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THE UNIVERSITY OF CENTRAL OKLAHOMA
CODE OF STUDENT CONDUCT
II. DEFINITIONS

A. Purpose

The freedom of individual students to inquire, study, evaluate, increase understanding, and further their intercultural and interpersonal development is essential and must be protected against suppression. Reasonable dissent plays a vital role in university discourse. However, freedoms may not be reasonably protected or exercised in a university that lacks order and stability.

Therefore, the Code of Student Conduct, and the incorporated Academic Dishonesty Policy, Civil Conduct and Prohibited Conduct discourse are provided to inform the student body of the expected standards of behavior and policies that are fundamental to the normal activities of the University of Central Oklahoma. Furthermore, the purpose of the Code of Student Conduct is to develop and maintain guidelines for a reasonable and comfortable living and learning environment for all University of Central Oklahoma community members. The intent of the University is to ensure that students do not overlook their civic and social responsibilities nor lose their rights as citizens and members of this community. The common values of the University are character, community, and civility. Therefore, the Code of Student Conduct specifically clarifies the rights and responsibilities of students at the University of Central Oklahoma.

B. Transformative Learning Statement

The University of Central Oklahoma helps students learn by providing transformative experiences so that each student may become productive, creative, ethical and engaged citizens and leaders contributing to the intellectual, cultural, economic and social advancement of the communities they serve.

Transformative learning is a holistic process that places students at the center of their own active and reflective learning experiences. All students at the University of Central Oklahoma will have transformative learning experiences in six core areas: discipline knowledge; leadership; research, creative and scholarly activities; service learning and civic engagement; global and cultural competencies; and healthy lifestyles.

II. DEFINITIONS

For the purposes of this policy, these definitions apply:

1. The term “University” means the University of Central Oklahoma.
2. The term “student” includes any person admitted and/or enrolled at the University of Central Oklahoma, whether full-time, part-time, concurrent, on campus, abroad, online, or any other form of enrollment. Persons not officially enrolled for a particular semester, but who are eligible to enroll or who have a continuing relationship with the University of Central Oklahoma may be considered students.
3. The term “University official” includes faculty, staff, and agents of the University having responsibility for working with that student in admissions, registration, advisement, housing, counseling, student conduct, teaching, financial aid, payment of fees, or any other activity directly related to the student’s academic program, or pursuant to law or governmental regulation including, but not limited to, contractors, consultants, volunteers, and other outside parties to whom the University has outsourced services or functions it would otherwise use employees to perform with a legitimate educational interest. A University official has a legitimate educational interest if the official needs to review the contents of an educational record in order to fulfill his or her professional responsibilities.
4. The term “member of the University community” includes any person who is a student, faculty member, University official, person employed by the University (directly or by contract), or any nearby stakeholder of the University. The Director of Student Conduct shall determine a person’s status as the situation warrants.
5. The term “University premises” includes all land, buildings, facilities, sidewalks, roadways, parking lots, and/or grounds controlled, owned, or leased by the University. University premises also include, but is not limited to, all University-owned, leased or rented vehicles.
6. The term “student organization or student group” means any number of students who have complied with the formal requirements for University recognition / registration.
7. The term “student conduct body” means any person or persons authorized by the Director of Student Conduct to hear misconduct cases, consider the provided information, and recommend an appropriate outcome, which may include recommending or imposing sanctions. A student conduct body may be referred to as a board or committee.
8. The term “policy” is defined as any written regulation of the University as found in, but not limited to, the Code of Student Conduct, Residence Life Handbook, Student-Athlete Code of Conduct, Employee Handbook, Faculty Handbook, and the Graduate / Undergraduate Catalogs, which has been approved and/or signed by the President of the University.
9. The term “academic misconduct” includes, but is not limited to:
   a. The use of any unauthorized assistance in taking quizzes, test, or examinations;
   b. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or,
   c. The acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
10. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. (Please refer to Section IV.D.3. for more information on plagiarism and it’s relation to academic misconduct.)
11. The term “Complainant” means any person who submits a complaint alleging that a student or student organization violated this Code of Student Conduct. Anyone may be a complainant and submit a complaint of misconduct to the Office of Student Conduct, UCO Police Department, or the appropriate University official.
12. The term “Alleged Victim” means any person who believes and claims that he or she has been a victim of a crime of violence by another student and/or student organization. The “Alleged Victim” has the right to file a complaint with the Office of Student Conduct, UCO Police Department, or the appropriate University official.
13. The term “Accused Student” means any student or student organization accused of violating this Code of Student Conduct or any other related published University policy, such as those mentioned in Section III of this document. The president or designee(s) of the accused student organization shall be the primary point of contact for correspondence with the Office of Student Conduct throughout and upon the conclusion of investigations.
14. The term “Sexual Harassment” shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:
   a. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing; or,
   b. When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or,
   c. When such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. (Please refer to Section VI.F. for the University policy statement and examples of sexual harassment.)
15. The term “Sexual Assault” is a broad term covering a wide range of actions. Sexual assault is defined as having sexual contact or sexual intercourse with another person without consent of that person. (Please refer to Section VI.G. for the University policy statement and examples of sexual assault.)
16. The term “Consent” is defined as positive cooperation due to an exercise of free will. Consent is an active communication that clearly indicates willingness to engage in mutually agreed upon sexual activity. Consent must be freely given, not obtained through coercion, passive compliance, or incapacity. (Please refer to Section VI.G. for the University policy statement and examples of sexual assault.)
The term “Stalking” is defined as the act of willfully, maliciously, and repeatedly following or harassing another person in a manner that: a) would cause a reasonable person or member of the immediate family of that person to feel frightened, intimidated, threatened, or molested; or b) actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, or molested. (Please refer to Section VI.H. for the University policy statement and examples of stalking.)

The term “Tobacco Products” includes all forms of tobacco, but is not limited to cigarettes, cigars, pipes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products, simulated tobacco products that imitate or mimic tobacco products, including but not limited to e-cigarettes, “vapes”, clones, bids, and kreteks.

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

The term “Event” as it relates to student organizations shall generally be defined as an activity which meets two (2) or more of the following criteria:

- Fulfills an intended goal of a short-term or long-term plan of a University affiliate or University-recognized entity;
- Utilizes (in part or whole) the University affiliate’s or University-recognized entity’s expenses;
- Several members or several individuals recognized by an observer as members of the University affiliate or University-recognized entity in attendance;
- Indications of advertisement(s) distributed, which may include, but are not limited to:
  - Information concerning the event was announced during a chapter meeting.
  - Information concerning the event was physically or electronically posted.
  - Information concerning the event was emailed or texted to an organization distribution list.
  - Information concerning the event was circulated via social media (i.e. facebook, Twitter, Instagram, etc.)

Any question of interpretation regarding these definitions should be referred to the Director of Student Conduct.

III. STUDENT EXPECTATIONS AND RESPONSIBILITIES

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

A. Standards of Behavior

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

B. Scope of University Authority

1. The University’s authority is vested in the Oklahoma State Regents for Higher Education, the Regional University System of Oklahoma, and the President of the University of Central Oklahoma. This includes authority to control and regulate various aspects of student behavior through disciplinary means. The President of the University of Central Oklahoma delegates to the Vice President for Student Affairs or the Vice President’s designees the authority to investigate potential or alleged violations of University regulations or law and to determine and administer appropriate penalties using a preponderance or weight of the evidence standard.

All disciplinary decisions are carried out in the name of the President or other appropriate University Official as designated by the Vice President for Student Affairs. Any sharing or delegation of the student conduct function remains revocable.

2. Misconduct is considered a matter of concern to the University. Reports of misconduct that are labeled inappropriate, disruptive, destructive, and/or in violation of University regulations usually are made in the first instance to the Office of Student Conduct. Generally, reports of academic misconduct are dealt with through the faculty chair/director of each academic department or college.

3. The primary responsibility for student discipline will lie with the Director of Student Conduct. The Director of Student Conduct may be reached in the Office of Student Conduct, Lillard Administration Building, Room 211, (405) 974-2361.

4. The University of Central Oklahoma recommends that complaints of misconduct be made as soon as possible after the incident has occurred, preferably within two (2) University business days. However, there is not a statute of limitations on filing complaints within the Office of Student Conduct. After a review of the allegations, the Director of Student Conduct may decide to close the case without further investigation, due to insufficient, unavailable, irrelevant and/or compromised documentation.

5. A student conduct body consisting of students, faculty, and staff members with the President’s approval will be created to consider the appeal of cases resulting in temporary suspension, suspension, expulsion, degree revocation or rescission of credit. This student conduct body will be designated as the “Committee on Student Conduct.” The Committee on Student Conduct shall be composed of nominated and/or volunteer faculty members and student applicants, whose selection will be based upon the following criteria: current academic standing, prior conduct history and applicable experience demonstrable through references. This committee shall be approved by the President of the University.

Any act by a properly constituted committee, at which a quorum of the committee is present, shall be binding. Please refer to Section III.S. for further details on the composition and operations of the Committee on Student Conduct.

6. The Director of Student Conduct shall determine the composition of student conduct bodies and determine which student conduct body or Conduct Officer shall be authorized to hear each case.

7. The designated student conduct body will review with the accused student the nature of the complaint, relevant information and witness statements. The designated student conduct body will also allow the accused student’s version of the incident to be heard. When the investigation is completed, including interviewing of the accused student and alleged victim, the designated student conduct body will make appropriate recommendations for the disposition of the case. The designated student conduct body has the responsibility and authority to take disciplinary action, if such action is appropriate. Any information obtained either from the accused student or other sources may be used by the designated student conduct body in determining proper action, including closing the case without action.

8. The Vice President for Student Affairs reserves the right to intervene and/or hear any case of student misconduct.

9. The Director of Student Conduct shall develop policies for the administration of the student conduct program and procedural rules for student conduct hearings, which are consistent with the provisions of the Code of Student Conduct.

10. Decisions made by the Director of Student Conduct and/or a student conduct body shall be final, pending the normal appeal process.

C. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct which occurs on or near University premises or which adversely affects the
University Community and/or the pursuit of its objectives.

D. Interpretation and Revision
Any question of interpretation regarding the Code of Student Conduct shall be referred to the Director of Student Conduct or his or her designee for final determination. The Code of Student Conduct shall be reviewed annually, under the direction of the Vice President for Student Affairs.

E. Admission and Readmission of Students Under Disciplinary Sanctions
Admission requests of students who are currently under disciplinary sanctions at other institutions must be approved through the Office of the Vice President for Student Affairs, Lillard Administration Building, Room 213, (405) 974-2361. All such applications and requests will be forwarded to the Office of Student Conduct for review. Each student’s case will be reviewed by a student conduct body, as designated by the Director of Student Conduct. The student seeking admission may be contacted to acquire further information prior to the final decision.

Students who are seeking readmission after a temporary suspension, suspension, or expulsion from the University of Central Oklahoma that occurred as a result of student misconduct or lawless behavior, must obtain approval through the Office of the Vice President for Student Affairs, Lillard Administration Building, Room 213, (405) 974-2361. All such applications and requests will be forwarded to the Office of Student Conduct for review. In such cases, students must have met all previously required sanction criteria prior to re-admittance. The student seeking readmission may be contacted to acquire further information prior to the final decision.

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

F. Admission and Readmission of Students with Felony Records
The University of Central Oklahoma requires a background check on applicants who indicate on their admission application that they have been charged or convicted with a felony violation of the law. A $35.00 background check fee will be required to complete all background checks.

The Office of Undergraduate Admissions, Office of International Services, The Academy of Contemporary Music at UCO (ACM@UCO), and the Jackson College of Graduate Studies will forward the applications of those charged or convicted with a felony to the Office of Student Conduct. Applicants that are deemed academically admissible will be notified and instructed to pursue eligibility consideration. In order to be considered for eligibility, the applicant must provide additional information as requested by the Office of Student Conduct. The final decision regarding eligibility rests with the Felony Application Review Board, a panel of faculty and staff members designated to interview academically admissible applicants who have disclosed a felony charge or conviction on their application. The applicant will be notified by the Office of Admissions and/or the Office of Student Conduct when a determination of eligibility has been made.

G. Civil Conduct
Each student assumes an obligation to obey all rules and regulations made by the University, to preserve faithfully all property provided by the State for his or her education, and to discharge such duties as a student with diligence, fidelity, and honor. Furthermore, each student is expected to exemplify, on and off-campus, the characteristics that comprise the following core values of the University of Central Oklahoma: Character, Community, and Civility.

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

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, bribery, or other forms of academic misconduct, as stated in Section IV.
   b. Furnishing false information to any University official, faculty member or office. This includes the submission of documentation in which required information or documents have been omitted.
   c. Forgery, unauthorized alteration, or misuse of any University document, record, or instrument of identification.
   d. Knowingly falsifying or being a party to the falsification of any official University record.
   e. Tampering with the election of any University recognized student organization.
   f. Assuming the identity of another.
   g. Any other act of dishonesty which adversely affects the University or the pursuit of its objectives.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off-campus, or other authorized non-university premises.
3. Verbal abuse (persistent or severe), threats, intimidation, harassment, stalking, bullying (verbal, physical, and/or cyber), coercion and/or other conduct that threatens or endangers the health or safety of any person.
4. Attempted or actual physical abuse that results or could result in bodily injury, pain, or impairment. This includes fighting, assault, battery, or any other form of physical violence against another person.
5. Attempted, actual theft of, or unauthorized removal of University property, property of another individual, or public property.
6. Attempted or actual damage to University property, property of another individual, or public property.
7. Hazing and/or any solicitations to engage in hazing are strictly prohibited at the University of Central Oklahoma. Hazing is an act which recklessly or intentionally endangers the mental or physical health or safety of a student, which may degrade or destroy any person or lead to the destruction or removal of public or private property for the purpose of initiation. Admission into, affiliation with, or as a condition for continued membership in a group or organization. No student organization or any person associated with any organization sanctioned or authorized by the University shall engage or participate in hazing. Any penalties imposed by the University for hazing are separate from, and in addition to, penalties resulting from criminal cases, or the organization’s governing body.

Regardless of the incident location(s), any student(s) and/or student organization(s) found responsible for any form of hazing may be subject to immediate suspension and/or expulsion. The expressed or implied consent of the victim shall not be considered as a defense. Apathy and/or consent in the presence of hazing are not neutral acts; they shall be considered violations of this policy. Please see Section V.J. for more information on the Oklahoma Law against hazing.

8. Failure to comply with the directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so. (Regional University System of Oklahoma Policy Manual; Section 4.3.3.g.)
9. Unauthorized possession, duplication, or use of keys or access means to any University premises or unauthorized entry to, presence, or use of University premises.
10. Aiding and/or facilitating the entry of an unauthorized guest into University premises which are restricted.
11. Unauthorized use of or aiding and/or facilitation of guest use of University equipment or property which is restricted.
12. Violation of any accessible University policies, procedures, rules or regulations.
13. Violation of federal, state or local law.
14. Use, possession, manufacture, cultivation, being in the presence of, or distribution of marijuana, heroin, narcotics, other controlled substances (schedules I-IV), or drug paraphernalia (including objects used or intended for drug consumption), except as expressly permitted by law, is prohibited. Intentionally or recklessly inhaling or ingesting substances (e.g. nitrous oxide, glue, paint, etc.) that will alter a student’s mental state is also prohibited. The consumption, possession, or being in the presence of illegal narcotics in any form, on campus properties, in University Housing (to include sorority and fraternity housing) or at student orga-
24. Conduct in which a student engages or threatens to engage in that pos-
poses a danger of causing physical harm to others.

25. Conduct which would disturb the peace, injure any person (including
hazing), cause property damage, directly impede the lawful activities of
others, interfere with University faculty or staff in the performance of
their duties, or interfere with the educational process and the orderly op-
eration of the University or which may impede its teaching, research, ad-
ministration, disciplinary proceedings, and public service functions (Re-

gional University System of Oklahoma Policy Manual; Section 4.3.3.f)

26. Theft or other abuse of computer and network resources, including but
not limited to:

a. Unauthorized entry into a file to use, read, or change the contents,
or for any other purpose.
b. Unauthorized file transfer, modification, deletion, or security access
c. Unauthorized use of another individual's identification and pass-
d. Use of computing facilities to interfere with the work of another stu-
e. Use of computing facilities to view or send obscene or abusive mes-
f. Use of University computing facilities and/or other University re-
sources to interfere with normal operation of the University comput-
ing system or network.
g. Any violation of the University and Network Usage Policy, which
  can be located at http://www.uco.edu/technology/policies/index.asp.

27. Abuse of the student conduct system including but not limited to:

a. Failure to obey the notice of a student conduct body (board or com-
  mittee) or University official to appear for a meeting or hearing as
b. Falsification, distortion, or misrepresentation of information before
  the Director of Student Conduct or a student conduct body (board
  or committee).
c. Disruption or interference with the orderly conduct of a student con-
d. Facilitation of an unauthorized Student Conduct Hearing.
e. Attempting to discourage an individual's proper participation in, or
  use of, the student conduct system.
f. Attempting to influence the impartiality of a member of a student
  conduct body (board or committee) prior to and/or during the course
  of the student conduct proceeding.
g. Harassment (verbal or physical) and/or intimidation of a member of
  a Student Conduct body (board or committee) prior to and/or after a
  Student Conduct body (board or committee) proceeding.
h. Failure to comply with the sanction(s) imposed under the Code of
  Student Conduct by the Vice President for Student Affairs, Director
  of Student Conduct, the Committee on Student Conduct, or any
  other University Official who has the authority to impose sanctions.
i. Influencing or attempting to influence another person to commit an
  abuse of the student conduct system.

28. Sexual misconduct, including but not limited to, sexual harassment, voy-
eurism, indecent exposure, and sexually lewd acts, as specified in Sec-

29. Sexual violence, assault and rape, including but not limited to unwanted
sexual contact with a stranger or a friend, acquaintance, spouse, or cur-
rent dating partner or former intimate partner, as specified in Section

30. Stalking as specified in Section VI.H.

31. The use, sale, or distribution of all forms of tobacco products includ-
ing, but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, 


zation or other University sponsored activities for students is strictly
prohibited. (Regional University System of Oklahoma Policy Manual; 
Section 4.3.3.e) The possession, smoking, misuse, and distribution of 
synthetic cannabinoids, such as JWH-018 or K2 (Spice), and smoking 
herbs is prohibited on the properties of the University and at University-

15. The nonmedical use of prescription medication (i.e. “pain killers”) is ex-
pressly prohibited. This includes possession and distribution of medica-
tions that are off label and those that are not prescribed to the person 
in question, or use of prescription medication at a rate not congruent 
with the prescription. (Regional University System of Oklahoma Policy 
Manual; Section 4.3.3.e)

16. Use, possession, manufacture, distribution, and being under the influ-
eence of alcoholic beverages and/or non-intoxicating beverages as de-
defined in Section 163.2 of Title 37 of the Oklahoma Statutes except as 
expressly permitted by state law and regulations, or public intoxication. 
The use, possession, manufacturing, being in the presence of, or distri-
bution of alcoholic beverages and/or non-intoxicating beverages, or il-
legal narcotics in any form, on campus properties, in University Housing 
to include sorority and fraternity housing, or other University sponsored 
activities, unless explicitly and lawfully approved by authorized Universi-
ty officials for students is strictly prohibited. (Regional University System 
of Oklahoma Policy Manual; Section 4.3.3.b)

a. It is also strictly prohibited to drive, operate, or be in actual physical 
control of a motor vehicle (Section 11-902, Article 9 of Title 47 of the 
Oklahoma State Statutes):

1. While under the influence of alcohol, any other intoxicating sub-
stance, or a combination thereof;

2. With a blood or breath alcohol concentration level at or above 
the applicable legal limit is prohibited.

17. Use, possession, manufacture, distribution or attempted distribution of 
alcoholic beverages, in any circumstances, by or to any person under 
the age of twenty-one (21).

18. Violation of any accessible Housing and Dining Services policies and/or 
contracts.

19. Illegal or unauthorized possession, usage, or storage of firearms, explo-
sives, electronic control devices, such as Taser or other stun guns, other 
weapons, or dangerous chemicals on University premises in a manner 
that would reasonably be expected to threaten, harm, incapacitate, or 
cause fear to other University community members. The possession 
or firing of firearms, fireworks, explosives, ammunition, replica firearms 
as referenced in Section 1 of 8.12.025 of the Edmond, OK Municipal 
Code) or weapons such as bb guns, paintball guns, rifles, bows, swords, 
metal knuckles, blackjacks, hand chains, knives and inappropriately-
used knives or bladed instruments by students is prohibited on-campus, 
in any sorority, fraternity, or University-operated housing facilities, ex-
cept as used in officially approved University programs. Lawfully stored 
handguns may not be removed from vehicles without prior valid written 
consent of the college or University President while the vehicle is on Uni-
versity property. (21 O.S. 1277) To obtain permission to safely and law-
fully store or display unloaded and approved weapons while on campus 
property, contact the University of Central Oklahoma Police Department 
at (405) 974-2345.

20. Initiating, causing, or contributing to any false report, warning, or threat 
of fire, terrorism, or other emergency.

21. Participation in an on-campus or off-campus demonstration which dis-
rupts the normal operations of the University and infringes on the rights 
of other members of the University community; leading or inciting others 
to disrupt scheduled and normal activities within any campus building or 
area; and/or, intentional obstruction which unreasonably interferes with 
freedom of movement, either pedestrian or vehicular, on campus.

22. Obstruction of the free flow of pedestrian or vehicular traffic on Univer-
sity premises or University sponsored or supervised functions.

23. Conduct which is disorderly, lewd, or indecent. Indecent conduct in-
cludes indecent exposure as defined by Oklahoma law.

24. Conduct in which a student engages or threatens to engage in that pos-

I. Legal Proceedings and University Student Conduct Procedures

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

When a student is charged by federal, state, or local authorities with a violation of law, the University has the ability to request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a student conduct body under the Code of Student Conduct, the University may advise off-campus authorities of the existence of the Code of Student Conduct and of how such matters are typically handled internally within the University community. The University will cooperate with law enforcement and other federal, state, or local agencies in the enforcement of criminal law on-campus and in the conditions imposed by criminal courts for the rehabilitation of student violators, as required by federal privacy and compliance laws including, but not limited to, the Family Educational Rights and Privacy Act of 1974. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

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

J. Filing Complaints

Any person may file a written complaint against any student for violations of the Code of Student Conduct. Complaints shall be requested in writing and submitted to the Office of Student Conduct. All complaints should be submitted as soon as possible after the event takes place or as soon as the complainant becomes aware of an incident, preferably within fourty-eight (48) University business hours. The student conduct process requires a written statement from the Complainant, unless other documentation outweighs the need for the written statement. Complaint forms may be acquired and submitted online at http://www.uco.edu/conduct, via campus mail at box #158, by fax at (405) 974-3817, or by hand delivery to the Office of Student Conduct in the Lillard Administration Building, Room 213.

K. Prohibition of Retaliation for Reporting

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

L. Temporary Suspensions

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

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

M. Investigations

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

Students who are contacted by the Office of Student Conduct should respond immediately by following the directions specified in the personal conversation, voice mail, email, and/or post letter that they receive and schedule a meeting with the Director of Student Conduct or his or her designee by the deadline identified within the notice. Notices issued through University email addresses are considered proper notification to students (Section VI.L.). Students are responsible for checking their email on a regular basis for University communication. Failure to comply with these directions can be considered a violation of University policy, Section III.H.9.

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

The Director of Student Conduct may determine if the complaints can be disposed of administratively by an informal resolution or discretion. If the allegations are not admitted to and/or cannot be reasonably disposed of by informal resolution, the Director of Student Conduct may refer the case to another student conduct body to be resolved formally (see Section III.D.). The student conduct body that hears the complaint, either formally or informally, will make a determination of responsibility based upon a preponderance of the evidence standard. Under this standard, the designated student conduct body will seek to determine what more than likely occurred. Formal rules of due process, procedure, and/or technical rules of evidence such as are applied in criminal or civil court are not used in student conduct proceedings.

N. Informal Resolution: Student Conduct Meetings

The Informal Resolution Option is conducted through a series of investigative interviews with the complainant, any alleged victims, the accused student, the president of an accused student organization, and possible witnesses.
An informal decision shall be made after enough information has been gathered and/or received to make a final determination by the Director of Student Conduct, or designated student conduct body. Some preferences to resolve matters informally or formally may not be honored, due to the specific nature of the case and matters involved.

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

O. Formal Resolution: Student Conduct Hearings

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

2. The notice for the hearing shall include:
   a. A statement of the date, time, place, and nature of the hearing;
   b. Identification of the authority and jurisdiction under which the hearing is to be held;
   c. A reference to the particular sections of the University policies involved; and,
   d. A concise statement of the matters asserted. If the University or other party is unable to state the matters in detail at the time the notice is served, the initial notice may be limited to a statement of the issues involved.

3. Opportunity shall be afforded to all parties to respond and present information and arguments on all issues involved.

4. The record in a Student Conduct Hearing and/or Appeal Hearing shall include:
   a. All acknowledgements, questions, challenges, and denials;
   b. Information received or considered at the Student Conduct Hearing;
   c. Entries and offers of new information, challenges, and decision thereon;
   d. Proposed conclusions and exceptions;
   e. Any decision, opinion, or report by the committee chair at the hearing; and,
   f. All other information or data submitted to the committee chair or University Official in connection with their consideration of the case, provided all parties have had access to such information.

5. Oral proceedings shall be electronically and/or digitally recorded. Such recordings shall be maintained for such time so as to protect the record through any further review. Copies of the recordings shall be provided by the University at the request of any party to the proceeding. Costs of transcription of the recordings may be borne by the party requesting the transcription. For further review, electronic and/or digital recordings of any Student Conduct Hearing or Appeal Hearing may be submitted for review without transcription unless otherwise required to be transcribed. In such cases, the expense of transcriptions shall be taxed and assessed against the requesting party.

6. The complainant, accused student, accused student organization representative(s) and their advisor, if any, shall be allowed to attend the entire portion of the Student Conduct Hearing, except the deliberation period(s). Admission of any additional person(s) to the hearing or the role adjustment of any currently involved person(s) shall be at the discretion of the chairperson of the student conduct body.

7. In Student Conduct Hearings involving more than one (1) accused student, the chairperson of the student conduct body, at his or her discretion, may permit the hearings concerning each student to be conducted separately or jointly.

8. The complainant, the accused student, and/or the accused student organization representative(s) shall have the right to challenge the participation of any member of the Committee on Student Conduct based on a belief of bias. The Chair of the student conduct body shall consider the merit of the challenge and make a decision to either retain the student conduct body member or dismiss the student conduct body member for that particular case.

9. The complainant, the accused student, and/or the accused student organization representative(s) shall have the right to be assisted by any advisor they choose, at their own expense, unless that person’s presence and/or actions disrupt the operations of the hearing. The complainant, the accused student, and/or the accused student organization representative(s) may be assisted by no more than one (1) advisor. The advisor may be an attorney. The complainant and/or the accused student or organization is responsible for presenting his, her, or their own case and, therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Hearing before a student conduct body. Participating students should select an advisor or person whose schedule allows attendance at the allotted dates and times for Student Conduct Hearings. Generally, delays shall not be allowed because of scheduling conflicts of advisors.

10. The complainant, the accused, and the student conduct body shall have the privilege of presenting witnesses, subject to the right of cross-examination by each party. The complaint and accused student will be required to identify their proposed witnesses to the student conduct body, no later than two (2) University business days prior to the Student Conduct Hearing. A witness list form may be acquired from and submitted to the Office of Student Conduct. In addition, the Witness List Form is accessible from the Office of Student Conduct website, http://www.uco.edu/conduct.

11. The complainant and the accused student will be allowed to present no more than five (5) witnesses each, of which only two (2) may be character witnesses. Advisors may not serve as witnesses during the same hearing. Witnesses shall provide information to and answer questions from the student conduct body and opposing parties. Questions from the opposing parties shall be directed towards the chairperson of the student conduct body rather than to the witness(es) directly. This method is used to preserve the educational tone of the Student Conduct Hearing and to avoid the creation of a hostile environment.

12. Pertinent records, exhibits and written statements may be accepted as information for consideration by a student conduct body at the discretion of the chairperson.

13. All procedural questions are subject to the final decision of the chairperson of the student conduct body. The chairperson may consult with a representative of the Office of Student Conduct and/or University Legal Counsel at any point during the hearing.

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

15. After the hearing, the student conduct body shall determine (by majority vote if the student conduct body consists of more than two (2) persons) whether the accused student or the accused organization has violated each section of the Code of Student Conduct that the accused student or accused organization allegedly violated.

16. Specified time periods of deliberation may range from a 30-60 minute wait outside of the Student Conduct Hearing location(s) to five (5) University business days. After a specified deliberation time period for the student conduct body, if the final outcome of a particular Student Conduct Hearing has not been decided by the original specified time period, then the student conduct body or representative from the Office of Student Conduct shall provide all participating parties with direct verbal or written notice of a new and final timeline.
P. Notice of Final Outcome

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

Q. Sanctions

1. Penalties for violation of University regulations or law may include one (1) or a combination of the following:
   a. Warning - A verbal and/or written notice to the student that the student is violating or has violated University regulations.
   b. Apology Letter - A typed and signed apology letter by the accused student(s) acknowledging responsibility for the University violation(s) and providing a sincere expression of remorse to the victim(s) and/or stakeholders of the misconduct.
   c. Probation 1 - A written reprimand for violation of specified regulations and a loss of privilege from representing the University in on- or off-campus co-curricular academic, athletic, or other social functions sponsored by the University during the probationary period. Probation is for a designated period of time and includes the probability of more severe sanctions, such as suspension or expulsion, if the student is found responsible for violating any further institutional regulations(s) during the probationary period.
   d. Probation 2 - Due to previous university violations at other institutions and/or law violations prior to admittance to the University of Central Oklahoma, a specified conditional period of enrollment may be applied to an incoming student. The conditional period may include a denial of access to one or more of the following areas and/or events of the University of Central Oklahoma:
      Any University-sponsored cocurricular events;
      Any Housing and Dining Facility;
      Specifically identified Academic Building(s);
      Intramurals Participation; and/or
      Any University structure
      The conditional period may also include one or more of the following requirements:
      Periodic or Regular Check-Ins with UCO Police Department;
      Periodic or Regular Check-Ins with the Office of Student Conduct; and/or
      Periodic or Regular Check-Ins with designated Housing and Dining Officials
   e. Deferred Suspension - Official suspensions may be deferred for a semester or an indefinite period of time. The suspension will be automatically enforced for any subsequent violation of the Code of Student Conduct or local, state, or federal laws. If a student or student organization commits a violation of the Code of Student Conduct or local, state, or federal laws, while on deferred suspension and is found responsible, then the student will be automatically suspended. In addition, the student or student organization will be responsible for completing the subsequent sanctions, which may be applied for the most recent violation.
   f. Loss of Privileges - Denial of University privileges for a designated period of time, such as denial of entry or usage of certain areas on-campus or restricted usage or attendance of certain University privileges or events.
   g. Conduct Hold - A student given a conduct hold may be required to have all enrollment and release of academic records approved through the Director of Student Conduct. A conduct hold may also be utilized to ensure compliance with other sanctions or requests to appear.
   h. Fines - Established and published fines may be imposed for violating University policies including, but not limited to, the Tobacco Free Campus Policy. In addition, fines may be imposed for failure to complete assigned sanctions by designated deadlines.
   i. Parental Notifications - If a student is under the age of twenty-one (21) and has been found responsible for violating any local, state, or federal laws, including any alcohol or controlled substance policies, then the Director of Student Conduct and/or designee may contact and discuss the matter and/or resolution with the parents or legal guardian of the student.
   j. Assessments/Evaluations - A directive to attend and actively participate in 1-2 appointments or sessions that will aid in the direction of the overall sanction learning outcome. These appointments or sessions may be facilitated by the UCO Student Counseling Center, the Alcohol and Drug Abuse Prevention Office, or other campus or non-campus agency.
   k. Program Participation - A directive to attend, actively participate, and successfully complete individual and/or group appointments or sessions that will aid in the direction of the overall sanction learning outcome. These appointments or sessions may be facilitated by the UCO Student Counseling Center, the Alcohol and Drug Abuse Prevention Office, or other campus or non-campus agency. Generally, sanctions that involve therapy shall specify a certain number of appointments or sessions for successful completion.
   l. No Contact Order - A directive that prohibits all forms of contact with another person or persons, which specifies a time period of enforcement. Forms of contact may include, but are not limited to, telephone calls, contact through another person, contact initiated through social media, attendance of certain University-sponsored events, text messages, e-mail or any other electronic means. A No Contact Order may be temporarily instituted prior to a hearing as a means of preserving the safety of the University learning community and balancing the rights of accused students and/or as a final sanction at the conclusion of a hearing. Violation of the No Contact Order may result in a final sanction of suspension from the University.
   m. Restitution - Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
   n. Discretionary or Educational Sanctions - Community service, program development / promotion, program participation and/or completion, written assignments, service to the University, research assignments, or other related discretionary assignments. Such assignments must have the prior and concluding approval of the Director of Student Conduct.
   o. Residence Hall Transfer - A student resident may be required to transfer residence halls due to a policy violation or pattern of policy violations that affect a particular residence hall community. This transfer may be for a specified or indefinite period of time.
   p. Residence Hall Contract Termination - Separation of the student from the Residence Halls for a period of time, after which the student may be eligible to return. Conditions for readmission may be specified.
   q. Residence Hall Expulsion - Permanent separation of the student
from the Residence Halls.

r. **Temporary Suspension** – A student may be temporarily suspended from the University or University Housing facilities prior to, before or during an investigation if one (1) or more of the following is necessary:

1. To ensure the safety and well-being of members of the University community or the preservation of University property;
2. To ensure the student’s own physical or emotional safety and well-being and/or;
3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

s. **University Suspension** - A student may be suspended from a University residence hall/apartment and/or the University for a finite period of time, not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. Conditions for readmission may be specified. A suspension hold may be placed on the transcript during the period of suspension. Likewise, a notation of the suspension may be placed on the student’s academic transcript at the discretion of the Director of Student Conduct.

t. **University Expulsion** - Permanent separation of the student from the University. When a student is expelled, a notation of the expulsion will be placed on the student’s academic transcript at the discretion of the Director of Student Conduct. A student who is expelled will not be allowed to reenter the University premises or have further contact with the University.

u. **Degree Revocation or Rescission of Credit** - For those students found to have violated University policy and who have already graduated, the University may elect to revoke the degree(s) of a given student. Likewise, the University may elect to rescind credit for a specific course or program.

2. More than one (1) of the sanctions listed above may be imposed on any single violation. Furthermore, the aforementioned sanctions are not meant to be a comprehensive list.

3. Other than University suspension and expulsion, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s private education records.

4. The following sanctions may be imposed upon student clubs, groups or organizations:
   a. Those sanctions listed above in Section III.Q.1.
   b. Deduction of points from one-time or annual award programs of competition.
   c. Restriction of hosting certain programs.
   d. Requiring a change of on-campus advisors as a condition of continued or renewed University recognition.
   e. Deactivation or loss of selected or all privileges, including University recognition, for a specified period of time.
   f. Notification of governing entity.

5. Following the investigation or Student Conduct Hearing, the student conduct body and/or the Director of Student Conduct shall advise the accused student or accused student organization representative and alleged victim in writing, when appropriate, of its determination and of the sanction(s) imposed, if any.

6. Any student or student club, group or organization found responsible for a violation of University policies which does not result in their temporary suspension, suspension, expulsion, credit rescission, or degree revocation, shall be entitled to a request for an Appeal by the Vice President for Student Affairs as specified in Section III.R. Additionally, any student or student clubs, groups or organizations found responsible for a violation of the University policies which results in their temporary suspension, suspension, expulsion, credit rescission, or degree revocation, shall be entitled to a Student Conduct Appeal Hearing by the Committee on Student Conduct, as specified in Section III.S.

7. If a student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after the appeal hearing before the Committee on Student Conduct, unless a temporary suspension remains in place in accordance to the policies herein. The Vice President for Student Affairs reserves the right to intervene and/or hear any case of student misconduct.

R. **Student Conduct Appeals**

An appeal is a review of the record of the original investigation, finding of responsibility, sanctions assigned, and/or hearing procedures. The Appeal Request process serves as a procedural safeguard for the student(s) involved. The complainant(s), accused student(s), or president of an accused student organization may request that the decision reached or sanction(s) imposed by a student conduct body be reviewed, according to the grounds described below.

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

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

a. **Disproportionate Sanction(s):** The sanctions imposed are significantly disproportionate to the severity of the violation.

b. **New Information:** To consider new documentation, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction(s). A summary of this new documentation and its potential impact must be included.

c. **Procedural Error:** To determine that a procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g. unjustified and significant deviation from published procedures, etc.).

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

A decision reached or sanction imposed by a student conduct body may be appealed by the accused student(s) or complainants. To initiate an appeal, a student must make the written request by completing and submitting the Office of Student Conduct Appeal Form. Appeal Forms can be acquired from the Office of the Vice President for Student Affairs, Lillard Administration Building, Room 213 (405) 974-2361. All appeals must be, completed, signed, dated, and submitted to the Office of the Vice President for Student Affairs within one (1) University day after the disciplinary decision has been rendered and received. Failure to check or claim notice of the disciplinary decision by email, US Postal Service, or campus mail will not constitute an acceptable reason for non-receipt of the original decision.

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

Appeal requests that DO NOT involve suspension, expulsion, temporary suspension, rescission of credits, or degree revocation are heard by the Vice President for Student Affairs. Appeal requests that DO involve suspension, temporary suspension, expulsion, degree revocation, or rescission of credit are heard by the Committee on Student Conduct.

1. Appeals Heard by the Vice President for Student Affairs

A decision reached or sanction imposed by a student conduct body may be appealed by the accused student(s) or complainants to the Vice President for Student Affairs. To initiate an appeal, a current student must make the written request by completing and submitting the Office of Student Conduct Appeal Form. Appeal Forms can be acquired from the Office of the Vice President for Student Affairs, Lillard Administration Building, Room 213 (405) 974-2361. All appeals must be initiated by the requesting current student, completed, signed, dated, and submitted to the Office of the Vice President for Student Affairs within twenty-four (24) hours or one (1) University business day after the disciplinary decision has been rendered and received. Failure to check or claim notice of the disciplinary decision by email, US Postal Service, or campus mail will not constitute an acceptable reason for non-receipt of the original decision.

The Office of Student Conduct will inform the opposing party of the appeal request filed (e.g., if the accused student appeals, the appeal will be shared with the complainant, who may also wish to file a response). After receiving the appeal request, the Vice President for Student Affairs will initiate a preliminary review of the appeal request to determine if the appeal request has met the deadline requirement and the aforementioned grounds for appeals. Then, the Vice President shall draft a response memorandum, which shall be shared with the complaint(s), accused student(s), or president of an accused student organization, and the Director of Student Conduct. The original finding and sanction will stand if the appeal has not met the deadline requirement and/or does not meet one (1) or more of the aforementioned grounds for appeal. If the appeal has met the deadline requirement and the grounds for appeal, then the appeal request is further reviewed by the Vice President for Student Affairs. The party requesting appeal must demonstrate error in their selected grounds for appeal, as the original findings and sanctions will be presumed to have been decided reasonably and appropriately.

2. Appeals Heard by the Committee on Student Conduct

The Committee on Student Conduct consists of faculty, staff members, and student members who review appeal requests that involve cases resulting in temporary suspension, suspension, expulsion, degree revocation or rescission of credit.

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

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

S. Outcome of an Appeal Hearing

Whether the appeal is heard by the Vice President for Student Affairs or the Committee on Student Conduct, the result will be one (1) of three (3) outcomes:

1. That the original student conduct body’s determination is affirmed;
2. That the original student conduct body’s determination be modified; or,
3. That the original student conduct body’s determination be reversed.

The decision of the Vice President for Student Affairs or the Committee on Student Conduct shall be final. In general, the Vice President for Student Affairs or the Committee on Student Conduct shall make every attempt to review appeals within fifteen (15) University business days of the submitted written request. The decision of the Vice President for Student Affairs or the Committee on Student Conduct shall be final unless within one (1) University day after the disciplinary decision has been rendered and received, the student in question appeals with the President of the University. Appeals with the President shall relate to procedural matters only. Procedural Appeals must be addressed to the President of the University and delivered or mailed to the Office of the President, Lillard Administration Building, Room 112, (405) 974-2311.

T. Expulsion Hearings before the Committee on Student Conduct

The findings of fact and conclusions of law of the Committee on Student Conduct shall be based exclusively on the information received from the preceding investigation and on matters officially noticed in the initial Student Conduct Hearing unless otherwise agreed upon by the parties on the record.

1. The University may admit and give consideration to information which possesses probative value commonly accepted by reasonably prudent individuals in the conduct of their affairs. The University shall give effect to the rules of privilege recognized by law in respect to: self-incrimination; confidential communications between husband and wife during the subsistence of the marriage relation; communication between attorney and client, made in that relation; confessions made to a clergyman or priest in his or her professional capacity in the course of discipline enjoined by the church to which he or she belongs; communications made by a patient to a licensed practitioner of one (1) of the healing arts with reference to any physical or supposed physical disease or of knowledge gained by such practitioner through a physical examination of a patient made in a professional capacity; and records and files of any official or agency of any state or of the United States which, by any statute of such state or of the United States, are made confidential and privileged. No greater exclusionary effect shall be given any rule or privilege than that which would be obtained in an action in court. The University may exclude incompetent, irrelevant immaterial and unduly repetitious information. Any portion of relevant information may be received in written form as long as the information does not substantially prejudice the interest of the parties or the timeliness of a hearing.

2. Documentary information may be received in the form of copies or excerpts if originals are not readily available. Upon request, parties shall be given the opportunity to compare the copy with the original.

3. A party may conduct cross-examinations, through the facilitation of the committee chair.

4. Notice may be taken of judicially recognized facts. In addition, notice may be taken of generally recognized technical or scientific facts within the University’s specialized knowledge. Parties shall be notified either before or during the hearing, or by reference in preliminary reports or otherwise, of the material to be presented, including any staff memorandum or data, and they shall be given an opportunity to contest the material presented. The University’s experience, technical competence, and specialized knowledge may be utilized in the evaluation of the information.

U. Expulsion Hearing: Final Orders—Notification of Hearing Outcome

1. A final University order adverse to an accused party shall:
   a. Be in writing; and,
   b. Include findings of fact and conclusions of law of the Committee on Student Conduct, separately stated. Findings of fact, if set forth in statutory language, shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. In accordance with University rules, if a party submitted proposed findings
of fact, the final University order shall include a ruling upon each proposed finding.

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

V. Administrative Appeals of an Expulsion

Any order of the Committee on Student Conduct affirming the expulsion of a student shall be final, unless, within one (1) University day after the disciplinary decision has been rendered and received, the student lodges a written appeal with the President of the University. Appeals with the President shall relate to procedural matters only. Procedural appeals must be addressed to the President of the University. Written appeals to the President should be submitted through the Office of Student Conduct.

IV. ACADEMIC POLICIES, RIGHTS, AND RESPONSIBILITIES

General Statement

The University of Central Oklahoma seeks to develop the whole individual and the skills needed for successful living. The educational experience is designed to enable students to practically apply the knowledge and skills gained to individual and social problems. The University promotes an international understanding as well as an appreciation for the democratic way of life.

A. Academic Integrity Statement

Each student is expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student’s confidential academic records without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without the expressed permission of the instructors involved. Any student found responsible of academic dishonesty will be subject to disciplinary action.

Violation of these expectations, as specified above and in Sections III, IV, and V, may result in penalties up to and/or including expulsion from the University.

B. Academic Regulations

Students are responsible for reviewing the information contained in the official University catalog. The catalog contains regulations governing academic programs, course requirements, campus life, and other important information. When a student requests his or her transcript be sent to another institution, the University shall have the right to supply other academic information as may be requested by that institution. No information concerning disciplinary action will be released unless such action is permissible under federal policies. Certain colleges, departmental and administrative officers at the University have a legitimate interest and need for information contained in students’ records and are authorized to access this information as necessary. Information may be released from students’ records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or the University community.

The following factors should be taken into consideration in determining whether records may be released under this Section: (a) the seriousness of the threat to the health or safety of a student or the University community; (b) the need for such records to meet the emergency; (c) whether the persons to whom such records are released are in a position to deal with the emergency; and, (d) the element of time being a crucial factor in dealing with the emergency.

Records maintained by a physician, psychologist, or other recognized professionals are not open for parents’ or students’ inspection. Inquiries regarding medical records should be directed to the office maintaining those records, i.e., the Student Counseling Center or the Mercy Clinic at UCO.

C. Record Holds

There are various holds that may be placed on a student’s records that would prohibit him or her from being able to conduct business on the campus. The types of holds are: admissions, library, deans, financial, registrar, advisor, enrollment, housing delinquency, conduct, or loan delinquency. The various holds may be put in place until such a time that the student is in compliance with University policies. Should the student find he or she has one or more of the above holds, he or she should contact the appropriate office to resolve the issue that created the hold.

D. Academic Appeal Procedures

In order to provide a means for students to pursue a solution to grievances affecting them individually, two appeals procedures exist. The first enables a student to seek redress when the student believes a faculty member has not met professional obligations to the student or has not behaved in an ethical manner in a professional relationship with the student. The second allows a student to appeal the assignment of a grade. If a student believes practices and procedures were not consistently and accurately followed, the student may have the right to appeal the final grade.

1. Appeal of an Alleged Violation of Professional Ethics

Members of the University’s faculty are subject to the Faculty Conduct Policy (Appendix H of the Faculty Handbook). A student should report an alleged violation of professional ethics to the faculty member’s department chair/school director.

2. Grade Appeal Process

If a student believes the practices and procedures used to determine his or her final grade were not consistently and/or accurately followed, the student may have the option to have his or her appeal considered by the Board of Academic Appeals. Information regarding the specific steps involved in filing a grade appeal may be found at http://www.uco.edu/academic-affairs/students/grade-appeals. All appeals must be filed with the Office of Academic Affairs no later than the end of the fourth week of the next semester immediately following the semester in which the grade was assigned, with the exception of the spring semester. A spring grade appeal may be filed either within the first four weeks of the next summer semester or within the first four weeks of the next fall semester. Semesters include the fall, spring, and summer terms.

3. Academic Dishonesty Policy

Academic dishonesty includes, but is not confined to: plagiarizing; cheating on tests or examinations; turning in counterfeit reports, tests, and papers; stealing tests or other academic material; knowingly falsifying academic records or documents of the institution; accessing a student’s confidential academic records without authorization; disclosing confidential academic information without authorization; and, turning in the same work to more than one class without the expressed permission of the instructors involved. Any student found responsible of academic dishonesty will be subject to disciplinary action.

a. Cheating on an examination or the preparation of academic work;

b. Copying from another student’s test paper, laboratory report, other report, or computer files, data, listings, and/or programs;

c. Using, during a test, materials not authorized by the professor or instructor;

d. Collaborating with or aiding another person, without authorization, during an examination or in preparing academic work;

e. Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an un-administered examination;

f. Substituting for another student, or permitting another student to substitute for one in taking an examination or preparing academic work;

g. Bribery another person to obtain an un-administered examination or information about an un-administered examination;

h. Attempting to bribe any faculty/staff or student to alter a grade;

i. Plagiarizing or appropriating another’s work or idea without prop-
Instructor Procedures: In instances where the instructor-of-record has clear and convincing information that a student has engaged in academic dishonesty, the following procedures will be used:

STEP ONE (1):
The instructor-of-record shall discuss the situation as soon as possible with the student, explaining the allegation, the reasons for it, and the disciplinary action(s) being considered, and shall give the student the opportunity to respond to the allegation. In cases where the instructor is unable to contact a student, i.e., at the end of a semester, the instructor may consult with the Office of Academic Affairs for assistance. A student who attempts to withdraw to avoid the consequences of alleged academic dishonesty may be denied or have the withdrawal disallowed until the issue has been fully resolved.

STEP TWO (2):
If, after consultation with the student, the instructor-of-record decides to initiate disciplinary action, the instructor may do one (1) or more of the following:

a. Require the student to complete a substitute assignment or examination.

b. Award a reduced grade for the examination, assignment, or course.

c. Award a “zero” or a grade of “F” for the assignment or examination.

d. Award a grade of “F” for the course.

e. Recommend to the dean more stringent disciplinary action (e.g., conduct probation, suspension, or expulsion) by the University.

STEP THREE (3):
If any of the above disciplinary actions are taken, the instructor-of-record must communicate in writing, within five (5) school days, the actions taken and the reasons for them to the student. The instructor-of-record will also file a notice of academic dishonesty with the Office of Academic Affairs. In addition:

a. If the disciplinary action taken by the instructor involves STEP 2a, STEP 2b, or STEP 2c, and the student agrees to the disciplinary action, no written record is required.

b. If disciplinary action taken involves 2d, the instructor-of-record will also provide copies to the instructor-of-record’s department chair / school director, and the dean.

c. If the disciplinary action taken involves 2e, the instructor-of-record will also provide copies to the instructor-of-record’s department chair / school director, and the dean. The dean will review the documentation, add his or her comments, and forward it to the Office of Student Conduct for further action, if warranted.

NOTE: A student may not withdraw from a course in which a case of academic dishonesty is pending.

V. STUDENT ORGANIZATION EXPECTATIONS AND RESPONSIBILITIES

The University of Central Oklahoma recognizes the fact that every individual is unique and may excel in a wide range of areas. Therefore, UCO strives to provide an environment in which students, staff and faculty create activities and organizations in an effort to enhance co-curricular life. These activities and organizations provide students with the opportunity to develop leadership skills, build relationships and take an active role in the formation of campus plans and policies. A listing of active student organizations and activities at the University of Central Oklahoma can be obtained at the Student Organizations Office, Nigh University Center, Room 414, (405) 974-2625 or online at http://www.uco.edu/studentorgs.

A. Responsibilities of Active Student Organizations

1. In order to obtain and maintain active organizational status, the following steps must occur:

   a. Register your student organization on OrgSync (orgsync.com) with two leaders and at least five members (in addition to the officers).

   b. Upload a dated constitution and/or bylaws.

   c. An full time faculty or staff member willing to serve as an advisor.

   d. Renew your student organization on OrgSync every year between April 1st and the first Friday in August.

2. All Greek social organizations must be an active and recognized member of the appropriate UCO-recognized Greek governing body, and abide by the rules and regulations of the appropriate UCO-recognized Greek governing body. The UCO Office of Fraternity and Sorority Life is responsible for identifying the appropriate governing body. All recognized Greek social organizations must sign the Fraternity and Sorority Relationship Agreement by September 1 of the new academic year. Greek social organizations that are not active and/or are not recognized members of their governing council may have their University recognition revoked.

3. The organization and organizational officers are responsible for upholding the rules and regulations of the University of Central Oklahoma. This responsibility cannot be delegated to advisors, campus police, and/or others and applies to activities on and off the University of Central Oklahoma campus. Violations will be reviewed by the University and may result in, but not limited to, denial of facility usage, revoking of recognized organizational status, individual and/or group discipline.

4. The Office of Student Housing must give prior approval to any organized student activity that is to take place in the residence halls.

5. Auxiliary organizations (i.e. Little Sister or Little Brother groups) will not be recognized and/or permitted on the campus of the University of Central Oklahoma.

6. Organizational rules and constitutions do not supersede the policies and procedures of the University of Central Oklahoma.

7. Any organization’s rules, regulations, laws or procedures remain revocable.

8. The Coordinator of Student Organizations will resolve conflicts concerning interpretation of individual constitutions.

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

10. Overspending of allocated Student Activity Fee accounts is prohibited and may result in disciplinary action.

B. Student Organization Facility Utilization Policies
1. Active Student Organizations may reserve campus facilities for use during organization activities. To reserve facilities, an organization must contact the appropriate building manager to avoid scheduling conflicts. A list of building managers is available on the Student Organization website at [http://wwwucoedu/studentorgs](http://wwwucoedu/studentorgs). Events outside of a building must also be scheduled by contacting the appropriate party, also listed on the website.

All Fraternity and Sorority Life organization events being held outside a campus facility must be approved by the Assistant Director of Fraternity and Sorority Life. Greek social organizations recognized by the Office of Fraternity and Sorority Life and their respected governing council must schedule outside campus facility events with the Office of Fraternity and Sorority Life. Forms for Greek social organizations are available in the Nigh University Center, Room 424.

Instructions for reserving and canceling campus facilities may be acquired in the Student Organizations Office, Nigh University Center, Room 414, (405) 974-2625 or online at [http://wwwucoedu/studentorgs](http://wwwucoedu/studentorgs).

To reserve or cancel events in the Nigh University Center, students should contact Conference and Events Services at (405) 974-5932. A full list of NUC policies for reserving space and food may be found on the Student Organization website.

2. Active student organizations may post and distribute signs, handbills, flyers and displays in the designated University locations. Please refer to the Facility Utilization Policy on the Student Org website for more information on how to have signs approved, where to chalk, etc.

3. Active student organizations may request funding from the Student Activity Fee (SAF) Fund. Details on how to obtain SAF funding can be found in Section V.G.1.

4. Active student organizations that acquire funds other than those from the Student Activity Fee Fund are required to maintain those funds in a cash account with the Purchasing and Payables office. Details on the operation of student organization cash accounts can be found in Section V.G.2.

5. Student organizations may find information regarding policies and procedures on the Student Organizations website at [http://wwwucoedu/studentorgs](http://wwwucoedu/studentorgs).

6. In addition to the privileges of active student organizations, the Office of Fraternity and Sorority Life will provide the following to active Greek social organizations:
   a. advertising in the Fraternity and Sorority Life brochure
   b. promotion through mailings, website, newspaper advertisements, etc.
   c. a grade report each semester to chapter presidents
   d. new member educational programming
   e. facilitating roundtable discussions with chapter presidents and advisors
   f. advising Greek governing councils
   g. travel to national leadership conferences
   h. administrative and financial support of recruitment efforts
   i. opportunity to participate in membership recruitment events (Rush, Recruitment, Greek Fair, Greek Discovery Day, etc.).

C. Membership in Active Student Organizations

1. All student organization members must be enrolled at UCO and must not be on academic probation with the University. Student Organizations that have constitutionally established city-wide, state-wide, or multiple university charters and have registered in such manner with the Student Organizations Office shall be deemed acceptable under this policy.

2. To serve as an officer of a recognized student organization, a student must be currently enrolled at UCO, have a cumulative GPA of 2.5 and maintain a 2.5 each semester of participation. Students falling below the minimum GPA requirements for any given semester may not serve as an officer during the following semester (fall and spring, not summer) until GPA requirements are met.

D. Establishing a New Student Organization

If a student wishes to participate in a student organization whose purpose is not currently addressed by any existing student organization, that student may form a new student organization and apply for recognition by registering at OrgSync.com under University of Central Oklahoma. In order to start a new student organization, a group must have two student leaders, five additional students in the membership, a faculty/staff advisor and a constitution. The Coordinator of Student Organizations will let you know when you are approved.

E. Inactive Status

1. Any student organization that fails to complete the materials necessary to maintain active status will be deemed inactive.

2. Inactive student organizations may regain active status by completing the renewal steps on OrgSync:
   a. Updating their profile on OrgSync including updated officer names and a dated Constitution.
   b. Attending officer training.
   c. Attending advisor training.

3. A student organization that has remained on the “Inactive Student Organizations” list for two (2) consecutive years will have its official recognition revoked.

4. All Greek social organizations must be active and recognized members of the appropriate UCO-recognized Greek governing body and abide by the rules and regulations of the appropriate UCO-recognized Greek governing body. The UCO Office of Fraternity and Sorority Life is responsible for identifying the appropriate governing body. All recognized Greek social organizations must sign the Fraternity and Sorority Relationship Agreement by September 1 of the new academic year. Greek social organizations that are not active and/or are not recognized members of their governing council may have their University recognition revoked.

F. Disciplinary Suspension

1. The Vice President for Student Affairs or his or her designee may place a student organization on disciplinary suspension. A student organization placed on disciplinary suspension loses all privileges reserved for active student organizations.

2. Student organizations placed on disciplinary suspension may regain active status in the following way:
   a. Meet all the requirements set forth by the Vice President for Student Affairs or his or her designee. Greek organizations must also meet the requirements set forth by the appropriate governing body.
   b. Discuss the objectives and goals of the organization with the Coordinator of Student Organizations.
   c. Review the former constitution. Revise, update or approve the constitution and submit it via OrgSync.
   d. Complete an advisor agreement listing at least one (1) full-time faculty or staff member. Additional advisors may be added from on- and off-campus.
   e. When all the required information has been received and approved, the Vice President for Student Affairs will forward a letter of official University recognition to the officers and advisors of the organization.

3. Student organizations that have been placed on disciplinary suspension by the Vice President for Student Affairs or his or her designee may reserve campus facilities for informational meetings only during the last semester of their suspension. The Vice President for Student Affairs must approve the scheduling of rooms for, and publicizing of, informational meetings by inactive student organizations. Student organizations placed under disciplinary suspension are limited to one (1) on-campus informational meeting per semester. An informational meeting is defined as a gathering where the purpose of the organization is the only topic of discussion. No memberships or bid cards may be completed at these meetings. All informational meetings held by Greek organizations must abide by the rules set forth by the appropriate governing body.

G. Student Activity Fees
1. Student Activity Fees are derived from activity funds paid by each student. A fee is collected for the purpose of funding social, cultural, and other developmental cocurricular activities at the University. Various groups will allocate funding distribution for the current academic year. The three (3) types of funding groups include:

   a. The UCO Student Association (UCOSA) may administer funding for student organizations. UCOSA will appoint a committee of student representatives that will solicit and review funding applications.

   b. The Student Activity Fee Committee chaired by the Vice President for Student Affairs reviews funding requests from University offices, departments and certain student entities. This committee is comprised of the four (4) UCOSA Executive Officers (President, Vice President, Speaker of the House, and President Pro Tempore) and the Vice President for Student Affairs. University offices and departments submit budgets for consideration by the committee. The committee then renders a decision on whether the program or event will be funded, and in what amount.

   c. The Student Activity Board (SAB) may distribute the remainder of the current Student Activity Funds. Those groups of persons seeking special one-time funding should submit requests to the Student Activity Board (SAB).

   d. All authority to administer student activity fee funds originates from the Vice President for Student Affairs and remains revocable.

   e. Overspending of allocated student activity fee accounts is prohibited and may result in sanctioning actions.

2. The University of Central Oklahoma requires that all student organization funds that are generated outside of the Student Activity Fee (SAF) Fund, be deposited in the UCO Bursar’s Office, unless permission has been granted by the Vice President for Student Affairs for the use of an alternate plan. Social Greek letter organizations are exempt from this policy.

   a. Funds generated outside the SAF will be deposited in the UCO Bursar’s Office. These funds will be credited to the student organization’s cash account, to be used only by the organization depositing the funds. Requests for expenditures will be made on the appropriate Purchasing, Payment Services and Travel forms, which may be acquired online at [http://www.ucp.edu/administration/pur-pay-trav/index.asp](http://www.ucp.edu/administration/pur-pay-trav/index.asp) or in the Lillard Administration Building, Room 109, (405) 974-3340. The original request form will be submitted to Purchasing, Payment Services and Travel for processing. Both the faculty sponsor and a designated student representative of the organization must sign each request. To obtain a list of sponsors and students with cash account signature authority, please contact the Student Activity Fee Budget Manager, Lillard Administration Building, Room 211C, (405) 974-3515.

   b. All material other than money left by any University organization shall be left as the property of the corresponding student organization the following year.

   c. Any funds left by inactive student organizations can only be expended by approval of the Vice President for Student Affairs. Funds left by groups on disciplinary suspension can only be expended by approval of the Vice President for Student Affairs.

   d. Obligations of debts shall not be left unpaid at the end of the academic year by any organization. If, through error in bookkeeping or otherwise, such obligations should be left, the same shall be paid by the succeeding organization before any further expenditure of funds shall be made during the following year. When unusual circumstances exist and there are unpaid obligations, the Vice President for Student Affairs may approve payment where adequate monies are available in the account of the organization.

H. Fundraising Guidelines

The following are the guidelines for student organization fund-raisers:

1. An organization wishing to hold a fund-raiser should review the fundraising guidelines at [http://www.ucp.edu/studentorgs](http://www.ucp.edu/studentorgs).

2. All food preparation and distribution must conform to the guidelines of the Oklahoma County Health Department.

3. Fund-raisers based upon the completion of and/or the solicitation of credit card applications are prohibited.

4. Any SAF funds used to pay for the materials and/or products used during the fund-raiser must be returned to the organization’s SAF account before funds can be deposited into the organization’s cash account.

I. Initiation of New Members

1. Initiations for social organizations shall be held regularly. All initiations for Greek social organizations must be on the social calendar due to the Office of Fraternity and Sorority Life by September 1 of the new academic year. The time and place of initiations must be scheduled. Special initiations may be held with the consent of the Assistant Director of Fraternity and Sorority Life. Plans for initiations must be approved by the Assistant Director of Fraternity and Sorority Life.

2. An advisor of an organization must be present throughout the entire initiation ceremony conducted by the fraternity or sorority. He or she must approve both the quarters in which the initiation is to be conducted and the method of conducting it. He or she shall be responsible for ensuring that no student being initiated is subjected to treatment which is undignified, physically hazardous, or in violation with the UCO Code of Student Conduct or State and Federal Laws. Initiations shall be conducted in such a manner as to not interfere in any way with class work or the academic mission of the University of Central Oklahoma.

3. All persons desiring to join a Greek organization must attend the Greek 101 workshop prior to the initiation of new members. Each Greek organization must have at least 75% of their chapter attend the Greek 411 workshop at the beginning of the fall semester. This 75% must include the following officers: President, Vice President, and Director of Membership Intake/Recruitment or Director of Membership Education or officer with similar duties.

4. Each organization that seeks to recruit and initiate new members into their organization must submit a copy of their national organization’s most current hazing policy to the Fraternity and Sorority Life office by October 1st of each academic year.

The Office of Fraternity and Sorority Life is located in the Nigh University Center, Room 424A, (405) 974-2580.

J. Oklahoma Law against Hazing

1. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

2. Any hazing activity described in Section V.J.6. upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

3. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

4. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates Section V.J.1., upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeiture for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

5. Any individual convicted of violating the provisions of Section V.J.1. shall be guilty of a misdemeanor, and may be punishable by imprisonment not to exceed ninety (90) days in the county jail, by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), and/or by both such imprisonment and fine.

6. For purposes of this section:

   a. “Hazing” means an activity which recklessly or intentionally endangers the following:
K. Reporting Hazing Activity

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

a. Office of Fraternity and Sorority Life, Nigh University Center, Room 424A, (405) 974-2580,

b. Office of Student Conduct, Lillard Administration Building, Room 213, (405) 974-2361, or

c. UCO Police Department, Public Safety Building, (405) 974-2345.

L. Advisor Responsibilities

The responsibilities of student organization advisors are:

1. To serve as a resource person and to offer guidance, assistance, advice, and encouragement to the organization.

2. To help the organization:
   a. Determine the goals and objectives for the year
   b. Develop a plan to achieve the goals and objectives
   c. Develop adequate funds to finance proposed programs
   d. Know and understand established University policies and procedures
   e. Keep adequate organization records for present and future use
   f. Interpret and help students follow defined University policies for organizations
   g. Supervise the finances of the organization
   h. Attend all meetings and social activities of the group, or ensure that other qualified individuals are present
   i. Become familiar with the constitution and bylaws of the organization and to encourage the officers to review and update the information periodically
   j. Encourage all members to participate and fulfill their obligations
   k. Assist officers in evaluating their meetings and programs during the year

   l. Aid in the facilitation of risk management training and observance during organizational operations and activities

m. Attend advisor training once every three years

M. Social Functions

1. All students and faculty members of the University of Central Oklahoma are invited to attend any all-school functions. Closed functions may be limited.

2. All organized social functions sponsored by student organizations must be chaperoned by a registered University faculty or staff sponsor. The members of the various organizations have the responsibility of obtaining chaperones for their activities. Chaperones should arrive before the activities begin and remain until all participants depart. During the time they are present, the staff/faculty sponsor/chaperone are the representatives of the University and assist students with compliance of University policies and the rules and regulations of the facility in which the activity is located. The Coordinator of Student Organizations, or in the case of Greek functions the Assistant Director of Fraternity and Sorority Life, reserves the right to require additional chaperones for any activity.

3. Each group will be held responsible for any property damage and for the conduct of individuals (members or guests) attending its social functions. In keeping with University policy, the use or possession of drinks that have alcoholic content is not permitted at any University on-campus function. All student organizations that wish to hold an off-campus event where alcohol will be served must send a representative to an alcohol management training session each academic year. (Please refer to Section V.N. for more information.)

4. Any group sponsoring an activity on campus is responsible for removing all decorations and returning all properties immediately after the function. The use of hay and other flammable materials is not permitted in campus facilities without prior approval.

5. All student organization meetings and activities, which are held on-campus in the evening on Sunday through Thursday, must conclude no later than fifteen (15) minutes prior to the posted closing hours of the building in which the meeting or activity is being held or by 12:00 a.m. (midnight), unless proper prior written authorization is acquired by the building manager, the Executive Director of Safety and Transportation Services, and the Vice President for Student Affairs. All events held on the weekend must conclude by a reasonable hour. The Student Organizations Office should be consulted regarding dates and activities previously scheduled to avoid conflict with other school programs. The Student Organizations After-Hours Request Form is available in the Student Organizations Office, Nigh University Center, Room 414, (405) 974-2625.

N. UCO Off-Campus Alcohol Event Registration Guidelines

1. All Greek social organizations recognized by the Office of Fraternity and Sorority Life must comply with the Office of Fraternity and Sorority Life Off-Campus Alcohol Event Registration Guidelines. These guidelines may be different than those outlined below, therefore all registration for Greek social organization events will be approved by the Office of Fraternity and Sorority Life.

2. All student organizations that wish to hold an off-campus event where alcohol will be served must read the guidelines for hosting an event on the Student Organizations website.

3. Student organizations are not permitted to have alcohol on campus.

O. Scheduling of Speakers and Facility Utilization

It is the practice of the University of Central Oklahoma to encourage student organizations to invite guest speakers to campus for the purpose of imparting discourse to the student body. The organization and its advisor will take responsibility for the planning, conduct, and reception of the program, the visiting speaker, and the audience. In accordance with UCO Facilities Utilization Policy, scheduling a reasonable time and place at least two (2) weeks in advance is required to prompt better attendance, proper reception of the speakers, prevention of scheduling conflicts, traffic (pedestrian or vehicular) hindrances, or disturbance of other University activities. It is recommended that in order to prevent misunderstanding, premature announcement, and confusion, a tentative date and place be explored prior to initial contact, and
VI. OTHER UNIVERSITY POLICIES

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

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. The University of Central Oklahoma complies with the guidelines of the Family Educational Rights and Privacy Act of 1974.

1. Directory Information and Withholding Procedures

Public Directory Information and student access to official educational records at the University of Central Oklahoma (UCO) designates the following student information as public or directory information:

**Category I**

Student’s name, local and permanent address, e-mail address, telephone number(s), classification, dates of attendance at UCO, enrollment status (full-time, half-time, or less than half-time).

**Category II**

Major field of study/degree program, educational institutions previously attended, degrees and awards granted, educational background, degree(s) held, date(s) granted and, institutions granting such degree(s).

**Category III**

Date and place of birth, participation in officially recognized organizations, activities and sports, and weight and height of participants in officially recognized sports.

This information may be disclosed by the University for any purpose, at its discretion.

Students may withhold disclosure of all categories of directory information and other personally identifiable information disclosures under the Family Educational Rights and Privacy Act of 1974. Forms requesting the withholding of Directory Information are available in Enrollment Management, Nigh University Center, Room 124, (405) 974-2338.

The University of Central Oklahoma assumes approval for disclosure of Directory Information unless a student specifically requests the withholding of such information. In accordance with the Family Educational Rights and Privacy Act of 1974, the University reserves the right to release personally identifiable information from the educational records of a student, without written consent, to University officials (faculty, staff, and agents of the University having responsibility for working with that student in admissions, registration, advisement, housing, counseling, student discipline, teaching, financial aid, payment of fees, or any other activity directly related to the student’s academic program, or pursuant to law or governmental regulation, including, but not limited to, contractors, consultants, volunteers, and other outside parties to whom the University has outsourced services or functions it would otherwise use employees to perform) with a legitimate educational interest. A University official has a legitimate educational interest if the official needs to review the contents of an educational record in order to fulfill his or her professional responsibilities. The University reserves the right to disclose educational records, including, but not limited to, disciplinary records, to another institution at which the student seeks or intends to enroll, without the consent of the student. In addition to the aforementioned rationale, the University may elect to disclose educational records of a student, without the consent of the student, to the following parties or under the following conditions:

- Parent(s) of a student, who has been involved in an emergency health or safety incident;
- Parent(s) of a student, who has been found responsible for violating any local, state, or federal law and/or alcohol or controlled substance policies if the student is under 21 years of age;
- Parent(s) of a student, who has official verification that the student has been claimed as a dependent on the most recent income tax return forms;
- Alleged victims of a crime of violence or non-forcible sex offenses, once a final decision has been made regarding the allegation of violence;
- Specified University officials for purposes of audit or evaluation;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for, or on behalf of, the University;
- Accrediting organizations;
- Appropriate court officials, in order to comply with a judicial order or lawfully issued subpoena;
- Appropriate University Officials in cases of health and safety emergencies; and,
- State and local authorities, within a juvenile system, pursuant to specific state laws.

2. Notice and Access Rights

In accordance with the Family Educational Rights and Privacy Act of 1974, as amended, eligible students are entitled to access and review official educational records directly related to the student, including the right of inspection and review within forty-five (45) days of the date that the University receives a request for access from an eligible student. Requests for academic records are directed to the appropriate academic department or Enrollment Services, Nigh University Center, Room 124, (405) 974-2338. Student Conduct records may be requested by contacting the Office of Student Conduct, Lillard Administration Building, Room 213, (405) 974-2361.

The right of access shall include:

- The right to a list of the types of educational records maintained by the institution and directly related to students;
- The right to inspect and review the content of those records which may be at the expense of the eligible student or parent;
- Parents of a dependent student, as defined in 26USC§152 of the Internal Revenue Code of 1986, are entitled to access to official educational records of that student;
- The right to a response from the institution to reasonable requests for explanations and interpretations of those records;
- The right to inspect and review or to be informed of specific information about themselves which is contained in any material or document; and,
- The right to an opportunity for a hearing to challenge the content of those records. (See Section VI.A.4.)

3. Records Access Procedures

Prior to acquiring access to their records, students must provide the department which maintains the desired educational record(s) with documentation to verify the identity of the requesting and eligible student. In addition, the department may require that requesting and eligible students submit a signed and dated written request or a completed Personal Record Access Request form prior to receiving access to the educational record. The Personal Record Access Request form may be acquired from the Office of Student Conduct, Lillard Administration Building, Room 213, (405) 974-2361. These aforementioned procedures shall serve as a safeguard to protect the privacy of student educational records.

Attempts by other individuals or organizations to gain access to student records without the express written consent of the student are considered a violation of University policy and federal law. Examples of viola-
D. Students with Disabilities

The mission of the Office for Disability Support Services is to provide and coordinate mandated support services, auxiliary aids, and accommodations for students with disabilities, which allow them to gain equal access to an education. The Office of Disability Support Services also serves as a resource to the University community and promotes awareness so that students with disabilities can participate in all facets of University life (For more information, please visit http://wwwucoedu/student-affairs/dss/accommodations.asp.)

The University of Central Oklahoma, to the extent required by law, complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The University is committed to providing equal educational opportunity and full participation in college programs for persons with disabilities in accordance with state and federal laws. The University's intent is that no person is subjected to discrimination with regard to any college program or activity. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516. The Office of Disability Support Services is located in the Nigh University Center, Room 309. Students are encouraged to notify their instructors of any DSS approved accommodation needs by the end of the first week of classes each semester.

To request disability-related accommodations, please contact DSS. Remember, some accommodations require an extensive amount of time to fulfill (i.e., sign language interpreting, Braille, electronic text, and audio textbooks). Early notification is requested in order to ensure equal access to class materials in a timely manner.

Some students may have emotional or mental disorders. Although such students may be considered disabled and may be protected under the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, they are expected to meet the same standards of conduct as any student. It is important that an instructor establish standards of conduct for his or her classroom and enforce them for all students. If student’s behavior patterns are of concern, but non-threatening, then the instructor is advised to contact the Student Counseling Center at (405) 974-2215 or the Office of Student Conduct at (405) 974-2361.

The University of Central Oklahoma, to the extent required by law, is not required to retain or readmit a student with a disability whose behavior poses a direct threat to the safety of others. If you believe that a student is engaging in misconduct or exhibiting behaviors that are disruptive to the classroom, you should immediately contact the Director of Student Conduct at (405) 974-2361 to discuss the situation and determine if a University violation has occurred. In cases of emergency, contact UCO Police Department, (405) 974-2345.

E. Service Animals Policy

The Americans with Disabilities Act (ADA) defines service animals as “dogs that are individually trained to do work or perform tasks for people with disabilities.” Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. In some instances, a miniature horse that has been individually trained to do work or perform tasks for people with disabilities is considered a service animal as well. For more information regarding service animals, please visit http://wwwucoedu/student-affairs/dss/index.asp.

The University of Central Oklahoma complies with the ADA in allowing service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal’s work or the individual’s disability prevents using these devices. In these cases, the individual must maintain control of the service animal through voice, signal, or other effective controls. It is the individual’s responsibility to pick up after their service animal while on campus. A person with a disability can be asked to remove his/her service animal from the premises if the dog is out of control and the handler does not take effective action to control it or the dog is not housebroken.

F. Sexual Harassment Policy Statement

Students should enjoy a learning environment free of inappropriate harassment, including, but not limited to sexual harassment perpetrated by fellow University students, other University members, or non-affiliated third parties. Sexual harassment by any member of the University community, including students, faculty and staff, is a violation of both law and University policy, and will not be tolerated. Harassment between University employees, University employees and students, and/or student-on-student harassment is prohibited. These policies can be found on the UCO website at http://wwwucoedu/legal_and_policies.asp.

1. Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:
2. Examples of Prohibited Conduct

Conduct, whether in person, in writing, by telephone, through social media, by electronic means, or otherwise, which is prohibited by this policy includes, but is not limited to:

a. Unwelcome sexual flirtation, advances, or propositions for sexual activity;

b. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes;

c. Sexually degrading language used to describe an individual;

d. Remarks of a sexual nature used to describe a person's body or clothing;

e. Display of sexually demeaning objects and pictures;

f. Offensive physical contact, such as unwelcome touching, pinching, or brushing the body;

g. Coerced sexual intercourse;

h. Sexual assault; or

i. Actions indicating that benefits will be gained or lost based on response to sexual advances.

3. Sexual Harassment Complaint Procedures

Sexual harassment is against the law and requires immediate attention and appropriate disciplinary action which may include a range of actions up to and including the expulsion of the offending party. The University of Central Oklahoma's policies offer both an informal mediation procedure and a formal grievance procedure to resolve cases of alleged sexual harassment. A complete copy of the sexual harassment policy is available at [http://www.ucos.edu/legal_and_policies.asp](http://www.ucos.edu/legal_and_policies.asp). Sexual harassment complaints may be filed by contacting one or more of the following agencies:

a. Office of Student Conduct, Lillard Administration Building, Room 213, (405) 974-2361.

b. Human Resources Department, Lillard Administration Building, Room 204, (405) 974-3348.

c. Office of Legal Services, Lillard Administration Building, Room 114D, (405) 974-3377.

d. UCO Police Department, Public Safety Building, (405) 974-2345.

UCO students may contact their Resident Advisor, a Residence Hall Director, an appropriate class instructor, their department chair / school director, their college dean, the Office of Student Conduct and/or the Vice President for Student Affairs if they feel that they have become a victim of sexual harassment. To file a formal complaint, students should submit a written, signed, and dated report to one (1) of the following offices:

a. Office of Student Conduct, Lillard Administration Building, Room 213, (405) 974-2361.

b. Office of Legal Services, Lillard Administration Building, Room 114D, (405) 974-3377.

After receiving the complaint, the Director of Student Conduct or his or her designee shall promptly commence an investigation of the issue, which shall reflect the normal investigation, hearing, and appeal procedures, as stated in Sections III.M.-V.

If for any reason the aforementioned campus entities are involved in the alleged harassment or discrimination, or the student does not believe that either can be impartial, the student may file the complaint with the following University entities:

a. UCO Title IX Coordinator, Lillard Administration Building, 114D, (405) 974-3377 or

b. UCO Police Department, Public Safety Building, (405) 974-2345.

The Title IX Coordinator is responsible for monitoring and oversight of implementation of Title IX Compliance at the University. This includes coordination of training, education, communications, and administration of gender discrimination grievance procedures for faculty, staff, students and other members of the University community.

At the conclusion of the investigation and hearing of any sexual harassment case, the Office of Student Conduct shall send written notice of the final determination of the student conduct body, who hears the case, to each party and the Title IX Coordinator within five (5) University business days following the resolution of the matter.

G. Sexual Violence Policy Statement

The University of Central Oklahoma will neither tolerate nor condone any form of sexual violence or misconduct, physical, mental, or emotional in nature. Sexual violence is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. This includes, but is not limited to rape, (including date or acquaintance rape), sexual assault, sexual battery, sexual coercion, or other forms of sexual assault. In instances where there is reason to believe that University policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action. Sexual violence on campus, at university-related events, and against students or employees constitutes an emergency that will be reported to proper law enforcement authorities. The university may immediately suspend any employee or student reasonably believed to have committed sexual violence against a person in violation of this policy, with notice and hearing to follow promptly. The university has established procedures for timely reporting, investigation, and resolution of sexual violence incidents. Even if the victim chooses not to press criminal charges, he or she has the option of pursuing sanctions through the University system. University sanctions may include warnings, probation, restrictions, suspension or expulsion.

The Oklahoma Penal Code, §21-644, defines domestic and dating violence as any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

1. Examples of Prohibited Conduct Related to Sexual Assault

Conduct prohibited by this policy includes, but is not limited to:

a. Unwanted sexual contact with a stranger or a friend, acquaintance, spouse, current dating partner, or former intimate partner

b. Unwanted sexual contact committed by force, threat, surprise, coercion, or intimidation

c. Unwanted physical contact, such as touching, brushing, fondling, and groping the body

d. Sexual contact without active consent

e. Indecent exposure or non-consensual voyeurism

2. Examples of Prohibited Conduct Related to Consent

a. Passive compliance when consent is not actively communicated

b. Sexual contact with an individual whose ability to consent is compromised due to alcohol and/or drug use

c. Sexual contact with an individual whose ability to consent is compromised due to mental disorder, developmental disability, intellectual disability, physical disability, age (being under 16), or family relations (incest)

d. Sexual contact committed by force, threat, surprise, intimidation, or through use of mental or physical helplessness

e. Actions related to sexual harassment (as defined previously in Section II.14. and Section VI.F.)
3. Procedures for Reporting Sexual Assault
In the event of a sexual assault, the victim is encouraged to report the crime to University of Central Oklahoma Police Department if the crime was committed on-campus or to the appropriate authority if the crime was committed off-campus. If possible, 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 clothing. The victim of a sexual assault should seek medical attention. However, a report can be made even if these steps have not been taken.

A UCO Police Officer or designee can transport the victim to an appropriate medical facility to be examined and treated by a physician. After acquiring medical attention, the victim will be interviewed by UCO Police Officers to aid in their investigation and gather information necessary to apprehend the assailant. Prosecution of the assailant is a matter for the victim to consider apart from reporting the crime. The information will be treated with the confidentiality afforded any victim of crime.

The Violence Prevention Project (VPP) office can also aid victims in reporting sexual assault crimes. The VPP office provides information on options available to victims through law enforcement, civil proceedings, and the student conduct process. Additionally, the VPP office can assist victims by providing referrals to resources to meet their individual needs. Students may also report the crime to any faculty or staff who shall inform UCO Police Department and the Office of the Vice President for Student Affairs.

Victims will be offered resources such as room changes and on-campus housing relocation to help ensure safety. Victims will also be informed of academic support, such as tutoring and emergency absence notifications. Other on-campus resources include the following entities:

a. UCO Title IX Coordinator, Lillard Administration Building, Room 114D, (405) 974-3377.

b. UCO Police Department, Public Safety Building, (405) 974-2345

c. UCO Title IX Coordinator, Lillard Administration Building, Room 114D, (405) 974-3377.

d. Mercy Health Clinic at UCO, Wellness Center, Room 105, (405) 974-2317

e. Vice President for Student Affairs, Lillard Administration Building, Room 213, (405) 974-2361

4. Prohibition of Retaliation for Reporting
Retaliation against reporters of sexual assault is prohibited by University policy and federal and state laws. Retaliation includes threats, intimidation, and/or reprisals against anyone who reports prohibited sexual behaviors.

5. Suggestions for Sexual Assault Victims
If you are the victim of sexual assault, the most important thing is to know that the sexual assault was not your fault. YOU are not guilty.

a. Do not bathe, change your clothes, douche, or do anything to change your appearance. Some important physical evidence may be gone after forty-eight (48) hours, so it is absolutely imperative to act quickly. However, there is not a statute of limitations on filing complaints within the Office of Student Conduct.

b. Contact the Violence Prevention Project (VPP) office at (405) 974-2224 (if during UCO business hours) or call the 24-hour hotline at (405) 943-7273. A VPP representative and/or YWCA advocate may accompany you to UCO Police Department or the hospital, but they recognize that this is your decision. The VPP representative or YWCA advocate will assist you regardless of your decision about reporting. If you elect to go to the police or the hospital, you are strongly urged not to undergo this ordeal alone.

c. Call UCO Police Department and report the sexual assault even if you do not want to prosecute. It is important to report sexual assault, so that the crime can be reported for the protection of others.

d. Go to the nearest hospital emergency room (ER), regardless of whether you have physical injuries resulting from the assault. The ER will provide testing for semen, pregnancy, and sexually transmitted infection (S.T.I.) tests. In addition, this will help if you choose to pursue criminal charges. Even if you do not want to prosecute now, you may change your mind later. It is important to return for a repeat syphilis test in six (6) weeks since it often takes that long for a positive result when a person is infected.

e. A follow-up check may be recommended by the health care provider since some S.T.I.’s cannot be detected immediately.

6. Anonymous Reporting
An anonymous report is an unofficial means to inform the University administration and/or UCO Police Department that a sexual assault has occurred on-campus, near campus, or against a University member. This method has been developed to encourage student reporting of sexual assaults without the risk of identity exposure and the pressures of filing a report with the Office of Student Conduct and/or filing criminal charges with a local law enforcement agency. The anonymous report will provide valuable information to the University administration and UCO Police Department, which will allow for improved prevention programming and resources in the future for the UCO campus community.

Student victims of sexual assault may file an anonymous report with the Office of Student Conduct, whether or not the victim of a sexual assault decides to file criminal charges against the offender at a later date. The Anonymous Reporting Form can be found and completed online at http://www.uco.edu/conduct. To keep information anonymous, do not include names of victims or perpetrators. If names are included, this is no longer considered an anonymous report and an investigation may be conducted by UCO Police Department.

Anonymous reports will remain confidential to the public, but may be shared with UCO Police Department and/or the Student Counseling Center for statistical, programmatic, and/or referral purposes.

Since the anonymous reporting method is unofficial, the Office of Student Conduct may not be able to take disciplinary action in response to such a report.

7. Disciplinary Options Available for Pursuit by Victims of Assault
Regardless of the location of the assault, several options may be pursued. Victims may choose to pursue one or more of the following options, which include but are not limited to:

a. Pursuing criminal charges through the University of Central Oklahoma Police Department, City of Edmond Police Department, or other law enforcement agency within the vicinity of the incident and/or your residence;

b. Contacting the Violence Prevention Project (VPP) Office, Nigh University Center, Room 406, (405) 974-2224; The VPP Office provides a safe place where victims can explore the options available to them through criminal proceedings, civil proceedings and student conduct proceedings. In addition, the VPP Office assists with referrals for legal assistance, medical care, counseling, housing needs/relocation, and academic concerns.

c. Obtaining a Victim’s Protection Order (VPO) through the office of the Oklahoma County District Attorney Victim Services, (405) 713-1600. VPOs have nationwide and statewide validity unless otherwise stated.

d. Pursuing a UCO “No Contact Order” from the Office of Student Conduct, (405) 974-2361;

e. Pursuing University sanctions through the Office of Student Conduct for Student Affairs, Lillard Administration Building, Room 213, (405) 974-2361. (See Section III.G. for sanction possibilities.)

The Violence Prevention Project (VPP) Office, Nigh University Center, Room 406, (405) 974-2224, will provide assistance and resources for recovery from sexual assault. In addition, the University of Central Oklahoma Student Counseling Center, Nigh University Center, Room 406, (405) 974-2215, will provide follow-up counseling and other resources for you and your family and friends so that you can deal with these problems. For more information, visit http://www.uco.edu/student_counseling/vpp/.

8. Disciplinary Procedures in Cases of Sexual Misconduct
In addition to addressing sexual assault through the criminal justice sys-
H. Stalking Policy Statement

The University of Central Oklahoma prohibits stalking. Actions resulting in charges of stalking under this policy may also be subject to criminal or civil sanctions, independent of University actions. This policy governs the conduct of all members of the University of Central Oklahoma community, including students, faculty, staff, and visitors.

Oklahoma law defines stalking in the Oklahoma Penal Code, §21-1173, as any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that (1) would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and (2) actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

1. Examples of Stalking Behavior

Such behavior includes, but is not limited to, the following unwelcome behaviors:

a. Purposefully following or appearing within the sight of that individual;

b. Approaching or confronting that individual in a public place or on private property;

c. Appearing at the workplace or residence of that individual;

d. Threatening or making obscene gestures;

e. Unwanted (non-consensual) repeated communication or contact, including personal contact, telephone calls, voice messages, electronic mail, instant messaging, written correspondence, online networking site communication (i.e. facebook, Twitter, etc.), and unwanted gifts;

f. Threats prompting fear for safety or safety of family members, friends, roommates, or others;

g. Harassment, either by the individual or through a third party;

h. Unauthorized access of personal, academic, medical, financial, and/or other personal identifying information;

i. Unwanted (non-consensual) touching;

j. Trespassing;

k. Vandalism; and,

l. Surveillance or other types of unwanted observation, including use of electronic devices or software to track or obtain private information.

2. Prohibition of Retaliation for Reporting

Retaliation against reporters of stalking is prohibited by University policy and state and federal laws. Retaliation may include, but is not limited to, threats, intimidation, harassment, physical abuse, damage to personal property, and/or reprisals against anyone who reports prohibited stalking behaviors.

3. Procedures for Cases of Stalking

Stalking behavior will not be tolerated at the University of Central Oklahoma. Incidents of stalking which were committed on- or off-campus may be addressed by the University discipline system. Stalking is a crime under Oklahoma State Law (Title 21, Section 1173) and could result in criminal charges.

Regardless of whether the stalking behavior was committed on- or off-campus, several options may be pursued. Victims may choose to pursue one (1) or more of the following options, which include, but are not limited to, the following:

a. Pursuing criminal charges through UCO Police Department, City of Edmond Police Department, or other law enforcement agency within the vicinity of the incident and/or your residence;

b. Contacting the VPP Office, Nigh University Center, Room 406, (405) 974-2224;

c. Obtaining a Victim’s protection Order (VPO) through the Oklahoma County District Attorney Victim Services, (405) 713-1600;

d. Pursuing University sanctions through the Office of Student Conduct, Lillard Administration Building, Room 213, (405) 974-2361. (See Section III.Q. for sanction possibilities.)

4. Tips for Responding to Stalking Behaviors

Stalking is an unpredictable and dangerous behavior. Yet, you can increase your safety by considering and implementing some or all of the following tips:

a. Trust your instincts. Do not downplay the danger. If you feel unsafe, you may be unsafe;

b. Contact UCO Police Department or other local law enforcement agency for assistance;

c. Consult with the VPP Office for assistance in determining the steps that you may desire to take, helping you to plan for your safety, and assisting you with obtaining resources on and/or off-campus;

d. Seek support by notifying your Resident Assistant, family member(s), roommates, co-workers, staff members, faculty members, and/or friends about your concerns;

e. Change your email address, screen names, and telephone numbers. Furthermore, be selective about to whom these are given. Change passwords and clear your computer of spyware;

f. Utilize privacy/security settings on your online social networking pages;

g. Use an unlisted telephone number;

h. Decide in advance what steps you will take if the stalker appears at your home, work, or class;

i. Do not communicate with the stalker or respond to attempts to contact you;

j. Change your locks, install deadbolts and/or a security system and ensure that your windows and doors have working locks;

k. Consider obtaining a court order that requires the stalker to cease from contacting you and to keep a certain distance away from you;

l. Document and/or save contacts, telephone calls, letters, emails, and preserve evidence of harassment; and,

m. Walk with friends and use UCO’s Operation Safe Walk (405) 974-2345, which is available free of charge twenty-four (24) hours a day, 365 days a year.

If you have any reason to believe that you may be in physical danger, call the Office of Student Conduct immediately.
I. Drug Free Schools Policy Statement

The University of Central Oklahoma recognizes its responsibility as an educational and public service institution to protect our students, faculty, and staff. All persons utilizing these services are responsible for ensuring that technology services are used in an ethical and lawful manner. The University assigns all students, faculty, and staff a University email account. Students, faculty, and staff are required to read email from this account on a regular basis, as email messages are considered official communications and may be time-sensitive.

The University is not responsible for and does not support personal devices which connect to or which download information from university systems or personnel. The University does provide to students, free of charge, anti-virus software. For assistance contact the Service Desk at (405) 974-2255 or email support@uco.edu.

Students are encouraged to use all forms of technology responsibly. Cyber criminals are committed daily and college students are an increasingly high-risk target. As such cyber security is of utmost importance. See the Cyber Security website for precautions: http://www.uco.edu/technology/cybersecurity/.

Use of any technology, including the network, provided by the University of Central Oklahoma constitutes agreement to abide by the University’s policies. Policy violations by faculty, students, or staff may result in the revocation of computer and network privileges. In addition, such actions may result in disciplinary review, sanctions, dismissal from the University, and legal action. Violations may also constitute a criminal offense, punishable by local, state or federal law or University policy. Please see the full UCO Technology and Network Usage Policy and additional policies on the UCO website at http://www.uco.edu/technology/policies.

1. Electronic Document Publishing Policy

The University of Central Oklahoma website is an official publication of the University of Central Oklahoma. All text and photographs appearing on the homepage or subsequent official pages linked to it are copyrighted and should not be reproduced without written permission from the Vice President for University Relations. All web pages must meet accessibility requirements. Student organizations that wish to post web pages must adhere to the UCO web presence guidelines listed at http://www.uco.edu/technology/policies.

2. Using UCO Technology in Housing and Dining

The University of Central Oklahoma (UCO) provides residential students access to local telephone service. Each student is responsible for bringing his/her own touch-tone telephone. Residents also receive access to the Internet.

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

University policy prohibits unauthorized equipment and services on the University network. Unauthorized services include, but are not limited to mail services, dynamic Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), public web services, and illegal peer-to-peer file sharing. Should you have a need for additional equipment, please contact the Service Desk at (405) 974-2255 to obtain specifications and to request permission to attach to the campus network.

By signing the UCO Housing and Dining Contract, a UCO residence hall student authorizes UCO Technology Support, under the supervision of an employee from UCO Housing and Dining, to access residents’ rooms for repair of services when residents are not present.

Residence Hall students are reminded that access to and use of technology on the UCO campus is a privilege. Accessing the campus network indicates an agreement to abide by laws, policies, rules, and regulations of the University of Central Oklahoma, the Regional University System of Oklahoma, the Oklahoma State Regents for Higher Education, the State of Oklahoma, and the United States of America. Please see full technology policies at http://www.uco.edu/technology/policies.

3. Privacy and Security

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

M. Severe Weather and Emergency Procedures

N. Weather Closing Protocol
For information regarding potential late start or cancellation of classes and other activities on-campus, all UCO students, faculty, staff and other University personnel are encouraged to monitor Oklahoma City-area television stations, the UCO Closing Information Line, (405) 974-2002, and/or the UCO Closing Information page on the University’s web site, http://www.uco.edu/resources/closing_info.asp. Students may check the UCO Home Page at http://www.uco.edu.

O. Emergency Notification Protocol
All students, faculty and staff are encouraged to sign up for emergency notifications via the UCO Central Alert program. This program allows UCO to send Short Message Service (SMS) text message (a cost may be applied by individual cell telephone providers), e-mails, and voice messages informing the community of vital information. To receive weather-related or closure related updates from UCO via Central Alert, you are encouraged to “opt-in” for weather messages when signing up. You are strongly encouraged to enter your cell telephone number when registering in the system as SMS text messages are given a priority for delivery. For more information please follow the Central Alert link within UCOnect at http://ucoconnect.uc.edu.

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

Campus maps indicating accessible parking designations are available through Transportation and Parking Services, Nigh University Center, Room 309, (405) 974-2780, or via the internet at the following address: http://www.uco.edu/parking.

Q. Guidelines on Infectious Disease for the University of Central Oklahoma
1. General Philosophy
Education and communication form the basis of any institution’s best approach to dealing with the complex and interrelated issues raised by an infectious disease. Thus, the University of Central Oklahoma has adopted the following comprehensive program of education for students and employees.

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

2. Guidelines and Services
Admissions, Housing, and Participation in Student Life
Students with diagnosed infectious diseases, who do not pose a health risk to other students and employees in an academic setting, will be provided normal access to the University. Persons diagnosed with an infectious disease should have the same rights as any other person, free of discrimination on the basis of their infection. These students should be afforded normal classroom attendance, working conditions, and participation in cocurricular activities in an unrestricted manner as long as they are physically and psychologically able to do so. Residence halls should be made available to persons diagnosed with an infectious disease under the same conditions as applicable to any individual, provided they are certified “not contagious” by qualified medical staff. Requests for unique accommodations, however, should be given every reasonable consideration to meet the special needs for housing those with symptoms of an infectious disease. Private rooms may not be needed on microbialological grounds, but should be considered for psychological reasons.

There is no medical justification for restricting the access of non-contagious students to the Nigh University Center, theaters, restaurants, cafeterias, snack bars, gymnasiums, swimming pools, recreational facilities or common areas.

R. Medical Liability and Responsibility Notice
Whether enrolled in an on-campus class or in a University-sponsored internship, practicum, course, or activity involving domestic or foreign travel, the student is responsible for his or her own medical treatment and is liable for his or her actions. In the event of injury or illness while participating in a University-sponsored activity, the University cannot approve a claim for treatment or reimbursement. Information on insurance is available in the Mercy Clinic at UCO, Wellness Center, Room 105, (405) 974-2317. Also, a reasonably-priced insurance policy is available by contacting UCO International Services at (405) 974-2390. Each student is strongly encouraged to invest in the appropriate coverage.

VII. UNIVERSITY RESOURCES AND SERVICES
A. Services of the Student Counseling Center
The Student Counseling Center is a place where students can learn to deal with personal concerns and/or situations. For more information, please call or visit the Student Counseling Center, Nigh University Center, Room 402, (405) 974-2215. You can also visit the Student Counseling Center website at http://www.uco.edu/sc.

B. Services of the Mercy Clinic at UCO
Any student who is enrolled in the current semester is eligible for full services at University Health Services. The Mercy Clinic at UCO is open Monday through Friday (8:00 a.m. – 5:00 p.m.) and follows the University calendar. The Mercy Clinic at UCO encourages appointments that can be made at any time. For more information about the Mercy Clinic at UCO, please visit the UCO Wellness Center, Room 105, (405) 974-2317 or visit http://www.ucowellnesscenter.com/.

C. Services of the Alcohol and Drug Abuse Prevention (ADAP) Office
The Alcohol and Drug Abuse Prevention (ADAP) Office provides confidential services such as comprehensive alcohol and drug assessments and treatment planning to currently enrolled UCO students. More details about the various programs and services as well as free online self-assessments can be found on the ADAP website: http://www.uco.edu/adap/.

For more information, please call (405) 974-2215, send an email to adap@uco.edu, or visit the Alcohol and Drug Abuse Prevention Office in the Nigh University Center, Room 402.

D. Admissions, Enrollment, Withdrawals, Refunds, and Degree Information
For detailed information regarding procedures and deadlines for Enrollment, Enrollment Refunds, Withdrawals, Administrative Withdrawals, Emergency Withdrawals, Remedial Courses, Degree Audits, Academic Suspensions, and other related information, please contact Enrollment Services, Nigh University Center, Room 124, (405) 974-2727 or visit the Enrollment Services website at http://www.uco.edu/registrar/.

E. Transportation and Parking Services (TPS)
All students/faculty/staff are required to follow TPS Regulations as condition of admittance and continued attendance according to University policies. It is the responsibility of any vehicle operator to request information needed from TPS to correct any special circumstances regarding their individual needs in a prompt manner and before a citation is issued. Every vehicle parked on UCO property must display a current parking decal for the parking space utilized. The TPS Service Counter is located in the Nigh University Center, Room 309, (405) 974-2780. For more helpful information regarding the parking regulations, parking decals, violation fees, appeals, and maps, please visit the Transportation and Parking website at http://www.uco.edu/parking.

F. University Police Department
UCO Police Department is a unit of Safety and Transportation Services. The mission of Police Department is to serve, support, and protect the University of Central Oklahoma community. Safety and Transportation Services is comprised of four (4) operational units: Police Department, Environmental Health and Safety, Access Control, Transportation Parking Services, and Emergency Management. Safety and Transportation Services’ mission is to protect life and property, through proactive police operations, provide safety training and maintain a safe campus environment, effectively and efficiently manage parking and transportation operations, ensure the integrity of security systems and equipment, maintain and implement emergency response activities, and to educate members of the community on public safety issues affecting their safety and personal welfare.

UCO Police Department assists University community members and visitors by providing a number of programs including SafeWalk and motorists assistance and also distributes information through a number of mechanisms including the Annual Security report. More information can be accessed at http://www.uco.edu/administration/safety-transportation/police-services.

1. What To Do if You Are A Victim of Crime
   If you become a victim of a crime, the following information may be of assistance in recovering your property or solving the case:

   a. A criminal incident reported to UCO Police Department will be reviewed by a police supervisor, and will be investigated by an officer if it is determined that follow-up is possible. Normally, for such an investigation to be fruitful, the investigating agency needs one or more of the following pieces of information: physical evidence, witness(es), suspect(s), serial numbers or other unique identifying markings and a description of the property taken, or other information useful for developing leads.

   b. Serial numbers or unique identifying markings are essential for recovery of property. Stolen items with such identification can often be recovered through pawn shops, law enforcement arrests, or by inquiry through the National Crime Information Center computers operated by the FBI. Serial or model numbers can frequently be developed from original packaging containers, sales receipts, warranty documents, through the manufacturer or seller, maintenance agreements or receipts, or from household or “Operation I.D.” records completed prior to the theft.

   c. Often, the victim of a crime may obtain or encounter information which might be helpful to an investigation after the initial crime report has been given to the police. Such information may include new witnesses, suspects or victims, value of property taken, and identifying data on the property. If you do develop any additional information, please call or contact UCO Police Department.

   d. Another frequent occurrence involves the victim failing to report the recovery of all or part of the property taken in the theft. This oversight may create problems if the victim later transfers the property’s ownership, the item is recovered by police, or ownership of the property is questioned. Your cooperation in promptly informing the UCO Police Department unit of recovery of any of the property reported taken is in your own interest, and is solicited.

   e. The University of Central Oklahoma does not carry insurance for the theft of personal property. If personal property has been stolen from you, we suggest you contact your insurance agent for possible coverage under your homeowner’s, automobile, or renter’s insurance. The UCO Police Department unit provides a copy of the incident report to your insurance company at their request. Residents of UCO Housing facilities that do not have insurance coverage through a parent/guardian homeowner’s policy are encouraged to seek Renters insurance which is reasonably priced by most insurance companies doing business in Oklahoma.

   f. UCO Police Department coordinates their criminal investigations with and/or furnishes information to other law enforcement agencies. If the offense took place on-campus, it is generally not necessary for you to also report it to another law enforcement agency. If in doubt, however, ask the investigating officer.

   g. If the investigation is successful and an offender is identified and/or property recovered, UCO Police Department will need your continued cooperation. You will be required to make positive identification of the property. It may be necessary to hold the item(s) in police custody until the investigation or criminal prosecution is completed. UCO Police Department will assist you through each step of the process.

   h. If you are the victim or witness to a crime, UCO Police Department will do everything possible to solve the crime and apprehend the offender. If you would like additional crime prevention material or assistance, please call UCO Police Department at (405) 974-2345.

G. Campus Awareness, Response and Evaluation (C.A.R.E.) Team
   The purpose of the UCO C.A.R.E. Team is to provide the campus community with the necessary information to refer students in psychological distress, or who are experiencing personal crises, to the appropriate resources on-campus. The C.A.R.E. Team is a proactive approach to coordinate and plan responses to identify, assess, manage, reduce and educate the campus community as to the risk of individual harm or interpersonal violence.

   To activate the C.A.R.E. Team, the Office of the Vice President for Student Affairs provides an “Emergency Dean” service that can be reached twenty-four (24) hours a day, seven (7) days a week by calling (405) 200-3004. For assistance between the hours of 8:00 a.m. and 5:00 p.m., call the office of the Vice President for Student Affairs at (405) 974-2361.

   If a student is about to harm himself/herself (suicide attempt) or others, and the situation occurs after 5:00 p.m. on holiday or weekend, please call UCO Police Department at (405) 974-2345 for on-campus emergencies, or 911 for off-campus emergencies.

   An additional after-hours resource for faculty and staff referral for students is the National Suicide Prevention Lifeline which can be reached at 1-800-273-TALK (8255). For other after-hours emergencies requiring support and information for student and families, contact the Emergency Dean. For more information on Threat Response Protocol, appropriate hotlines to utilize during concerning or threatening situations, visit the C.A.R.E. Team website at http://www.uco.edu/care.

H. Commuter Student Services
   The Office of Commuter Student Services acts as an advocate for commuter and nontraditional students’ issues, while providing multiple and necessary resources to ensure that commuter and nontraditional students become more active and engaged participants within their communities. The Office of Commuter Student Services provides various services to commuter and nontraditional students, such as assistance with employment opportunities, childcare listings, off-campus housing guides and options, Carpool and Rideshare Program information, Commuter Meal Program information, and numerous other resources. The Office of Commuter Student Services is located in the Nigh University Center, 115, (405) 974-3655. For more information regarding the Office of Commuter Student Services, please visit the website at http://www.uco.edu/ucommute.

I. Housing and Dining Services
   For detailed information about on-campus living options, learning communities, meal plan options, and the policies that govern on-campus resident behaviors, visit the Housing and Dining Services website at http://www.uco.edu/administration/housing/ or contact the Housing and Dining Services Office at (405) 974-2746 between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.