources.
- Offer community services through programs of continuing education and public service.
- Provide concurrent enrollment opportunities for area high school students.
- Coordinate and facilitate the delivery of courses and programs from other institutionally accredited colleges and universities.

05.006– Core Values

SERVICE – We strive to ensure service to others is deeply ingrained in our culture, empowering students to become compassionate leaders and active contributors to society.

TEAMWORK – We value teamwork, embracing collaboration across disciplines, departments, and communities to provide comprehensive support systems that promote student success.

RESPECT – We believe every individual is valued and treated with dignity. We nurture an environment that creates a sense of belonging, fostering an enriching educational experience for all.

INTEGRITY – We emphasize ethical conduct, honesty, and transparency. We strive to instill values that promote ethical decision-making, social responsibility, and personal accountability in our students and employees.

VISION – We embrace innovation and a proactive approach to address challenges and opportunities. We are committed to evolving and enhancing our programs and services to meet the needs of our students and the workforce demands of a global workforce.

EXCELLENCE – We aspire for excellence in all that we do. Through a commitment to continuous improvement, we aim to exceed expectations in instruction, student support, and community engagement.

05.007 – 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 current 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:

- Cheating on examinations, quizzes, or other written work.
- Giving assistance to or receiving assistance from another during an examination or quiz.
- Plagiarism, that is:
    - The use of another's published work wholly or in part without proper recognition or documentation.
    - The use of another student's work as one's own.

    - The purchase, use or provision of an already prepared paper.
- Obtaining, or attempting to obtain copies of uncirculated examinations or examination questions.
- Falsifying, any academic record.
- Unauthorized use of Artificial Intelligence (AI) in coursework

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 of 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 falsified any academic record will have hearings before the Vice President of Academic Affairs and the Director of Student Life. 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 Deans and other key academic administrators are as follows:

- Division of Agriculture Dean: 918.465.1727
- Division of Behavioral and Social Sciences Dean: 918.465.1774
- Division of Business Dean: 918.465.1745
- Division of Language, Humanities, and Education Dean: 918.465.1720
- Division of Health Sciences Dean: 918.465.1792
- Division of Science and Mathematics Deans: 918.465.1763
- Registrar: 918.465.1813
- Director of Libraries: 918.465.1711

If after discussion with the unit administrator you wish to pursue a matter further, please contact the Office of the Vice President of Academic Affairs, Bill Hill Library/Administration, room 100 or 918.465.1829.

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

Special Note for McAlester Students: If it is not convenient for you to contact a Wilburton based administrator, contact the Dean of the McAlester Campus at 918.302.3603, 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. Students have the right to have grading policies consistently applied as stated. In 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 (1) 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 general dissatisfaction with a grade penalty or outcome of a course. Neither is general disagreement with the instructor's professional judgement of the quality of the student's work and/or performance on 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 matter" 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 above. The informal process must be initiated within one (1) week (seven (7) 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 Dean
You must submit a signed written statement of appeal to the appropriate Division Dean. 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 (5) working days after informal approaches have terminated or no more than ten (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 Dean will provide the appellant with a written decision within five (5) working days of receiving the written appeal. With the approval of the Vice President of Academic Affairs, this time may be extended if more time is needed for investigation.

If the student is dissatisfied with the decision of the Division Dean and wishes to pursue the matter further, he/she must proceed to Step Three within five (5) working days. No untimely appeals will be considered. *If the original grade or other academic decision being appealed was issued by the Division Dean in his/her faculty role, the written appeal must be submitted directly to the Vice President of Academic Affairs, rather than to the Division Dean. Also, any academic dispute involving the Registrar or Director of Libraries must be submitted directly to the VPAA.

STEP THREE: Written Appeal to the Vice President of Academic Affairs (VPAA)
You must submit a signed, written appeal statement to the Vice President of Academic Affairs within seven (7) 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 revisit the points that the appellant made in Step Two.

Depending on the type of issues raised in the appeal the VPAA has two (2) options at his/her sole discretion:

1. The VPAA may rule directly on the appeal and provide the student with a written decision within five (5) 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.
2. The VPAA may call a grade appeal hearing. The VPAA will convene a hearing board when he/she deems that significant facts remain an issue that can best be analyzed by a hearing that can evaluate evidence in the form of testimony and documents.

Information Regarding a Hearing:

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 Director of Student Life 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 (3) 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

The student 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 in his/her written decision within five (5) working days of his/her receipt of the written appeal. The decision rendered by the President 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 naïve 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 against 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 of Academic Affairs and the Division Dean. A record of the incident and its disposition will be maintained in the VPAA's office for an appropriate interval, as determined by OSHRE policy. A copy will also be forwarded to the Director of Student Life 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 a case, the faculty member will immediately refer the case to the respective dean for investigation under the academic ethics policy as outlined in the College Catalog. The Division Dean will ensure the Vice President of Academic Affairs is notified 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 Director of Student Life to be included in the students' 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 of Academic Affairs, are separate from this determination. Any penalties imposed due to student conduct violations other than academic are considered separate from this determination and the responsibility of the Director of Student Life.

05.008 – Bookstore

The bookstore is operated as an auxiliary service to provide course materials, supplies, and College merchandise, to students, faculty, and staff, and the community.

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. The Bookstore staff will be available to assist with book selection. Please double check the books before purchasing.

Refund and Return Policy

Eastern Bookstore will accept refunds and returns for the following circumstances:

- 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 eleventh (11th) class day with receipt documentation that the class has dropped. Returns may be made during the first five (5) days of class in the summer session.
- A cash register receipt MUST accompany all refunds and returns.
- Refunds on textbooks are not allowed during the week prior to or during finals.
- Study Guides and test preparation manuals are non-refundable. No refunds or exchanges will be given on software.
- General Merchandise: All other merchandise may be returned within three (3) days of purchase with a receipt.
- New materials must be returned to their 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 the books:

- 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.
- Book Buyback will take place during the week of finals during the Fall and Spring semesters. Times will be announced through your student email, and on Eastern Bookstore Facebook page. It is the responsibility of the student to check on times for Book Buyback. If you have any questions concerning Book Buyback, you can call the Eastern Bookstore at 918.465.1713.

The Bookstore reserves the right to determine the titles and quantities for all books purchased at Book Buy-Back. This policy in no way obligates the Bookstore to purchase books from anyone.

The Book Buy-Back list will consist of books to be used in the next semester. All books must be clean and in condition for resale.

Bookstore Hours

Monday – Thursday: 7:45 a.m. to 4:30 p.m.
Friday: 8:00 a.m. to 4:00 p.m.
Phone: 918.465.1713

05.009 – Family Educational Rights and Privacy Act (FERPA)

Eastern Oklahoma State College follows the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Eastern Oklahoma State College:

- Provides students with an opportunity to inspect and review his/her education records within forty-five (45) days of the receipt of a request. Eastern considers a request from a student to amend inaccurate or misleading information on the student's education records and offers the student a hearing on the matter if it decides not to amend the records. Eastern also offers the student the right to place a statement to be kept and disclosed with the record if, as a result of the hearing, the College still decides not to amend the record. Eastern Oklahoma State College is not required to consider requests for amendment under FERPA that seek to change a grade or disciplinary action or seek to change the opinions or reflections of a school official or other person reflected in an education record.
- Provides students with copies of education records or otherwise makes the records available to the student if the student, for instance, lives outside of commuting distance of the school.
- Retracts the names and other personally identifiable information about other students that may be included in the student's education records.

Eastern Oklahoma State College is not required to:

- Create or maintain education records.
- Provide students with calendars, notices or other information which does not generally contain information directly related to the student.
- Respond to questions about the student.

Educational records include written documents (including student advising folders), computer media, microfilm or microfiche, video or audio tapes or CD's, film, photographs, and any record that contains personal information that is directly related to the student is an education record under FERPA.

Records not considered as educational records include private notes of individual staff or faculty (NOT kept in student advising folders), campus police reports, medical records, statistical data compilation that contain no mention of personally identifiable information about any specific student.

Eastern Oklahoma State College may disclose, without consent, directory information. Directory information includes name, address, phone number and email address, dates of attendance, degree(s) awarded, enrollment status, major field of study. Non-directory information includes social security number, student identification number, race/ethnicity/nationality, gender, transcript or grade report.

Complaints of alleged violations may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW. Washington, DC 20202-4605

Complaints must be submitted in a timely manner, no later than 180 days from the date you learned of the circumstances of the alleged violation. Complaints must contain specific allegations of fact giving reasonable cause to believe that a violation has occurred including relevant dates, names and titles of College officials and others involved, a specific description of the education record around which the alleged violation occurred, a description of any contact with College officials regarding the matter, the name and address of the College and any additional evidence that would be helpful.

This information, as well as the Student Request to Share Information (FERPA waiver) form can be found on Eastern's website at https://www.eosc.edu/ferpa.

05.010 - Data Privacy

The purpose of this policy is to establish institutional standards and procedures to ensure compliance with the Oklahoma Data Privacy Act (SB 546) (OKDPA). This policy applies to all employees, contractors, vendors, volunteers, and third parties who collect, access, maintain, transmit, or otherwise process personal data on behalf of the College. It also applies to all institutional systems, devices, services, and platforms used to process personal data, whether owned by the College or provided through a third-party service provider.

The College is committed to safeguarding personal data and complying with the Oklahoma Data Privacy Act.

Definitions

Personal Data refers to any information that is linked or reasonably linkable to an identifiable individual. Sensitive Personal Data includes information such as Social Security numbers, driver's license or state identification numbers, financial account information, health-related information, biometric identifiers, student education records protected under FERPA, and authentication credentials such as usernames and passwords. Processing refers to any operation performed on personal data, including its collection, use, storage, disclosure, analysis, or deletion.

A Controller is the entity that determines the purpose and means of processing personal data, while a Processor is a third party that processes personal data on behalf of the College. A Data Subject is an individual whose personal data is collected or processed.

Data Collection & Use

The College collects and processes personal data only as necessary to support legitimate institutional functions and responsibilities. Individuals will be provided appropriate notice regarding the purpose of data collection when required, and the use of personal data will be limited to those purposes consistent with institutional operations, legal obligations, and regulatory requirements. The College will make reasonable efforts to maintain the accuracy of personal data where practical and will retain such data only for the period necessary to meet legal, regulatory, operational, and records retention requirements.

Sensitive Data Protection

Sensitive personal data requires enhanced safeguards due to the potential risks associated with unauthorized disclosure or misuse. Access to sensitive personal data will be restricted to authorized personnel with a legitimate business need based on their job responsibilities. The College will implement appropriate protections such as encryption, secure transmission practices, monitoring controls, and additional access management safeguards where applicable. Sensitive personal data will not be disclosed without proper authorization unless disclosure is required by law.

Individual Rights Under OKDPA

Where applicable under the Oklahoma Data Privacy Act, individuals may have the right to confirm whether their personal data is being processed, request access to their personal data, request correction of inaccurate personal data, request deletion of personal data when appropriate, and opt out of certain categories of data processing. Requests related to these rights must be submitted to the designated institutional privacy contacts and will be reviewed and processed in accordance with institutional procedures and applicable legal requirements.

Data Security

The College will maintain reasonable administrative, technical, and physical safeguards designed to protect personal data against unauthorized access, accidental loss, misuse, alteration, or destruction. These safeguards are intended to support the integrity and availability of institutional systems and data resources while enabling the College to detect, respond to, and recover from security incidents. Employees are expected to follow institutional cybersecurity and data protection policies whenever handling personal data.

Third-Party Service Providers

Third-party service providers that process personal data on behalf of the College must enter into written agreements that clearly define their responsibilities related to data protection and security. These providers are required to maintain appropriate safeguards, use personal data only for authorized purposes consistent with contractual obligations, and promptly notify the College of any known or suspected data breaches involving institutional data. Vendor agreements must include appropriate privacy and security provisions consistent with OKDPA expectations and institutional standards.

Data Retention and Disposal

Personal data will be retained in accordance with institutional records retention schedules and applicable legal and regulatory requirements. When personal data is no longer required for

institutional, legal, or operational purposes, it will be securely deleted or destroyed using approved disposal methods designed to prevent unauthorized access or reconstruction.

Data Breach Response

Any suspected or confirmed unauthorized disclosure, access, or misuse of personal data must be reported immediately to the Information Technology Department and appropriate institutional leadership. The College will investigate incidents promptly and will comply with applicable breach notification requirements under Oklahoma law and other relevant regulations.

Compliance and Enforcement

Failure to comply with this policy may result in disciplinary action up to and including termination of employment or termination of contractual relationships. Violations may also result in civil or legal penalties under applicable law.

05.011 – Veteran Affairs Students

Please visit the Eastern website at http://eosc.edu/veterans for full information.

05.012 – Leave of Absence Policy (Military Students)

Under Eastern Oklahoma State College's Leave of Absence Policy, students who are currently in the military shall be eligible to:

- Withdraw from any or all courses for the period of active-duty service without penalty to admission status or GPA and without loss of institutional financial aid; or
- Receive an "I" for any or all courses for the period of active-duty status irrespective of the student's grade at the time the "I" was awarded; provided, however, that the student has completed a minimum of fifty percent (50%) of all coursework prior to being called to active duty and the student completes all courses upon return from active duty. The student's admission status and GPA shall not be penalized, and the student shall not experience loss of institutional financial aid.

05.013 – Financial Aid Department

Eastern's Student Financial Aid Department assists students in meeting their education costs via financial aid and scholarships. The programs typically available are as follows: Pell Grants, Subsidized and Unsubsidized Direct Stafford Loans, Supplemental Educational Opportunity Grants (SEOG), Oklahoma Tuition Aid Grants (OTAG), College Work Study, Institutional Employment, and Institutional scholarships. Information concerning these programs may be obtained by visiting the Financial Aid Office. Students should complete the Free Application for Federal Student Aid (FAFSA) online at https://studentaid.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. Additional financial aid policies can be found by visiting http://www.studentaid.gov.

The Financial Aid Department and Business Office also work with off-campus entities to coordinate grants and scholarship from tribal, state, nonprofit, and private businesses and organizations. Students can receive up to a standard financial aid budget annually through all types of financial aid sources and may be limited when receiving up to the budget. Students must complete each semester with satisfactory academic progress (SAP) to continue to receive financial aid while attending Eastern. Please feel free to direct questions to the Financial Aid or Business Office via in-person, telephone, or email avenues.

05.014 – Library Media Center

Eastern's Library Media Center contains a collection of print and electronic information sources. There is seating accommodation for students, as well as individual and group study areas. Except for reserve books, there is open access to approximately 53,000 books, as well as 42 periodicals, 5 local newspapers, and 2 computer labs.

Hours and Services

Library hours are posted in the Bill H. Hill Library/Administration 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. Book 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 if 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.

Non-Circulating Materials

(includes Reserve books, Reference Textbooks, and Periodicals)
The Reserve Textbooks Section is behind the information desk on the second floor. Reserved textbooks are for use in the Library only. Students must ASK for Reserve textbooks and check 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.

Internet 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.

Penalties

Books and materials that are not returned when they are due are subject to a fine of $0.05 per day per item. All library records should be cleared before transcripts are given by the College. Materials lost, destroyed, or damaged must be paid for. A $15.00 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.

Library Code of Conduct

To provide a safe, secure, and welcoming atmosphere, conductive to the appropriate use of facilities, staff, services, and materials, the following are prohibited. Library rules are enforced at the discretion of any library staff member.

- Loud or unreasonable noise. Please turn cell phone ringers off and take phone calls in the stairwells or outside.
- Inappropriate behaviors directed towards fellow library patrons, staff, or faculty.
- Excessive, unproductive use of campus computers or internet access in the library space (playing games, etc.)
- Intentionally damaging, destroying, or stealing library or personal property.
- Removing library materials, except through established lending procedures.
- Presence in staff-only areas without permission of staff.
- Alcohol or tobacco use.
- Animals (except for service dogs).
- Selling or soliciting.
- Misuse of restrooms.
- Posting materials anywhere in the library. (Posting on the bulletin boards is allowed if permission has been granted by Student Services or Library Staff).
- Any other illegal activity or conduct in violation of federal, state, local, or campus law, ordinance, or regulation.

**Food and drinks are allowed only in approved areas of the library and never near computer stations, however, we do ask that drinks are covered, and food is properly disposed.

05.015 – Student 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. 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 education major. The advisor helps guide the student through his/her academic career while at Eastern. A degree plan should be 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.

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 $25.00, and lifetime membership is $200.00. Graduates are given a complimentary two-year membership immediately following graduation.

Campus Police

The Campus Police Chief is on the first floor of Bill Hill Library/Administration suite 139, Campus Police Chief is in room 137 and is available Monday through Friday from 8:00 a.m. to 5:00 p.m. Officers are on duty seven (7) days a week. If you need the service of Campus Police, call 918.448.2365. In all cases of emergency where you have access to a cell or landline, please call 911 and state your location. Crime Statistics for Eastern can be found at http://ope.ed.gov/security/GetOneInstitution Data.aspx.

Check Cashing

The Business Office will cash one (1) personal check per week up to a maximum of $25.00 per check. Two-party checks will not be cashed. Students are required to produce a Student ID, a photo identification card (driver's license), or a passport/visa before the check will be accepted by the College. A charge of $50.00 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 at the McAlester and Idabel campuses. 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(c)(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. (Bill Hill Library Building, room 115).

Dining Service

Meal Cards: For residence hall students, meals plans are billed at the same time as housing cost and your Student ID serves as your meal card. If an ID card is misplaced or lost, the student will be charged $15.00 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

Commuter Meals Options
$1,200 per semester for ten (10) meals per week
$1,995 per semester for eighteen (18) meals per week
$80.00 for 10 meals to be used throughout the year
$160.00 for 20 meals to be used throughout the year

The meals will be deducted each time the student eats in the cafeteria.

Hours of Operations: Hours of operation may vary and are posed outside the cafeteria which is located in the Student Center.

Student ID

Before getting a student ID, students must sign into their Self-Service account and click on "Designate Direct Deposit." This step allows the student to select either the Mountaineer Student ID or the Mountaineer Debit card. If you currently have a personal bank account, you may enter this information here and your student refunds will automatically be sent to your bank account. If you do not have a current bank account this step will set an account up for you and your student refunds will be sent to this account.

Herring Bank Card

To get your Mountaineer Card, you will need a State Issued ID and Social Security card. The Mountaineer Debit Card will be mailed to the student's home address.

To begin using the new Mountaineer student ID/debit card you will need to activate the card by performing a balance inquiry at one of the ATM's listed below. (Activation is required for Mountaineer Debit cards only). You will need to use the four-digit PIN number you selected when you received your card. To make the most economical and convenient use of your Mountaineer card we recommend that you use a fee free ATM.

Fee free ATMs are located at the following locations:

- Wilburton campus (1st floor E.E. Tourtellotte Student Center)
- McAlester campus (lobby)
- Idabel teaching site (lobby of SEOSU's McCurtain County campus)

Deposits can also be made to your Mountaineer card account by going online to www.MountaineerCard.net, in person at any Herring Bank location, 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 number. 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 should never share their PIN number with any individual.

Student Refund Choice

Students are allowed to make changes to their refund choice at any time by logging into Self-Service and updating their designation for direct deposit.

No account option is preselected for students, each student is free to make a choice on how they would like to receive their credit balance refund.

Students can receive a paper check but are encouraged to choose an electronic method to ensure the safety and security of their refunds.

Native American Affairs

The Choctaw Nation Student Center is located on the ground level of Johnston Hall and provides a support service for Choctaw Nation of Oklahoma tribal members. Support services are provided through one-on-one counseling and outreach programs. The following areas of student development are emphasized: academic development, personal adjustment/development, motivation, and career goals. Limited services are provided for sophomores to assist students through graduation or successful transfer to other institutions.

The program director works closely with other offices of the College. These efforts include 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 Eastern Post Office located across the hall from the Bookstore or call 918.465.1703.

Student Activities

Eastern 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 Director of Student Life for procedures.

Student Organizations:

Aggie Club
Baptist Collegiate Ministries
Business Club
Criminal Justice Club
Honors Club
Photography Club
Social Science Club
Student Government Association
Phi Theta Kappa Club
Math & Science Club
Nursing Club (OSNA)
Fellowship of Christian Athletes
Multicultural/International Club
Bible Chair (Church of Christ) Ministries

United Ministries

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

Music Groups:
Concert Band
Concert Choir

Athletic Teams:
Men's & Women's Soccer
Men's & Women's Basketball
Baseball
Softball
Cheerleading

Student Complaint Process

If a student believes that an action has been taken against him/her by a member of the College staff that misrepresents a policy or a procedure and/or violates the student's right to education, the student may request that the action be reviewed by following the Student Complaint Process. This process has been designed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level.

A student complaint may involve an Eastern employee (faculty, staff, or student-employee) or other students. Students with a complaint involving an employee should first seek to resolve the issue with the employee. If the matter cannot be resolved with the employee, the complaint can be forwarded to the employee's supervisor. The online Student Complaint Form at http://www.eosc.edu/complaint may be used to submit a formal complaint when a student has been unable to satisfactorily resolve an issue with the faculty, staff, students, or others involved or if the complaint falls into a different category.

Before completing a Student Complaint Form, refer to the Student Handbook for the process for addressing academic matters and student discipline violations.

Student Health Services

Eastern has developed a partnership with the Wilburton Health & Wellness Center to provide health care to students. Students with health insurance coverage may contact the center directly to receive services. Uninsured students may contact the Office of Student Affairs to schedule an appointment for the following services:

- Treatment for minor illness and injuries, referrals to health care providers, specialists or community agencies.
- Basic office visits and basic physical exam visits (family practice physician and nurse practitioner).
- Lab tests and X-Rays/EKGs needed to assist in a diagnosis.
- Short-term counseling by a licensed mental health provider.

The Wilburton Health & Wellness Center is located at 802 Highway 2 North, Wilburton, OK 918.465.0005. Visit www.eosc.edu/health to learn more or to make an appointment.

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 regarding renters' insurance policies may be found online.

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 Office of Student Affairs, E.E. Tourtellotte or 918.465.1818. Several reasonably priced insurance policies are available from the private business sector. Each student is strongly encouraged to invest in appropriate coverage.

All student athletes are required to have a minimum of an accident-only primary insurance policy. This policy must cover NJCAA athletic injuries. To complement the student athlete's primary insurance, Eastern provides a secondary insurance policy in the event a student athlete sustains an injury resulting from a practice, workout, or competition supervised by the Athletic Department.

Student Success Center

Located on the ground level of Johnston Hall, the Student Success Center helps ensure academic success in college by providing the following help to eligible students:

- Individual and group tutoring from 8:00 a.m. to 8:00 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays. No appointment is necessary (hours are subject to change). Remote tutoring is available by appointment only.
- Student Workshops – FAFSA completion, financial literacy, study skills, career exploration, resume building, mental health awareness, budgeting 101, student loan personality testing, note taking, time management, transfer planning, test taking skills, and ACT and ACCUPLACER preparation.
- Cultural Enrichment Activities – museums, plays, concerts, and leadership conferences.
- Lending Library – tape recorders, calculators, pen readers, Gen-Ed course textbooks, reference books, and dictionaries.
- SSS Grant Aid Scholarship – available to qualifying participants.
- Counseling – academic, transfer, personal, and career.
- Student advocacy

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.

05.016 – Tobacco, Alcohol, and Drugs

In accordance with state law, the use of tobacco, vaping devices, or any other smoked substances 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.

The Oklahoma Tobacco Helpline 1-800-QUIT-NOW (1.800.784.8669) is promoted (English and Spanish) to the general public within the community.

Tobacco use is the number one cause of preventable death in the United States, killing more than 7,500 Oklahomans every year. In recognition of the fact that all forms of tobacco products are hazardous to human health and that there is no safe level of exposure to secondhand smoke, it shall be the policy of Eastern Oklahoma State College to prohibit all use of tobacco products.

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. 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.

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 law 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 part of any college-sponsored activities.
- Considers a violation of this policy to be a major offense, which can result in requirement 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/her supervisor in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five (5) calendar days following the conviction.
- Forbids an employee from performing sensitive safety functions while a prohibited drug(s) is in his/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, or restriction of student's activities or privileges. Students will be charged for all damages or misappropriations 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.

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.) may 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 dangerous 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 financial 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 (1) 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 (2) 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, or manufacture of drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, inhale, or otherwise introduce into the human body a dangerous substance. Delivery by a person aged 18 or over to a person under 18 at least three years his or her junior is a felony. Otherwise, violation is a misdemeanor.

Driving with 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. The first offense is a misdemeanor. Second and subsequent offenses may be felonies and may result in suspension of driving privileges for six (6) months.

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

Marijuana Policy

The use, possession, sale, or distribution of marijuana (including medical marijuana, edibles, and products containing marijuana) on any college-owned or controlled property is illegal and against Eastern Oklahoma State College policies. Specifically, possession or use (including smoking or consuming) marijuana is not allowed on any college property (including parking lots) or at college-sponsored activities. Additionally, you may not come to class or work under the influence of any illegal substance, including marijuana.

Federal Law

Eastern Oklahoma State College receives federal funding through Title IV in the form of student financial aid (grants, loans, and work-study programs) and through federal research grants. As a condition of accepting those federal funds, Eastern Oklahoma State College is legally bound to comply with the Federal Drug-Free Schools and Communities Act, which mandates the implementation of drug prevention programs and prohibits the use of illegal drugs on campus or at college sponsored events and activities. The college must also comply with the Federal Drug-Free Workplace Act, which describes the drug-free policies required at workplaces with certain federal contracts. Further, the college must also comply with the Federal Controlled Substance Act, which criminalizes the growth and use of marijuana and makes no distinction between medical and recreational marijuana use.

Medical Marijuana

Because marijuana remains illegal under federal law, even those persons with a valid medical marijuana license are strictly prohibited from using or possessing medical marijuana on the campus or property of Eastern Oklahoma State College or at events authorized or supervised by the college.

Disciplinary Actions

It is illegal for students, employees, or any other persons to use, be under the influence, manufacture, possess, cultivate, distribute, purchase, or sell any alcohol and/or drugs (illegal and/or dangerous or controlled substance, including marijuana) and/or any drug paraphernalia while on any campus, college-owned or college-controlled property, and/or at any function authorized or supervised by the college, and/or in state-owned or leased vehicles. Students and employees found responsible for selling or distributing marijuana on or off campus will be subject to disciplinary actions(s); students and employees found responsible for using or possessing marijuana on campus (even those with a valid medical marijuana license) will be subject to disciplinary action(s); and, students and employees found responsible of using or possessing marijuana off campus (without a valid medical marijuana license) will be subject to disciplinary action(s). Violations of this policy are considered serious infractions. Individuals who violate this policy shall be subject to appropriate disciplinary actions. Student disciplinary actions may include warnings, probation, restrictions, educational courses, fines, suspension, or expulsion. Employee disciplinary actions may include warnings, probation, restrictions, suspension, demotion, or termination.

Health Risks

Health risks generally associated with alcohol and drug abuse can result in but are not limited to lowered immune system, damage to critical nerve cells, physical dependency, lung disease, 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 judgement 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. They 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 failure.

Cannabis (marijuana, hashish, hash, etc.) impairs short-term memory comprehension, concentration, coordination, and motivation. They 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 dependency 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

Latimer County Health Department: 918.465.5673
Eastern Sky, PC (Personal Counseling): 918.465.0300
National Institution on Drug Abuse: 1-800-662-HELP
National Drug Hotline: 1-800-COCAINE
Reach-Out Hotline: 1-800-522-9054
Tobacco Hotline: 1-800-784-8669

If you have questions, please call the Eastern Oklahoma State College Police Department at 918.465.1718 or Office of Student Affairs at 918-465-1818.

05.017 – Student Code of Conduct

Student Conduct Authority

The Vice President of Student Affairs or their designee 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 Vice President of Student Affairs or their designee for final determination. These policies shall be reviewed annually.

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 objectives. 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 College while disciplinary action is pending. The Vice President of Student Affairs or their designee 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 Vice President of Student Affairs or their designee. 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 (Eastern), 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 Eastern 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 Eastern. 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 violations 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 is prohibited.
10. Harassment in every form, including sexual harassment/assault, is prohibited. Harassment is considered 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 as well as dangerous electronic devices such as hover boards etc. 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 are 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.

Violations 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

Any member of the College community may lodge a complaint against a student for violation of the Student Code. A complaint shall be prepared in writing and directed to the Vice President of Student Affairs or their designee. Any complaint should be submitted as soon as possible after the event takes place. Delayed reports may make resolutions more difficult or impossible.

Students violating the College Code, rules, or regulations will be disciplined according to established judicial procedures outlined below. However, traffic violations, the collections of monies owed to the College, 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 Vice President of Student Affairs or their 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 Vice President of Student Affairs or their designee will assign appropriate sanctions.

For more serious or repeat violations, or at the violator's request, a formal Disciplinary Hearing may be held.

Disciplinary hearings shall be conducted by the Vice President of Student Affairs or their designee, referred to here as the "Hearing Officer" according to the following guidelines:

1. Disciplinary hearings shall be conducted privately.
2. The complainant, accused students, and their advisors, if any, shall be allowed to attend the entire portion of the hearing at which information is received (excluding deliberations).
3. 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 Hearing Officer 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 a Disciplinary Hearing.
4. 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 (2) business days prior to the hearing, witnesses will provide information to and answer questions from the Hearing Officer. 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 Hearing Officer rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid the creation of an adversarial environment.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration at the hearing at the discretion of the Hearing Officer.
6. All procedural questions are subject to the final decision of the Hearing Officer.

7. After the portion of the Disciplinary Hearing concludes in which all pertinent information has been received, the Hearing Officer shall determine whether the accused student has violated each item of the Student Code, which the student is charged with violating.
8. The determination shall be made based on whether it is more likely than not that the accused student violated the Student Code.
9. 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.

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.

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

The Hearing Officer may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the complaint, accused student and/or other witness during the hearing by providing separate facilities, by using visual screen and/or by permitting participation by electronic means or written statement, where and as determined in the sole judgement of the Hearing Officer to be appropriate.

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

Sanctions

The following sanctions may be imposed upon any student found to have violated the Student Code however, it is the rights of the Vice President of Student Affairs or their designee to determine what level of sanction will be imposed at any given time for any given violation:

1. Disciplinary Warning – A notice may be sent in writing to the student regarding the violation. Subsequent violations will result in more severe sanctions.
2. Disciplinary Probation – A written reprimand for violation of specific regulations. Probation is for a designated period and may range from three (3) months to one (1) 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.
3. Loss of privileges – Denial of specified privileges for a designated period.
4. Fines – Previously established fines may be imposed.
5. Restitution – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
6. Discretionary Sanctions – Work assignments, community service hours, essays, service to the College, changing of housing assignment, eviction from campus housing or other discretionary assignments. Eviction can occur automatically after three (3) separate violations unless the violation is deemed severe, in which case the eviction will be immediate.
7. College Suspension – Separation of students from the College for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
8. College Expulsion – Permanent separation of the student from the College.

9. 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 the 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.
10. 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. Withholding a degree requires approval from the Vice President of Academic Affairs.

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

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 included in the education 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.

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.

Interim Suspension

In certain circumstances, the Vice President of Student Affairs, or their designee, may impose a College or residence hall suspension prior to a student appearing before a disciplinary hearing or action.

Interim Suspension may be imposed only:

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

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 Vice President of Student Affairs or their designee may determine is appropriate.

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 Hearing Officer may appeal for a new hearing to the Vice President of Student Affairs within five (5) academic days of the decision. If the Vice President of Student Affairs served as the Hearing Officer, the President shall appoint an ad-hoc committee of three (3) members from the College community to serve as an Appeals Committee. Untimely appeals will NOT be considered. Such appeals should be presented in writing and should be delivered to the Office of Student Affairs. Appeals must be based on one or both of the following grounds:

1. Due process procedures were violated.
2. A prejudicial error was committed during the hearing which resulted in the student being denied a fair hearing.

If the Vice President of Student Affairs or the Appeals Committee grants the appeal, the case will be referred to the Hearing Officer, for a new hearing. Only cases involving suspension or expulsion may be appealed to the President.

05.018 – Affirmative Action

In compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title IX of the Education Amendment of 1974, and all other federal, state, school rules, laws, regulations and policies, Eastern Oklahoma State College does not discriminate on the basis of sex, race, color, age, religion, national origin, status as a veteran or disability in the educational programs or activities which it operates. Such nondiscrimination applies to all policies, practices, and procedures, including those pertaining to admission.

It is the intent of Eastern Oklahoma State College administration, faculty, and staff to comply with both the letter and spirit of the law in making certain that discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 of the Rehabilitation Act and the Americans with Disabilities Act have been established for students, their parents, faculty, and staff members who feel discrimination has been shown by the College.

Any complaint may be made to the Director of Human Resources, located in the Bill H. Hill Library/Administration Building, Room 141.

Complaints may also be filed with the Regional Office for Civil Rights at:
U.S. Department of Education, Region VII
Office for Civil Rights
10220 N. Executive Hills Boulevard
Kansas City, MO 64153

05.019 – Americans Disabilities Act (ADA)

The Americans Disabilities Act of 1990 (ADA) is the civil rights guarantees 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 people who have visible disabilities – such as people 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 to have 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 154, 918.465.1810). Reasonable accommodation is provided 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. Documentation 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 accommodation. 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 diagnostic evaluation, and date of the 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 accommodation.
7. The credentials of the diagnosing professional(s).

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

Students must provide adequate documentation that supports and confirms their disability and accommodation requested. Arrangements for students with disabilities will be made on an individual basis and are designed to level access to 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 Academic Affairs and/or their appropriate College officials and other appropriate grievance procedures.

A memorandum and supporting documentation listing the appropriate accommodation will be prepared and delivered to the students' instructors. Students need to make arrangements to meet with their instructors within the first two (2) weeks of the semester to discuss the accommodation needed.

Students should make an appointment to meet with the Student Disability Services Coordinator if they need modifying their accommodation, 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 accommodation. Late requests from students for accommodation 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 for Academic 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 the decision of the Vice President for Academic 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 Academic Affairs.

05.020 – Computer Use Policy

Access to modern information technology is essential to the pursuit and achievement of excellence across the Eastern Oklahoma State College (Eastern) mission of instruction, research, and academic advancement. The privilege of using computing systems and software, as well as internal and external data networks, is important to all members of the Eastern 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 general guidelines for the use of Eastern computing resources equipment, services, software, and computer accounts by students, faculty, staff, and administration.

Computer Use Definitions

Abuser – Any user or other person who engages in misuse of computing resources as defined in this policy.

Computing resources – Includes computers, computer equipment, computer assistance services, software, computer accounts provided by Eastern, information resources, electronic communication facilities (including electronic mail, telephone mail, internet access, network access), or systems with similar functions.

Computer account – The combination of a user number, username, or user id and a password that allows an individual access to a mainframe computer or some other shared computer or network.

Information resources – Data or information and the software and hardware that render data or information available to users.

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

Peripherals – Special-purpose devices attached to a computer or computer network, such as printers, scanners, plotters, and similar equipment.

Server – A computer that contains information shared by other computers on a network.

Software – Programs, data, or information stored on magnetic media (tapes, disks, diskettes, cassettes, etc.). Usually used to refer to computer programs.

System Administrator – Faculty, staff, or administrators employed by a central computing department such as Computer Services whose responsibilities include system, site, or network administration and other faculty, staff, or administrators whose duties 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.

User – Any individual who uses, logs in, attempts to use, or attempts to log into a system, whether by direct connection or across one or more networks, or who attempts 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.

Computer Use Policy

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

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

- Attempting to modify, remove, or add computer equipment, software, or peripherals without proper authorization.
- Accessing computers, computer software, computer data or information, or networks without proper authorization, regardless of whether the computer, software, data, information, or network in question is owned by Eastern, including but not limited to, abuse, or misuse of networks to which Eastern belongs or computers at other sites connected to those networks.
- Circumventing or attempting to circumvent normal resource limits, logon procedures, and security regulations.
- Sending fraudulent computer mail, breaking into another user's electronic mailbox, or reading another user's electronic mail without proper permission.
- Sending any fraudulent electronic transmission including but not limited to fraudulent requests for confidential information, fraudulent submission of electronic purchase requisitions or vouchers, and fraudulent electronic authorization of purchase requisitions or vouchers.
- Violating any software license agreement or copyright, including copying or redistributing copyrighted computer software, data, or reports without proper, recorded authorization.
- Using Eastern computing resources to harass or threaten others.
- Using Eastern computing resources for development, posting, transmission of, or link to, any of the following: commercial or personal advertisements, solutions, promotions, destructive programs, political materials, messages which are fraudulent, harassing, obscene, indecent, profane, intimidating, or otherwise unlawful, or any other unauthorized or personal use.
- Taking advantage of another's naivete 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.
- Physically interfering with other users' access to the Eastern computing resources.
- Encroaching on others use of Eastern computer resources, including but not limited to, disrupting other users use of 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 disk partitions, attempting to crash or tie up an Eastern or network computer, or damaging or vandalizing Eastern or network computing resources, equipment, software, or computer files.
- Disclosing or removing proprietary information, software, printed output or magnetic media without the explicit permission of the owner.

- Reading other users' data, information, files, or programs on a display screen, as printed output, or via electronic means, without the owner's explicit permission.
- Violating any applicable federal, state, or local regulations.

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

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 Eastern system against unauthorized access.

Computing Resources Access – Access to Eastern's computing resources is a privilege granted to Eastern students, faculty, staff, and administrators. Eastern reserves the right to limit, restrict, or extend computing privileges and access to its information resources.

Freedom of Communication – It is the intention of Eastern to maximize freedom of communication for purposes that further the goals of Eastern. Eastern places high value on open communication of ideas, including those new and controversial.

General Right of Privacy – A general right of privacy should be extended to the extent possible to the electronic environment. Eastern 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.

- Eastern is an agency of the State of Oklahoma and therefore subject to the Oklahoma Open Records Act. For Eastern employees, electronic information created in the performance of their duties may be public records, just as are paper records. Such records may be subject to review and/or release under Oklahoma law. All computer files and email communications, unless subject to a specific privilege, are subject to production under the Oklahoma Public Records Act and, when relevant, to discovery in civil litigation. In these cases, disclosure of personal email or files not related to the specific issue discussed in any Public Records request or discovery will be avoided to the extent allowed by law.
- Administrative files of Eastern 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 endeavors will not be subject to such a review.
- There is an acknowledged trade-off between the right of privacy of a user 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 determine if security violations have occurred or are occurring. 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.

- Computer systems and stored data are subject to review by Computer Services for audit purposes or when a violation of Eastern's policy or law is suspected.

Disclaimer – Eastern makes no warranties of any kind, whether express or implied, regarding the electronic communications facilities or services it provides. Eastern will not be responsible for any damages suffered by a user using the Eastern electronic communications facilities or services, including but not limited to, loss of data resulting from delays, no deliveries or service 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. Eastern specifically denies any responsibility for the accuracy or quality of information obtained through its electronic communications facilities and services.

Computer Use Procedure

Computer accounts will be issued to authorized users only by Computer Services personnel or their designee.

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 Eastern.

User passwords must be kept private and may not be disclosed to any other individual or entity. A password must NEVER be posted or placed where it can be discovered by someone other than the user.

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.

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

Computer Use Investigation Procedures

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 Eastern may pursue any or all the following steps to protect the user community.

- Take action to protect the system(s), user jobs, and user files from damage.
- Begin an investigation and notify the suspected abuser's project director, instructor, academic advisor, dean or administrative office of the investigation.
- Refer the matter for processing through the appropriate Eastern disciplinary system.
- 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 requests an appeal, which procedures will be provided to the appealing user in writing.
- 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.
- In the event the misuse also constitutes a violation of any applicable federal, state, or local law, Eastern will refer the matter to appropriate law enforcement authorities.

Gramm-Leach Bliley Act (GLBA)

The Gramm-Leach Bliley Act requires financial institutions to protect the privacy and security of consumers' nonpublic personal information. It requires that institutions:

- Implement measures to secure students' personal financial information.
- Inform students about how their data is collected, shared, and protected.
- Only share personal information with third parties under certain conditions and provide customers the opportunity to opt-out in some cases.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student educational records. It gives the student the following expectations:

- The right to inspect and review their educational records.
- The institution cannot release personally identifiable information from a student's record without written consent, except under certain conditions.
- The right to request corrections to their records if they believe information is inaccurate or misleading.

05.021 - College Email Acceptable Use Policy

This policy establishes the acceptable use of college-issued email addresses and ensures the responsible use of electronic communication by all faculty, staff, and students. This policy applies to all individuals who are issued a college email address, including faculty, staff, students, contractors, and authorized affiliates.

College email accounts are provided to support academic, administrative, and operational functions. All users are expected to use these accounts in a responsible, ethical, and lawful manner consistent with the mission and policies of the college.

Acceptable Use Includes

- Communicating for official college business, including academic and administrative matters.
- Engaging in professional correspondence related to teaching, research, and college-related services.
- Participating in college-sponsored activities, events, and programs.
- Complying with federal, state, and institutional privacy and data protection laws (e.g., FERPA, HIPAA, etc.).

Unacceptable Use Includes, but is Not Limited To

- Using the college email for personal financial gain, political campaigning, or commercial activities unrelated to the college.
- Sending threatening, harassing, obscene, or discriminatory messages.
- Sharing login credentials or allowing unauthorized access to an account.
- Engaging in phishing, spamming, or any form of unauthorized mass communication.
- Transmitting confidential or sensitive college information without proper authorization or security.
- Automatically forwarding college email to personal accounts without appropriate safeguards.

Security and Privacy
Users are responsible for maintaining the security of their email accounts, including using strong passwords and reporting suspicious activity. While the college takes reasonable steps to ensure privacy, email communications may be monitored or accessed for legal, security, or administrative reasons. All emails (personal or private) sent through a college email address may be subject to the Oklahoma Open Records Act.

Account Management
- Email accounts for faculty and staff are deactivated upon separation from employment unless otherwise authorized.
- Student accounts may remain active for a defined period after graduation or withdrawal, as determined by the college's IT policy.
- All accounts are the property of the college and must be used in accordance with institutional policies.

Enforcement
Violation of this policy may result in disciplinary action, including but not limited to revocation of email privileges, suspension, termination, or legal action as appropriate.

05.022 – Financial Policy

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

- The student agrees to pay Eastern Oklahoma State College the full balance due on their student account prior to the first day of classes deducting any pending financial aid.
- Eastern Oklahoma State College may apply up to $200.00 of federal aid that exceeds the current term balance towards any prior balance on the student's account.
- If a student should default on paying their account balance, 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 the students past due balances.
- The student understands that all unpaid charges may be subject to credit bureau reporting and/or state income tax attachment.
- If a student is unable to attend Eastern for any reason, the student understands they must OFFICIALLY withdraw within the published drop/add periods to avoid financial obligation or grade liability.

- The student understands that a transcript and registration hold may be placed on an unpaid account. Students receiving veterans' benefits should visit www.eosc.edu/veterans for more information.

Payment of student financial obligations can be made in the Business Office located on the first floor of the Library Building, by mail, or through the student's Self-Service portal. Mailed payments should include the student's name and ID number for easy identification when processing the payment. Student billing statements will be sent to the student's Eastern email each month and mailed to the students address once a semester. It is the student's responsibility to check their emails and their student account balance through Self-Service. Tuition, fees, and book charges are due with the first billing statement. The unpaid student balance will be charged a finance charge of 1.5% each month there is a balance on the account.

05.023 – Student Financial Obligation Policy

To remain in good financial standing with the institution and continue to participate in its educational programs, services, and benefits students must meet all financial obligations incurred on or before the published deadlines.

Tuition and Fees

Tuition and fees must be paid before the first day of classes each semester. However, students who are scheduled to receive financial aid are not required to make payments in order to remain enrolled. If payment is not received and financial aid is not in place by the start of classes, the student's class schedule may be subject to cancellation

Student account balances must be less than $200 to be eligible for enrollment in current or future semester.

Non-payment or failure to attend classes does not constitute a withdrawal or drop and does not relieve the students of financial obligations. Students who drop/change their course schedule prior to the drop date will have their account balances credited/adjusted based on the changes made to their schedule.

Non-payment of any charges may result in collections or litigation against the student. Delinquent accounts will be reported to the collection agency used by Eastern during that time. This may affect the student's credit rating. Additionally, any unpaid balances will be collected through the Oklahoma State Tax Offset Program.

Bookstore

Bookstore charges and course materials can be applied to a student's account, similar to tuition and fees, provided the student is receiving sufficient scholarships and financial aid to cover their full account balance.

Housing Fees

Students seeking on-campus housing must pay their housing reservation and housing deposit in full before a room assignment can be made.

Room and board charges are due at the start of the semester. Students must pay for room and meal fees in accordance with Eastern's schedule. Students who are habitually late, become more than one (1) payment behind, or have past due housing fines are subject to removal from campus housing.

Meal Plans

All residents in Choctaw Hall, Johnston Hall, East Campus Apartments, and Regents Court Apartments are required to purchase a campus dining meal plan. Students must present their Mountaineer Card (campus ID) at The Coal Mine dining hall and Cyber Café to access their dining meals. Each meal plan includes $60.00 per semester of Mountaineer Bucks that can be used for meals, snacks, or drinks at the Cyber Café between meals. Students can also use their Mountaineer Bucks to purchase a meal for a student guest.

All meal plans and original Mountaineer Bucks associated with a meal plan expire at the end of each semester and will not be refunded or carried over to the following semester.
Commuting students have three (3) meal purchase options available through campus dining. They may choose to buy individual meals from the campus dining area or may purchase a 10-meal ticket for $80.00 or a 20-meal ticket for $160.00. The commuter meal tickets can be purchased from the Business Office.

Parking

Students must register for a parking permit in the Office of Student Affairs, located in the E.E. Tourtellote Student Center. The cost of a parking permit is $20.00 (charged to the student's account) and is valid for one (1) year. The cost of a replacement permit is $5.00 each.

Students are not permitted to drive their cars across campus to attend class, they are expected to walk unless there is a physical reason for them to be transported (physician's note required) in this manner.

Mail and Shipping Center

All students, faculty, and staff that would like to receive their personal mail through College mail will be required to purchase a post office box in the Mail and Shipping Center in the E.E. Tourtellotte Student Center.

Check Cashing

The Business Office will cash one (1) personal check per week up to a maximum of $25.00 per check. Two-party checks will not be cashed. Students are required to produce a student ID, a photo identification card (driver's license), or a passport/visa before the check will be accepted by the College. A $50 fee will be assessed for each check returned to the Business Office from the presenter's bank. Note: as of this publication, there is an ATM in the E.E. Tourtellote Student Center along with one at the McAlester campus and Idabel campus. Checks cannot be cashed by the College at any branch campus.

Student Financial Obligation Agreement

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

- The student agrees to pay Eastern Oklahoma State College the full balance due on their student account prior to the first day of classes deducting any pending financial aid.

- Eastern Oklahoma State College may apply up to $200.00 of federal aid that exceeds the current term balance towards any prior balance on the student's account.
- If a student should default on paying their account balance, 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 the students past due balances.
- The student understands that all unpaid charges may be subject to credit bureau reporting and/or state income tax attachment.
- If a student is unable to attend Eastern for any reason, the student understands they must OFFICIALLY withdraw within the published drop/add periods to avoid financial obligation or grade liability.
- The student understands that transcript and registration holds may be placed on unpaid accounts. Students receiving veterans' benefits should visit www.eosc.edu/veterans for more information.

Payment of student financial obligations can be made in the Business Office located on the first floor of the Library Building, by mail, or through the student's Self-Service portal. Mailed payments should include the student's name and ID number for easy identification when processing the payment. Student billing statements will be sent to students each month. It is the student's responsibility to check their emails and their student account balance through Self-Service. Tuition, fees, and book charges are due with the first billing statement. The unpaid student balance will be charged a finance charge of 1.5% each month, there is a balance on the account.

05.024 – Weapons and Firearm 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.

05.025 – Eastern Hazing Policy

Eastern Oklahoma State College is committed to maintaining a safe and inclusive environment. Hazing in any form is strictly prohibited. This policy is consistent with Oklahoma state law and the federal Stop Campus Hazing Act (SCHA), and it applies to all students, student organizations, employees, and associated individuals.

Definition of Hazing

Hazing is defined as any intentional, knowing, or reckless act – whether conducted individually or with others – committed against a student or students, regardless of willingness to participate, that:

- Is associated with initiation into, affiliation with, or ongoing membership in any student organization or group recognized by or operating at Eastern,
- Causes or creates a substantial risk of physical or psychological injury, embarrassment, humiliation, or degradation, or
- Violates local, state, tribal, or federal law.

Examples of Hazing include but are not limited to:

- Verbal abuse, threats, or intimidation.
- Whipping, beating, striking, or branding.
- Exposure to the elements or confinement.
- Forced consumption of any food, alcohol, drug, or other substance.
- Sleep deprivation or prolonged social isolation.
- Coerced sexual acts or criminal behavior.

Consent is not a defense. Claims of tradition, group norms, or alumni involvement do not justify hazing activities.

Prohibited Conduct and Sanctions

Hazing is prohibited whether it occurs on or off campus, during official or unofficial activities. Eastern will impose disciplinary actions which may include:

- Suspension or expulsion of students.
- Revocation of recognition, funding, or privileges of student organizations.
- Referral for criminal prosecution under applicable laws.

Oklahoma State Law (21 O.S. §1190) explicitly prohibits hazing The law defines hazing to include activities that recklessly or intentionally endanger a student's physical or mental health for the purpose of initiation or affiliation with an organization. Organizations that violate the law may face misdemeanor charges, fines, or loss of their charter/rights for at least a year.

Reporting Procedures

Anyone may report a hazing incident, and reports may be submitted anonymously.
Hazing incidents can be reported in the following ways:

- Online with the Student Complaint Form at www.eosc.edu
- By email to student-affairs@eosc.edu
- By phone at 918.465.1818
- In person at the Office of Student Affairs, Student Center 208

Campus Security Authorities (CSAs), faculty, and staff are mandatory reporters and must report hazing to the Director of Student Life or Campus Police.

Investigation Process

Eastern investigates all hazing reports promptly and thoroughly. Procedures may include:

- Initial review and witness interviews
- Interim protective measures
- Administrative hearing
- Written findings and sanctions

Law enforcement will be notified as required. Incidents meeting Clery Act criteria will be included in the Annual Security Report (ASR) and the Daily Crime Log.

Prevention and Education
Eastern is committed to hazing prevention through education and leadership development.

Transparency and Public Disclosure
The Stop Campus Hazing Act (SCHA) was enacted in December 2024 and requires institutions of higher education that receive federal funding to publicly report certain hazing violations.

Eastern will publish a Campus Hazing Transparency Report (CHTR) with details such as:

- The name of the registered student organization (RSQ) involved.
- A general description of the violation, including whether alcohol or drugs were involved.
- Investigation dates (incident, investigation start, resolution).
- The college's findings and any sanctions imposed.

These reports must be published twice a year (when there is a finding) and each incident must remain publicly listed for at least five years. The college must also include aggregated hazing data in their Annual Security Report under the Clery Act.

05.026 – Involuntary Medical Withdrawal

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, the 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 withdraw 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, because 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, because of this disorder, engages or threatens to engage in behavior which:

- poses a significant danger or threat of causing physical harm to the student or others
- substantially impedes the lawful activities of other members of the campus community, 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:

- The Chief of Police
- The Chairperson of the Psychology/Sociology Department
- The Director of Nursing or Nursing Department Designee

Commencement of the Process
The Director of Student Life 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 the Standard section of this policy, 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 judgement, the student does not meet the standards 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 judgement, the student may meet the standard for medical withdrawal, the coordinator will arrange for a conference with the student. At the conference, the Coordinator will:

- describe the report.
- explain this policy and provide the student with a copy.
- inform the student that failure to meet the mental health professional may result in conduct action under Eastern's Student Code of Conduct for failure to comply with the directions of College officials acting in the performance of their duties.

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:

- the reliability of the information concerning the student behavior, and/or
- 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 next stages of this procedure will be followed, and every effort will be made to expedite the process. The interim withdrawal remains 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 below. The student may waive the five (5) business day notice period, in writing.

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

The students' rights at the hearing shall include the following:

- The right to be present unless the student disrupts the hearing.
- The right to present relevant evidence.
- The right to question all witnesses at the hearing and to comment upon all the documents presented.

The members of the Committee may also ask questions of any witnesses.

Formal legal rules of evidence will not apply at the hearing. However, the chair may exclude evidence that is not relevant or is cumulative.

The hearing will be closed to the public and the testimony and other evidence will be kept confidential. 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 (2) 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 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 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, at 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 or other College staff.

Medical Withdrawal Appeal
Within five (5) business days from delivery of the Committee's decision, the student may request in writing that the Appeal Panel review the committee's decision. The student shall state in writing the specific points the student wishes the Vice President of Academic Affairs to consider. Within five (5) business days of receiving the appeal, the Vice President of Academic Affairs will inform the student of the decision in writing. The Vice President of Academic Affairs should 1) confirm the Committee's 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 of Academic Affairs decision is final unless the decision is to withdraw the student.

If the Vice President of Academic Affairs 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 deliver of the Vice President of Academic Affairs. 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 Director of Student Life. 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 below.

Readmission
A student who is involuntarily withdrawn, or who obtains a voluntary medical withdrawn 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 students' re-enrollment of readmission. Approval may be granted only if the Committee determines, in terms of professional judgement, 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.

Records and Fees
All the records concerning these proceedings shall be maintained by the Coordinator and shall be kept confidential in accordance with the Family Educational 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.

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.

05.027 - 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, and on the basis of age or veteran status. The following persons have been designated to handle inquiries regarding nondiscrimination policies:

Director of Student Life/Title IX Coordinator
London White
Library 139
918.465.1767
lwhite@eosc.edu

Disability Services Coordinator
Melanie Sims
Library 154
918.465.1810
msims@eosc.edu

05.028 – Parking Policy

The Leadership Council of Eastern Oklahoma State College has determined that it is in the best interest of the College to establish rules and regulations 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 limited parking spaces available on campus. Operating a motor vehicle on College property is a privilege which is conditioned in part, by compliance with these rules and regulations.

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.

The College assumes no responsibility for a vehicle or its contents while on College property.

Responsibilities

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 people who are not registered students or employees of the College and temporary parking permits will be issued.

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

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

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.

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.

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 in the best interest of the College community will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges.

Only parking permits issued or authorized by designated Eastern personnel are valid and will be honored. Such substitutions 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.

Eastern Campus Police Office

The Eastern Campus Police Chief is in the Bill Hill Library/Administration on the first floor and is available Monday through Thursday from 2:00 p.m. to 4:00 p.m. for office visits in the spring and fall

semesters. Officers are on duty seven (7) days a week. For assistance call 918.448.2365. On campus the extension is 718. In all emergencies, please dial 911.

Student Parking

Students who park vehicles on campus are required to immediately purchase and display a parking permit. Students must register their vehicle by the second week of class. All parking permits expire on July 31 of the following year. Parking permits should be attached to the driver's side windshield with identification facing the front of the vehicle in plain view.

Students must present their Eastern ID or a valid State Issued ID each time of permit registration. Students must pay for all outstanding citations before a parking permit may be issued.

Students should present to the Student Services Office on the second floor of the E.E. Tourtellotte Building, Room 208, a completed vehicle registration form to obtain their parking permit.

Permits are the responsibility of the purchaser and must be removed prior to the 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.

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

Visitors are always welcome on campus. Short-term visitors should obtain a temporary parking permit from the Office of Student Services between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday.

Eastern defines a visitor as any person unaffiliated with the College such as a vendor or community member.

Whenever applicable, the host, whether student, staff, faculty or administrator should obtain visitor parking permits for their guests through the Office of Student Services.

Visitors with 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 permit to be placed on the bike when parked and must 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. Students, faculty, and staff must park bicycles in designated areas.

Parking Fees

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

Student: $20.00 per year
Replacement: $5.00

Driving Regulations

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

1. The maximum speed limit on all College property is fifteen (15) miles an hour. Violators will be subject to College citation. All public roads through campus are governed by established speed zone markings.
2. A pedestrian crossing campus roads, streets, or driveways in any marked crosswalk or at any intersection corner shall have the right-of-way.
3. It is the driver's responsibility to be able to operate his/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.
4. No motor vehicles including motor scooters, motorcycles, or motor bicycles shall be operated upon any sidewalk or pedestrian walk on campus.

Parking Regulations

- 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.
- Vehicles parked on campus must display the appropriate parking permit.
- Parking is a first come, first served basis. The issuance of a parking permit is merely authorization to park if space is available.
- The operator must park only in those spaces or areas allocated and designated for the type of permit displayed on their vehicle.
- If there is no sign at the entry to the lot, parking is multipurpose.
- Eastern restricts all students, faculty, and staff to parking in their designated lots. Signs designating Campus Apartments or Residence Hall Parking are assigned to properly registered and identified residents.
- 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.

- 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.
- 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.
- Any vehicle parking 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.
- "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:

- Parking in a space reserved for someone else or a disability space.
- Unsuccessful attempts to contact owners with repeated parking violations, and/or three (3) or more unpaid parking citations.
- Parking in drives, on grass, access road/service drives and traffic lanes.
- Creating a traffic hazard, obstructing sidewalks, crosswalks, or other vehicles.
- Vehicles displaying expired license plate/tag (expired in excess of 180 days).
- Parking in red zones or at red curbs or yellow curbs.
- Parking in a designated fire lane or obstructing a fire hydrant.
- Any vehicle that appears to be abandoned.
- Parking on campus after a permit has been revoked.
- 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 rights-of-way, 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 a citation must be made in writing at the Chief of Police located on the first floor of the Bill Hill Library within 48 hours or two (2) business days of the date of the citation. Appeals will not be accepted after 48 hours or two (2) business days from the date of the citation.

Fines and Violations

The following are the parking/traffic violations and corresponding fines established by Eastern:

No valid parking permit.....$20.00
Occupying more than one parking space $40.00
Parking in a non-designated parking area $40.00
Parking in a NO PARKING zone $40.00

Parking in a fire zone $100.00
Parking a trailer (or other) on campus (without proper permission) $40.00
Blocking or impeding traffic flow $40.00
Parking in a handicapped space without proper permit.....$100.00
Failure to obey traffic control device (i.e. stop sign).....$80.00
Moving violations $50.00
Blocking a dumpster $40.00
Double parked $40.00
Unregistered vehicle $20.00
Reckless/Careless driving $100.00
Disturbing the Peace $50.00
Failure to obey a Police Officer $100.00

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.

05.029 – Anti-Harassment and Anti-Bullying Policy

Eastern Oklahoma State College is committed to valuing diversity and will not tolerate any form of harassment or bullying. Harassment is unlawful in many cases and individuals may be legally held liable for their actions. Eastern is committed to removing all types of discrimination including those based on:

- Gender (including transgender)
- Ethnicity
- Disability or Learning Difficulty
- Sexual Orientation
- Age
- Religion or Beliefs
- Cultural Background
- Marital status or family circumstances
- Trade union membership or activity
- Or other relevant differences.

It is the right of every student to work or study without fear or harassment, victimization or bullying. Eastern recognizes the problems associated with harassment and bullying and is committed to providing an environment where all individuals can function effectively, confidently, and competently. Any complaint that is raised will be investigated promptly and appropriate action will be taken.

What is harassment? What is bullying?
Harassment can take many forms and is defined as "Unwanted conduct which violates a person's dignity or creates an intimidating, hostile, degrading, or humiliating environment. (DCSF, 2007)

Bullying can be defined as "The repetitive, intentional hurting of one person by another, where the relationship involves an imbalance of power. Bullying can be carried out physically, verbally, emotionally, or through cyberspace. (AntiBullying Alliance, 2008)

Indirect Bullying
There may be cases where an individual who observes bullying may be personally offended by the act. This is also a form of bullying and should be reported under the normal policy guidelines.

Harassment and bullying can:

- make the recipient feel upset, threatened, humiliated, or vulnerable
- undermine a person's confidence and may cause them stress
- lead to mental health difficulties and in some cases can lead to the victim taking their own life.

The most common forms of harassment and bullying are:

Physical
Unwanted physical contact, assault or gestures, intimidation, aggressive behavior, verbal unwelcome remarks, threats, suggestions and propositions, malicious gossip, jokes and banter, based on any type of discriminatory characteristic.

Non-verbal
Offensive literature or pictures, graffiti and computer imagery, phone text messages, emails, screensavers, isolation, or non-cooperation and exclusion from social activities.

Cyber Bullying
Offensive, abusive, intimidating or insulting comments via text, social networking sites or any other "e" contact. Sending or posting offensive or degrading images and videos.

Prejudice Based Bullying
Homophobic or Transphobic – verbal or non-verbal offense – including abusive, intimidating, or insulting comments, unwanted physical contact, assault or gestures, intimidation, aggressive behavior.

Harassment and Bullying Responsibilities
It is the duty of every member of Eastern Oklahoma State College and those visiting the college premises to take responsibility for their behavior as harassment or bullying is not acceptable under any circumstances.

05.030 – Mental Health Emergencies

There are many risk factors that may help determine if a person is at high risk for attempting to end their life by suicide. It is important to understand the difference between risk factors and warning signs. While risk factors may indicate that a person is at a high risk to experience suicidal behavior, this designation does not speak to the immediate threat of suicidal behavior, which is where warning signs come into play. Statistics show that those who have previously attempted suicide are thirty-eight (38) times more likely to die by suicide than those without such a history. In addition, people with mood disorders and access to fatal means are at a higher risk of suicide than those without.

The following are among the ten (10) most commons risk factors, though there are many more:

- Previous suicide attempt(s)
- Family history of suicide, abuse, and/or mental disorders
- Active alcohol and/or substance abuse
- Family history of alcohol and/or substance abuse
- Underlying psychiatric and/or mood disorders
- Experienced traumatic life events
- Access to lethal weapons and/or substances
- Social isolation and/or alienation
- Medical conditions such as chronic ailments or terminal illness that could worsen depression
- Conflict over sexual identity and/or other personal relationships that may worsen feelings of shame and isolation

There are many misconceptions that contribute to an unrealistic picture of suicide in society. People who have not been affected by suicide may subscribe to untrue myths about this serious issue that continues to impact others. Those experiencing severe symptoms of suicide behavior are typically facing such deep despair that they simply see no other option to end their suffering. For most, their goal is not to die but to eliminate the pain of their current circumstances, and so they are deeply conflicted about attempting suicide. Learning the facts and demystifying suicide can help to save a life.

Myth	Fact
People who talk about suicide don't really follow through with it.	Almost all people who die from suicide had talked about it before their death. Even if it seems like they are joking, always take this kind of a statement seriously. Remember: it is better to be overly cautious than to disregard the signs.
A person only attempts suicide to get attention.	Anyone with a history of suicide attempts automatically has a higher lifetime risk of dying by suicide. If someone is risking their life to get attention, attention should most definitely be given. It is better to offer help than assume you know the reasons for their behavior.
Talking about suicide may influence someone to do it.	On the contrary, remaining silent and ignoring the topic does nothing to help those who have contemplated suicide. Willingness to discuss the issue openly and objectively can make a positive difference.
If a person was previously suicidal and appears to feel better, they are no longer at risk.	It is not uncommon for individuals who have been depressed and/or suicidal to show signs of "feeling better" because they have settled on a plan to end their life. Feeling that they have found the right "solution" to relieve their struggling, a person may appear to no longer

	be suicidal when in reality they are still at risk.
Once a person has decided to end their life, nothing will change their mind.	In fact, experts know from studying individuals who have survived suicide attempts that they are ambivalent until the very last moment leading up to the event. The majority do not want to die, they simply want to end their suffering. 100% of survivors that have attempted suicide by jumping from San Francisco's Golden Gate Bridge said they regretted their decision immediately after jumping.

Suicide Attempts

1. Contact Eastern Campus Police, or any Campus Security Authority (CSA), upon observing or becoming aware of a suicide attempt. Give the location of the individual and condition to the police officer, dispatcher, or CSA.
2. Follow the directions as given.
3. Campus Police, upon notification of a suicide attempt, will take action as appropriate to:
    a. Instruct the caller on what to do
    b. Dispatch officer(s) to the scene
    c. Contact ambulance and medical facility
    d. Contact college administration
    e. Contact the Director of Student Life
    f. Or if unavailable, contact the Vice President of Student Life
4. The Office of Student Affairs will notify the subject's emergency contact.

Endangering or Disruptive Behavior

Students who endanger their own, another, or a group of people's physical well-being; or disrupt the campus community, may be suspended from the residence halls and/or the College. To be considered for reinstatement to the residence halls and/or the College, the student may be required to provide the Office of Student Affairs with a behavioral assessment completed and signed by a physician indicating that the student is not a threat to himself/herself or the campus community. Students are advised that endangering and/or disruptive behavior is a violation of the Student Code of Conduct and may result in disciplinary action by the College.

05.031 – Discrimination

Eastern does not discriminate and does not tolerate discrimination against students, faculty, staff, applicants for admission and employment, and visitors, in its education programs and activities and its employment practices on the basis of race, color, national or ethnic origin, sex, marital or relationship status, disability, religion, veteran status, age, or any other status protected under local, state, or federal law. Discrimination includes harassment, which includes a wide range of abusive and humiliating verbal or physical behaviors that are directed against a particular person or persons because of one or more of the above protective characteristics. This includes creating a "hostile environment" where the conduct is sufficiently severe or pervasive to alter the conditions of the person's employment or

educational experience at the College. The College further believes that students, faculty, staff, applicants for admission and employment, and visitors have the right to be free from retaliation for reporting or participating in the investigation of alleged violations of this policy or in any related proceeding including a criminal proceeding with a government agency.

05.032 – Sexual Harassment and Sexual Misconduct Policies

Under the authority of the Civil Rights Act of 1991, PL 102-166, Title VII of the Civil Rights Act of 1964, as amended, and Title IX of the Education Amendments of 1972, the Board of Regents of Eastern Oklahoma State College adopts the following policy concerning sexual harassment.

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 employees based upon gender and/or sexual orientation 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 Office of Student Affairs 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 report the incident to the Title IX Coordinator:

London White
Director of Student Life/Title IX Coordinator
lwhite@eosc.edu

An online student complaint form is also available. Please note confidential reporting limits the college's ability to respond to incidents. www.eosc.edu/complaint

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.

Sexual Harassment

For the 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:

- submission to such conduct is made, either explicitly or implicitly, on a term or condition of an individual's employment or academic standing.
- submission to or rejection of such conduct by an individual is used as a basis for employment or academic decisions affecting such individual.

- 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.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

Unwelcome sexual touching/exposure
The touching of an unwilling or non-consensual person's intimate part (such as genitalia, groin, breast, buttocks, mouth, or clothing covering the same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts. This also includes indecent exposure and voyeurism.

Non-consensual sexual assault
Unwilling or non-consensual penetration of any bodily opening with an object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.

Forced Sexual assault
Unwilling or non-consensual penetration of any bodily opening with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to drugs or alcohol, age, or disability) of which the assailant was aware or should have been aware.

Effective Consent:

- informed
- freely actively given
- mutually understandable words or actions, and
- willingness to participate in mutually agreed upon sexual activity.

Further:

- Initiators of sexual activity are responsible for obtaining effective consent
- Silence or passivity is not effective consent
- The use of intimidation, coercion, threats, force, or violence negates any consent obtained.

- Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:
    - Mental, developmental, or physical disability
    - He/she is under the legal age to give consent
    - He/she is incapacitated by alcohol, beer, or under the influence of drugs

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of sexual misconduct violations:

- Ignoring an individual's protest and engaging in sexual activity
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the yes is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time but have no memory of the consent. This person may have been functioning in a "blackout" and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him/her to engage in sexual activity against his/her will.

Stalking

Stalking is to engage in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

Stalking is defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, communicates to or about a person, or interferes with a person's property.

Substantial emotional distress would include significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking is the willful, malicious, and repeated following or harassment of a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested and actually cause the person being followed or harassed to feel terrorized, threatened, intimidated, threatened harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, demonstrating a continuity of purpose or unwelcome contact with a person that is initiated or continued without the consent of the individual or in disregarding of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messages, etc.), following another person or having others contact another person.

Any actions that a stalker takes to contact, harass, track, or frighten another that could include repeatedly:

- following
- unsolicited visits or communication
- using online social media inappropriately
- damaging property
- showing up at places an intended victim frequents
- sending unsolicited mail, email, texts, and pictures
- creating a website about a target of stalking
- sending unsolicited gifts
- stealing things that belong to intended victim
- calling repeatedly

Stalking can occur by someone that is known casually, a current boyfriend or girlfriend, someone you dated in the past, or a stranger. Definition consistent with Violence Against Women Act Volume 79 CFR and Oklahoma state statute.

Dating Violence

Dating Violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on a consideration of the following factors:

- length of the relationship
- type of relationship
- frequency of interaction between the persons involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence. Definition consistent with Violence Against Women Act Volume 79 CFR.

Domestic Violence

Domestic violence is a crime of violence committed by a:

- current or former spouse or intimate partner of the victim
- person with whom the victim shares a child in common
- person who is cohabitating with or has cohabited with the victim as a spouse
- person similarly situated to the spouse of the victim

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. Definition consistent with the Violence Against Women Act Volume 79 CFR.

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.

Eastern 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 Eastern 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 by any victim of crime. Students also may report the crime to staff within the residence halls, the Director of Student Life or to another Eastern staff who should inform the Campus Police and the Office of Student Affairs. Student Affairs staff can assist victims with filing charges.

As previously stated, an online student complaint form is also available. Please note confidential reporting limits the college's ability to respond to incidents. www.eosc.edu/complaint

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 Director of Student Life. 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 Office of Student Affairs 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 Eastern 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 Office of Student Affairs.

It is also the policy of Eastern 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 Affairs 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 Affairs will receive, review, and process all such requests.

The Federal Campus Sexual Assault Victims Bill of Rights is as follows:

- 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 Office of Student Affairs 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 and sexual relationships that might be appropriate in other circumstances has inherent dangers when they occur between a faculty member, supervisor, or other members 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 or her education or employment; that conflicts of interest may arises when a faculty member, supervisor, or other member of 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 coworker who is involved in a romantic relationship will receive and unfair advantage; and that is the relationship ends in a way that it 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 the purpose of this section, and individual has "professional responsibility" for another individual at the College is he/she performs functions including, but not limited to, teaching, counseling, grading, advising, evaluating, hiring, supervising, or making decision 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.

05.033 – Expressive Activity Policy

Eastern Oklahoma State College (the "College") is committed to providing an environment where issues can be openly discussed and explored. Freedom to exchange views is essential to the mission of the College. This policy is in place to provide a community environment where open discussion can occur and without unconstitutionally interfering with the rights of other members of the College community.

Scope of the Policy

This policy shall be applicable only to the extracurricular use of any College-controlled facility, area or medium used as a forum generally open to members of the institutional community and others for the purpose of Expression. Institutional affiliated newspapers and radio stations are not presently subject to this policy.

Definitions

Authorized Designee. The College has designated the Vice President of Student & External Affairs (or his/her designee) as the person with the authority to schedule the use of a particular institutional facility or area.

Expression. Any communication, discussion, acquisition, manifestation, representation or indication, whether clear or unclear, ambiguous or unambiguous, of attitudes, information, ideals, beliefs, opinions or ideas on any subject by any student, faculty, or other member of the academic community, outside speaker or act, process or instance of representation in any media. The media of expression may include, but shall not be limited to, speech, publications, literature or documents, art, cinema, theater or music, electronic emissions, audio or visual recording in any medium or media, or recordings in any medium or media that combine audible, visible or other sensory expression, whether expressed, transmitted, presented or sponsored individually or by a group.

Extracurricular. All activities outside the institution's instruction, research, extension, and related academic functions.

Harassment. Expression that is unwelcome, so severe, pervasive and subjectively and objectively offensive that a student is effectively denied equal access to educational opportunities or benefits provided by the College.

Materially and Substantially Disrupts. When a person, with the intent to or with knowledge of doing so, significantly hinders another person's or group's expressive activity, prevents the communication of the message or prevents the transaction of the business of a lawful meeting, gather or procession by:

- Engaging in fighting, violent or other unlawful behavior, or
- Physically blocking or using threats of violence to prevent any person from attending, listening to, viewing or otherwise participating in an expressive activity.

Conduct that "materially disrupts" shall not include conduct protected under the Oklahoma Constitution of the United States Constitution.

Protected conduct includes, but is not limited to, lawful protests in the outdoor areas of campus generally accessible to the members of the public, except during times when those areas have been reserved in advance for other events, or minor, brief or fleeting nonviolent disruptions of events that are isolated and short in duration.

Outdoor Areas of Campus. Generally accessible outside areas of campus where members of the campus community are commonly allowed, such as grassy areas, walkways or other similar common areas. Outdoor Areas of Campus does not include outdoor areas where access is restricted from a majority of the campus community.

Public Forum

All outdoor areas of campus as defined herein are deemed public forums for the campus community. The College may maintain and enforce reasonable time, place, and manner restrictions narrowly tailored in service of a significant institutional interest only when such restrictions employ clear,

published, content, and viewpoint neutral criteria and provide for ample alternative means of expression.

Time, Place, or Manner Considerations

Expression may be limited or restricted with respect to time, place, or manner only as provided for in this policy and other related statements of policy. For outdoor areas of campus, such limitations shall be narrowly tailored to serve a significant interest (such as avoiding disruption of regular classes, prohibiting conduct that materially and substantially disrupts another person's or group's expressive activity, prohibiting harassment, avoiding the scheduling of two events at the same time in the same facility and the protection of the public order) and to assure compliance with applicable local, state, and federal laws. Any limitations must be both reasonable and content-neutral, the latter term meaning that they shall be applied without regard to the content of the expression or the purpose of the assembly.

Limitations may include requiring scheduling and planning with the appropriate authorized designee, restricting or prohibiting the use of certain areas (i.e. ingress and egress areas, instructional classrooms, laboratories, etc.), limiting amplification within a certain distance of academic buildings when classes are in session, and reimbursing the College for any costs and damages associated with the use of the facility, area or medium.

Content Considerations

The First Amendment of the Constitution protects and guarantees freedom of speech by prohibiting any law that would serve to deny or limit expression. Through the Fourteenth Amendment, this prohibition is extended to all actions of state government, including those of publicly supported institutions. Expression may not be denied or limited, based upon content, unless it has been determined in state or federal court precedent that such speech or expression is not protected by the Constitution.

Disclaimer Regarding Expression

Given the side diversity of expression that occurs at higher education institutions, the use of any College-controlled facility, area or medium for an expression shall not constitute or suggest endorsement by the Board of Regents, the College, its administration, staff, faculty, student body, or any individual member of these constituencies.
Individuals and groups utilizing institutional property shall assume full responsibility for any violation of law they commit while on institutional property.

Procedure for Scheduling Institutional Areas for Facilities

Requests for the use of scheduled institutional facility or area.
The extracurricular use of any scheduled institutional controlled facility or area for the purpose of expression shall be preceded by a request made to an authorized designee. A request shall contain the name of the requestor and how he/she can be contacted, the proposed date, time, and location for the contemplated activity; the expected size of the audience; and any other information that may be necessary to accommodate the needs associated with the activity.

The request should be made as far in advance as possible to provide for orderly scheduling of facilities or areas. Barring extraordinary circumstances, the authorized designee shall take one of the following actions:

- Grant the Request. This will be the routine action taken on the vast majority of requests. The authorized designee should work with the requestor in preparing or revising a request so that it may be granted. If the authorized designee has any question about whether to grant the request, he/she should consult with his/her administrative supervisor(s). When a request has been granted, such action shall be final and the requestor shall be promptly notified.

- Deny/Limit the Request. An authorized designee may recommend that a request be denied if it is determined after appropriate inquiry (including consultation with Legal Counsel) that the proposed expression is unprotected. For protected expression, an authorized designee may recommend that a request be limited based on time, place, or manner considerations pursuant to above. In determining whether to make such recommendations, full and adequate consideration should be given to the educational mission of the institution and specifically the responsibility of the institution and its officials to actively encourage free and open inquiry by avoiding and resisting limitations of expression. Any recommendation to deny or limit a request, and the reasons upon which it is based, shall be stated in writing.

- No final arrangements or advertising should be made for the proposed use of the facility or area prior to the granting of the request for the use of the facility or area.

Limitations based upon time, place, or manner considerations.
If a request is limited based on time, place or manner considerations, the requestor shall be promptly informed of such decision. A written statement of the reasons for the limitations shall be provided upon request.

The requestor may appeal denials or limitations by filing a written statement with the President of the College or his/her designee. The statement shall set forth the reason(s) for appealing the denial or limitation. A final decision should be made in time to allow the requestor to carry out final arrangements for the proposed expression in the event the President, or his/her designee, reverses the authorized designee and grants the request.

Availability and Training

The College shall make its policies related to expression available to the public and students.
The College shall provide materials to and conduct training for employees with responsibility for discipline or education of students on the institution's policies related to expressive policy.

Compliance with State Law

The College shall post on its website and submit annually to the Governor and the Legislature a report in compliance with the provisions of Oklahoma State law.

05.034 – Emergency Response Policy

Once an emergency is discovered, immediate response is essential to minimize loss of life and property. The knowledge of proper procedures in responding to the emergency is vital to properly handle the situation.

Whenever an alarm sounds or an emergency alert is issued, all occupants must, in the event of evacuation being necessary, meet at the emergency evacuation safe location as instructed. In the case of an actual fire or other emergency, students will be moved to a designated alternate shelter area until notified it is safe to return to the residence hall. Students should close their door as they leave their rooms. Students who do not vacate the building during the sounding of the alarm or an emergency alert will be subject to disciplinary action.

Whenever an emergency occurs, the following procedures should be taken:

1. Stay calm, move quickly, and exit the building. In an orderly fashion, residents should go to the designated waiting area for further instructions.
2. Contact the local police/fire department by calling 911. The specific location of the emergency should be given to include the building and room number and the nature of the emergency. The reporting party should give their name and a call-back phone number.
3. Contact Campus Police immediately so that the proper departments can be notified about the emergency. If you are unable to reach Campus Police, please contact the Student Services Office.
4. In case of smoke, keep a towel easily accessible for emergency use. Bring along your keys and student ID if possible.
5. Do not re-enter the building until it has been cleared by Campus Police. If you are away from your room when the alarm sounds, do not return to your room.

Notification to College Community about an Immediate Threat

If the Chief of Police confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the Eastern Oklahoma State College community, the Eastern Police and/or the President, any Vice-President, Director of Student Life, Director of Communication, or Chief of Police will utilize some or all of the systems described under the Timely Warning Policy (located at page 6) to communicate the threat to the Eastern community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Eastern Police Department without delay – and taking into account the safety of the community – determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities (including the President, any Vice President, Director of Student Life, Director of Communication, or Chief of Police), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

At least one fire drill will be held each semester in each of the residence halls and once per year, in an alternating pattern with tornado drills, in all other campus buildings. One full scale and one half scale emergency management drills will be conducted each year campus wide. Monthly tests of the RAVE Alert emergency notification test will be conducted in the fall and spring semesters.

Medical Emergencies

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

Campus-Wide Emergency Response

The purpose of this policy is to establish emergency response procedures for Eastern Oklahoma State College, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of Eastern.

The goal of this plan is to limit the loss of life and property in the event of an emergency or crisis that affects the operations of the College. The proper use of available resources and personnel is critical to the successful management of Emergency Operations, including, but not limited to:

- Provide maximum preparation to reduce the potential for injury or damage.
- Provide a coordinated, interdisciplinary, and comprehensive response to a critical situation.
- Maximize the effectiveness and immediacy of response to victims.
- Facilitate assistance to the primary, secondary, and tertiary victims.
- Reduce the severity and duration of the trauma to the campus community.
- Provide coordinated internal and external communications.
- Facilitate coordination with external agencies.
- Prepare for post-crisis support, evaluation, and condition.
- Reassure the public and local community.
- Guard the institution's image.

For the purposes of this plan, an emergency is defined as any unplanned or sudden serious event or condition that cannot be controlled by normal responses or measures. Eastern Oklahoma State College's President will have primary responsibility for convening the Emergency Management Team and will manage the institutional response. In the President's absence this responsibility will revert to the VPAA with the VPSA handling any issues related to students and the VPBA handling issues related to facilities. Once a state of emergency is declared, the plan's guidelines are to be implemented by all faculty, staff and students. The procedures contained in this document are guides and should be used as a flexible tool to respond to a variety of circumstances. This plan applies to all College personnel and properties. The City of Wilburton has developed its own plan and the College plan will be incorporated into the overall City plan.

Definitions of Emergencies

Listed below are definitions that are to be used as guidelines to assist administrators in determining appropriate responses:

Level 1 Emergency - Any incident/accident that can typically be handled with in- house resources and the response is generally limited to a single building or area. All Level 1 Emergencies must be reported to Eastern Oklahoma State College Campus Police Department and outside agencies if necessary.

Level 2 Emergency - Any incident/accident that typically requires external resources and the response covers a large area or is campus-wide. Level 2 emergencies may disrupt the overall operations of the College and may require major policy considerations and decisions by the central administration.

Level 3 Emergency - Any event, natural or manmade, that will seriously impair or halt the operations of the College. Casualties and/or severe property loss may be expected. A coordinated team effort will be required of various campus services to effectively manage this contingency. Outside emergency support services will be required.

In all cases of a Level 2 or Level 3 Emergency, the Emergency Management Team will convene, and this plan will be executed.

NOTE: ANY incident likely to create media interest must be promptly reported to the Communications and Marketing Director.

The Eastern Oklahoma State College Emergency Management Plan has been developed to manage problems or emergencies in a realistic manner. Crises may affect residents in the geographic vicinity of the College; therefore, it is possible that city, county, state, and federal agencies will not be available for immediate support.

Emergency Response Team

The Team will be defined by key functions as listed. Core Team members shall include:

Team Leader: Chief of Police	918-465-1739
Secondary: Science Faculty member	918-465-1741
Communications: Director of Marketing	918-465-1804
Secondary: Marketing Coordinator	918-465-1803
Facilities Operations: Director of Physical Plant	918-465-1802
Technology: Chief Technical Officer	918-465-1710

Other members may be assigned as deemed necessary:

Students: Director of Student Life	918-465-1767
Employees: Director of Human Resources	918-465-1777
Medical: Director of Nursing	918-465-1796

Eastern's Internal Communications Team shall include the following members:

President	918-465-1723
Vice President of Student Affairs	918-465-1804
Vice President of Academic Affairs	918-465-1829
Vice President of Business Affairs	918-465-1708

Activation

In the event of a life-threatening emergency, the first response shall be to contact 911, and the Eastern Oklahoma State College Police Department (ext. 718 or 918-465-1718). Faculty and staff will notify their immediate supervisor or the Police Department (ext. 718). Students should notify Campus Police immediately, if they are unable to reach Campus Police please contact the Student Services Office. The

appropriate supervisor will assess the situation to determine the degree in which the emergency should be handled.
In the case of a Level 2 or Level 3 Emergency, the appropriate Eastern Oklahoma State College Campus Police Department personnel will immediately notify the President, who will determine and coordinate the plan of action to be taken by the College. In the case of a crisis occurring locally, off campus, the Latimer County Emergency Management Agency will contact the College with suggested response procedures.

Declaration of Campus State of Emergency

A Campus State of Emergency will be put into effect in the case of Level 2 or Level 3 Emergencies. The President or his/her designated representative has the authority to declare a Campus State of Emergency. Once a State of Emergency has been declared, the responsible units, as described in this plan, shall implement the necessary procedures outlined herein to control the emergency.

Command Structure

This section provides a consistent, easily managed and adaptable means of controlling and managing an emergency situation on the Eastern Campus. This system is designed to smoothly integrate with the Incident Command System used by the Latimer County Emergency Management Agency, the Wilburton Fire and Police Departments, Oklahoma Highway Patrol, and other emergency services. The primary objective in responding to any incident should be:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Community Well-Being

Incident Command System

The Incident Command System consists of four sectors: 1) Command, 2) Operations, 3) Logistics, and 4) Planning. The initial command/response center will be located at the Field House Office Complex. Upon assessing the situation, the Incident Command Center may be relocated to any position on the campus at the discretion of the President. The Internal Communication Team will convene in the President's Office or may be relocated based on the situation.

COMMAND: The Incident Commander (IC) operates in the Command Center and is responsible for the implementation of College policy, utilization of emergency management skills, and management practices to bring about a successful conclusion of the emergency incident.

Position Assigned To: The highest ranking official of the College will assume the role of IC until such time that the President or his/her designee relieves the initial or subsequent IC. When the IC is relieved it must be done formally and the relieving official shall be briefed regarding the current situations, plans, possible options, and other recommendations.

Authority: Full authority to make emergency expenditures, personnel assignments, and decision to evacuate and relocate to preserve life and property.

Immediate Actions:

- Activate Crisis Response Team by setting up the Command Center
- Select planned or alternate location
- Determine who from the Team needs to be involved in incident
- Assess current situation and decide on priority actions
- Determine if outside governmental assistance will be needed

Ongoing Actions:

- Monitor situation
- Set new priorities as needed
- Authorize expenditures and personnel work schedules, as needed

OPERATIONS: The Operations Officer will be the Senior Emergency Services Official based on the type of incident. The Operations Officer is responsible for protecting the health and safety of the Eastern community by executing policies and course of actions as directed by the Incident Commander. The Operations Officer is responsible for all activities within the affected or impacted area(s) of the emergency.

Position Assigned to: Chief of Police or designee. The highest-ranking official from an outside agency may assume a dual role of Operations with the Chief of Police.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Confirms correct emergency services have been notified
- Attends to life threats as needed

Ongoing Actions:

- Monitor situation
- Coordinate emergency services operations as needed
- Coordination of traffic control
- Coordination of crowd control
- Accountability of College community members

LOGISTICS: The Logistics Officer is responsible for obtaining personnel, supplies, and equipment; determining what is needed for fuel, food, water, alternate light/power sources, ordering and arranging for distribution or pickup of needed items; monitoring longer term needs as directed by the IC.

Position Assigned to: Director of Facilities or designee

Authority: Under supervision of the Incident Commander, directs actions taken by the Logistics section, supervises staff, makes expenditures within authority granted by Incident Commander.

Immediate Actions:

- Establishment of Command Center site
- Attends briefing with the Incident Commander on current situation
- Establishment of resource staging areas

Ongoing Actions:

- Monitor supply needs
- Monitor personnel needs
- Track resources and personnel as they are requested, obtained and used
- Site Management
- Coordinate feeding, sleeping, sanitation and other worker needs

PLANNING: The Planning Officer is responsible for providing short-term and long-term planning and information to assist the IC in decision-making. The Planning Officer will also track and document activities.

Position Assigned to: Vice President or designee.

Authority: Under supervision of the Incident Commander, directs action taken by the Planning section and supervises section staff.

Immediate Actions:

- Attends briefing with the Incident Commander on current situation
- Formulates operational plan

Ongoing Actions:

- Ensures that financial commitments are consistent with College policy
- Maintain logs, work sheets, and journals documenting planning financial operations
- Maintains and documents information from Operations and section
- Maintains and documents information from Logistics section
- Displays changes in the situation and resources on the Status Board
- Generates periodic written Situation Reports and Resource Status
- Reports for the Incident Commander and Section Officer

Director of Student Life Response

The Vice President of Student Affairs will work with the Incident Command System on all matters dealing with student services during a crisis. Areas that fall under this role include Student Life, Residential Staff, mental health, and students.

Information Dissemination Points

The following sites will be equipped with cable television in lobby areas. Students and employees will be instructed that the sites are available for receiving updates on the crisis:

- Johnston Hall
- Choctaw Hall

Telephone and data port access are available at various locations throughout campus.

Residence Hall Staff

Each building has residence hall staff. The Campus Police Department shall maintain a list of Residence Hall Staff who are designated in writing as Building Coordinators for each dorm. The

Building Coordinator shall be responsible for certain actions that are detailed in this document. The Building Coordinators shall also be in charge of the Emergency Go Kit, which should include, but not be limited to, the following items:

- Flashlight(s) with extra batteries
- Battery operated radio
- First-Aid Kit
- Copy of the Emergency Management Plan

Building Coordinators may appoint Building Assistants to help perform their responsibilities.

Managing Communication in an Emergency

The Overall Communication Objective in a crisis is to quickly adjust the College community position from one of response and reaction to one of relative control and an ability to take proactive steps toward a return to normal business operations and to learning.

The President has primary authority over all communications regarding emergencies and will address these issues in conjunction with the Vice President(s) and the Official College Spokesperson.

The College has several pre-established internal methods of communication and communication methods with local communities in the event of an emergency. These include the use of e- mail, web site announcements, text messaging, bulletin boards, and announcements on local radio stations, building dissemination points, and written correspondence.

During an emergency, the Director of Marketing & Communications, or his/her designee will prepare or review all public and internally disseminated communications to ensure that they are up- to-date, complete, concise, and factual, prior to such dissemination.

Consistent with existing communications policies, no individual should provide statements to members of the media during emergencies without first discussing them with the President or the Director of Marketing.

05.035 – Youth Camp & Outdoor Programs Emergency Response

Eastern Oklahoma State College is committed to maintaining a safe environment for all youth camp participants, staff, volunteers, and visitors participating in summer camps, athletic camps, academic camps, and outdoor programs conducted on campus property.

Because camp participants are not enrolled students and may not have access to the College's RAVE Alert System, separate procedures are necessary to ensure emergency communication, shelter access, accountability, and notification procedures are established and maintained.

This policy is intended to comply with Oklahoma House Bill 1675 regarding emergency preparedness requirements for youth camps and outdoor programs.

Emergency Notification Procedures

Eastern Oklahoma State College shall maintain at least two independent methods of receiving severe weather alerts for all youth camps and outdoor programs, including one method that does not rely on cellular service.

Notification systems may include:

- NOAA Weather Radio
- Campus radio communication
- Outdoor warning sirens
- Public address systems
- Staff runners or in-person notification
- Group text messaging applications

Camp staff shall be informed of all emergency notification procedures prior to the beginning of camp activities.

Notification to Camp Participants and Staff about an Immediate Threat

If Campus Police, the President, Vice President of Student Affairs, Director of Student Life, Camp Director, or other designated official confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of camp participants or staff, the College will initiate emergency notification procedures without delay while taking into consideration the safety of participants and emergency personnel.

Notification methods may include:

- In-person verbal instructions
- Public address announcements
- Weather radios
- Emergency whistles or horns
- Text messages to staff
- Building or shelter announcements

The responsible officials will determine the content of the notification and initiate appropriate emergency procedures unless issuing a notification would compromise efforts to respond to, contain, or mitigate the emergency.

Training

All camp directors shall receive annual emergency procedure and hazard recognition training prior to supervising participants.

Training shall include:

- Severe weather procedures
- Shelter locations
- Evacuation routes
- Fire response
- Medical emergency procedures
- Participant accountability procedures

- Emergency communication methods

Medical Emergencies

Steps to take during a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911 and provide the exact location and nature of the emergency.
4. Notify EOSC Campus Police immediately.
5. Contact the Camp Director and Emergency Coordinator.
6. Notify parent or guardian as soon as practical.
7. Complete all required incident documentation.

Each camp shall maintain:

- First aid supplies
- Emergency contact information
- Participant medical information when applicable
- Access to hydration and cooling areas

Severe Weather Procedures

In the event of severe weather, camp staff shall immediately begin protective actions.
Tornado Warning or Imminent Threat

1. Camp staff shall immediately move participants to designated shelter locations.
2. Attendance shall be verified upon arrival at the shelter.
3. Participants shall remain sheltered until an all-clear is issued by Campus Police or emergency personnel.
4. Staff shall continue accountability procedures until normal operations resume.

Lightning Procedures

Outdoor activities shall immediately cease when lightning is visible or severe weather alerts indicate nearby lightning activity.

Activities may not resume until at least 30 minutes after the last observed lightning strike or thunder event.

Extreme Heat Procedures

During periods of extreme heat:

- Water access shall remain continuously available
- Scheduled hydration breaks shall occur
- Outdoor activities may be modified or suspended
- Cooling areas shall be identified and available

Fire and Evacuation Procedures

Whenever a fire alarm sounds or an evacuation is ordered, camp participants and staff shall evacuate the area immediately and proceed to designated assembly areas.

The following procedures should be followed:

1. Stay calm, move quickly, and exit the building in an orderly manner.
2. Call 911 and report the emergency.
3. Notify EOSC Campus Police immediately.
4. Conduct participant accountability checks.
5. Do not re-enter the building until authorized by emergency personnel.

Emergency Response Structure

The EOSC Emergency Management structure outlined in the College Emergency Response Policy shall serve as the primary emergency management structure for youth camps and outdoor programs.

The Camp Director shall coordinate with:

- EOSC Campus Police
- Student Affairs
- Physical Plant
- Marketing and Communications
- Local emergency responders

The primary objective in responding to any emergency shall be:

1. Life Safety
2. Incident Stabilization
3. Property Conservation
4. Community Well-Being

Parent and Guardian Notification

Camp staff shall maintain current emergency contact information for all participants.
Parents or guardians shall be notified regarding:

- Medical emergencies
- Evacuations
- Significant severe weather incidents
- Safety threats affecting camp operations

Documentation and Compliance

Failure to comply with emergency procedures may result in corrective action as deemed appropriate by Eastern Oklahoma State College administration.

Emergency Contacts
Emergency: 911
EOSC Campus Police 918-465-1718