

THE UNIVERSITY OF CENTRAL OKLAHOMA
CODE OF STUDENT CONDUCT

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	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 statements and policies herein 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.	

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.

C. Equal Opportunity Policy Statement

The University of Central Oklahoma (University) is committed to an inclusive educational and employment environment that provides equal opportunity and access to all qualified persons. The University will continue its policy of fair and equal employment and educational practices without discrimination or harassment because of actual or perceived race, creed, color, religion, alienage or national origin, genetic information, ancestry, citizenship status, age, disability or handicap, gender, marital status, veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by applicable federal, state, or local law.

Discrimination or harassment in violation of the Equal Opportunity Policy should be reported to the Affirmative Action Officer (Office of Legal Counsel) in person at 114 Lillard Administration, or by phone at (405) 974-3377 or fax at (405) 974-3807. After office hours or on holidays, the report may be made by contacting University Police Services at (405) 974-2345. (For complete policy, please visit uco.edu/EqualOpp.)

**Please note that “sexual orientation” and “gender identity” are not protected personal characteristics under federal or state law, but were added to the Equal Opportunity Statement by the University.*

ADDENDUM I - Wearing of Masks

As a result of the public health crisis presented by COVID-19, the University of Central Oklahoma will implement recommendations of the Centers for Disease Control and Prevention (the CDC) pertaining to university campuses and the guidance and recommendations of other public health agencies. Students are expected to be familiar with the UCO Coronavirus webpage and are expected to follow the recommendations and guidance published on that page. Because the recommendations and guidance are subject to change, Students should check back often for updated information and/or requirements.

NOTE: Warning letter is issued to student for first violation, student conduct meeting and sanctions are not required until second violation.

<i>First Violation</i>	<i>Second Violation</i>	<i>Third Violation</i>
<p><i>Notice of Record to Be Filed is sent to student with notification of the policy, resources regarding wearing mask, prevention of the spread of COVID-19, and the warning that if violation occurs again, further disciplinary action will be taken.</i></p> <p><i>The letter would be documented in Maxient. First offense would not require a conduct meeting.</i></p>	<p><i>Notice of Allegations is sent to student requiring them to meet with a conduct investigator; notice letter will include allegations and student information packet</i></p> <p><i>If student is found responsible the sanctions would include:</i></p> <ul style="list-style-type: none"> <i>· Disciplinary Probation for up to two semesters</i> <i>· Educational Sanction – may include, but are not limited to: Behavior Reflection Essay with guided prompt.</i> 	<p><i>Notice of Allegations is sent to student requiring them to meet with a conduct investigator; notice letter will include allegations and student information packet.</i></p> <p><i>If student is found responsible the sanctions may include:</i></p> <ul style="list-style-type: none"> <i>· University Suspension</i> <i>· Remove from Housing</i>

Any member of the campus community who witnesses a student violating this policy should report the incident to the Offices of Student Conduct and Title IX. Please go to uco.edu/maskreport to report the incident.

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 enrolled at the University of Central Oklahoma, whether for the current or upcoming semester, full-time, part-time, concurrent, on campus, abroad, online, or any other form of enrollment.
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 volunteer for 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 are 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 fully or partially complied with the formal requirements for University recognition / registration.
7. The term "hearing" means an opportunity to be heard, which may be informal or formal. Informal hearings are typically resolved by the case investigator after a preceding investigation. Final decisions for formal hearings are routinely made by a designated board, panel, or committee (i.e. the Committee on Student Conduct or Sexual Misconduct Panel). Each type of hearing is further explained in sections IV.I.-J.
8. The term "outcome" means the decision rendered by a hearing body following the informal, formal, or appeal hearing process. In most instances, it will be the answer to the question, "Did or did not the accused student or student organization violate the current UCO Code of Student Conduct?"
9. The term "responsible" means a hearing body has found evidence sufficient enough to conclude that a student or student organization violated the current UCO Code of Student Conduct.
10. The term "not responsible" means a hearing body has not found evidence sufficient enough to conclude that a student or student organization violated the current UCO Code of Student Conduct.
11. The term "resolution" means any conditions that must be met prior to the case being closed and the student returning to good standing with the university.
12. The term "hearing 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 hearing body may be the case investigator, a designated board, panel, or committee.
13. 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 Community Standards Handbook, Student-Athlete Code of Conduct, Fraternity and Sorority Life policies, Student organizations' National Hazing Policy and Risk Management Policies, Employee Handbook, Faculty Handbook, and the Graduate / Undergraduate Catalogs, which have been approved and/or signed by the President of the University.
14. The term "academic dishonesty" includes, but is not limited to:
 - a) The use of any unauthorized assistance in taking quizzes, tests, 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.
15. 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 V. for more information on plagiarism and its relation to academic dishonesty.)

16. The term “Office of Student Conduct” means the Director of Student Conduct or an appropriate departmental staff designee(s) from the Office of Student Conduct.
17. The term “reporting party” means any person who reports an incident of an alleged violation of this Code of Student Conduct or any other related published University policy, such as those mentioned in section III. H. of this document. Anyone may be a reporting party and submit a complaint of misconduct to the Office of Student Conduct, UCO Police Department, or the appropriate University official.
18. The term “complainant” means any person who believes and claims that he or she has been a target of a crime, Code of Student Conduct policy violation, or any other related published University policy, such as those mentioned in section III. H. of this document. The “complainant” has the right to report violations of law or University policy to the Office of Student Conduct, Title IX Coordinator, UCO Police Department, or the appropriate University official.
19. The term “respondent” 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. H. of this document. The president or designee(s) of the respondent organization shall be the primary point of contact for correspondence with the Office of Student Conduct throughout and upon the conclusion of investigations.
20. The term “sanction” means a purposeful, educational, and/or safety related assignment to encourage behavioral change, personal development, and ethical development administered as a consequence for violating one or more university policies. Students found responsible for violating one or more University policies receive sanctions as a result of their behavior. Refer to section IV. L. for further information about sanctions.
21. The term “harassment” means a knowing and willful course or pattern of conduct by an individual, which would seriously alarm or annoy the targeted person and serve no legitimate purpose for communication. Forms of harassment include, but are not limited to courses of conduct that would cause a reasonable person to suffer substantial emotional distress. These may include, but are not limited to actions such as repeated, unwanted phone calls, texts, social media messaging, and attempts to intimidate or threaten another person.
22. The term “bullying” means any intentional pattern of behavior through written, verbal, electronic communication (texting, posting, picture distribution, email), or physical action, which is committed for the purpose of harming another person or their property, or placing another person in fear of harm, in a manner that would disrupt or interfere with the person’s educational pursuits or the university’s efforts to facilitate educating students.
23. The term “Title IX” refers to Title IX of the Education Amendments of 1972 codified at 20 U.S.C. §§ 1681–1688 which protects individuals from discrimination based on sex in education programs or activities that receive Federal financial assistance. The University has adopted a policy implementing Title IX with respect to university programs or activities which is located at the following URL:
<https://www.uco.edu/offices/policy/>.
24. The term “Title IX Coordinator” refers to the individual designated by the University to coordinate their efforts to comply with and carry out the University’s responsibilities under Title IX. The responsibilities of the Title IX Coordinator are found at the following URL: <https://www.uco.edu/offices/policy/> .

Below is the contact information for the University of Central Oklahoma Title IX Coordinator:

Dr. Erin Logan
 Nigh University Center #323
 (405) 974-5380
 elogan4@uco.edu

25. The term “Supportive Measures” refers to non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to a complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The university is required to offer supportive measures to every complainant, irrespective of whether the complainant files a formal complaint.
26. “Sexual Misconduct” offenses include, but are not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, stalking, domestic violence, and dating violence. (Please refer to section VII. for further information.)
27. Sex Discrimination – occurs when an individual is treated less favorably on the basis of that person’s sex, on the basis of sexual orientation, gender identity or expression, pregnancy or pregnancy-related condition, or a sex stereotype. Sexual Harassment is a form of sex discrimination.
28. Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:
 - (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct; or
 - (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
 - (3) “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v), “dating violence” as defined in 34 U.S.C. 12291(a)(10), “domestic violence” as defined in 34 U.S.C. 12291(a)(8), or “stalking” as defined in 34 U.S.C. 12291(a)(30).
29. The term “non-consensual sexual contact” is defined as any intentional sexual touching, however slight, with any object, with another person without consent of that person. (Please refer to section VI.C. for additional information.)
30. The term “non-consensual sexual intercourse” is defined as any sexual penetration (anal, oral, or vaginal), however slight, with any object, with another person without consent of that person. (Please refer to section VII. for additional information.)
31. The term “consent” is defined as a knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (the conditions of) sexual activity. (Please refer to section VII. for additional information.)

32. The term “incapacitation” is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (i.e. to understand the “who, what, when where, why, or how” of their sexual interaction). (Please refer to section VII.A.2. for additional information.)
33. The term “force” is defined as any intentional physical violence, restraint, or the presence of a weapon to gain sexual (or non-sexual) access to a person. Force includes threats that overcome resistance or produce reluctant compliance or acquiescence. (Please refer to section VII.A.3. for additional information.)
34. The term “coercion” is defined as an unreasonable pressure to engage in sexual (or non-sexual) activity. For the purposes of sexual coercion, determining what is unreasonable may be a function of duration, frequency, isolation, and intensity. (Please refer to section VII.A.4. for additional information.)
35. The term “sexual exploitation” is defined as taking non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit a person other than the one being exploited. (Please refer to section VII.E. for additional information.)
36. The term “stalking” is defined as repetitive and menacing pursuit, following, harassing, and/or interfering with the peace and/or safety of another that would cause a reasonable person to fear for their safety or suffer substantial emotional distress. (Please refer to section VII. F. for additional information.)
37. The term “domestic violence” is defined as violence or abuse (verbal, physical, and/or psychological) committed by a current or former spouse of an individual, person with whom an individual shares a child in common, person who is cohabitating with an individual or has cohabitated with as a spouse, or person similarly situated to a spouse of the individual under domestic or family violence laws of the jurisdiction in which the crime of violence occurred. (Please refer to section VII.G.1. for additional information.)
38. The term “dating violence” is defined as violence or abuse (verbal, physical, and/or psychological) committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors: length of relationship, type of relationship, and frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts by a person who meets the definition of domestic violence. (Please refer to section VII. G. 2. for additional information.)
39. The term “indecent public exposure” is defined as deliberately and publicly exposing one’s intimate body parts (genitalia), publicly urinating, publicly defecating, publicly engaging in sex acts, or assisting in committing such acts, whether in person or online.
40. 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, hookahs, “vapes”, cloves, bidis, and kreteks. The only nicotine-containing products permitted on campus under the tobacco-free policy are those which are FDA approved for cessation purposes.
41. The term “tobacco use” includes smoking, chewing, dipping or any other consumption or use of tobacco products.

42. 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:
- a) Fulfills an intended goal of a short-term or long-term plan of a University affiliate or University-recognized entity;
 - b) Utilizes (in part or whole) the University affiliate’s or University-recognized entity’s expenses;
 - c) Several members or several individuals recognized by an observer as members of the University affiliate or University-recognized entity in attendance;
 - d) Indications of advertisement(s) distributed, which may include, but are not limited to:
 1. Information concerning the event was announced during an organization meeting.
 2. Information concerning the event was physically (bulletin boards, walls, doors on or off campus) or electronically (via social media) circulated or posted.
 3. Information concerning the event was emailed, texted, or electronically transmitted through a phone or computer application (i.e. GroupMe, Remind, Snapchat, etc.) to an organization distribution list or group of persons affiliated with the organization.

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 and parameters 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 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 community are taken into account in deciding the desirability and appropriateness of undertaking a course of discipline.

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. 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 file the online “General Misconduct” form with the Office of Student Conduct at uco.edu/conductreportform. In cases of threat or emergency, contact UCO Police Department at (405) 974-2345.

If a student’s behavior patterns cause concern for their well-being, then the instructor should file the “Concerning Behaviors” form with the Office of Student Conduct at uco.edu/conductreportform. Concerning behaviors may include: signs of depression, appearing to be under the influence of drugs or alcohol, irrational statements or behavior, suicidal ideations, threatening statements, or significant change in attendance. If the instructor perceives an immediate threat, contact UCO Police Department at (405) 974-2345.

B. Scope of University Authority

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 Enrollment & Student Success 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 of evidence standard. The Vice President for Enrollment & Student Success reserves the right to intervene and/or hear any case of student misconduct.

All disciplinary decisions are carried out in the name of the President. The Vice President for Enrollment & Student Success delegates the authority to manage the student disciplinary process and appropriate resolutions to the Director of Student Conduct. Any sharing or delegation of the student conduct function remains revocable.

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

C. Student Conduct Process Overview

1. 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. 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, which is located in the Nigh University Center, room 324, (405) 974-5380.
2. The University of Central Oklahoma recommends that complaints or reports of misconduct be made as soon as possible after the incident has occurred, preferably within two (2) University business days. However, there is no statute of limitation for filing complaints within the Office of Student Conduct.
3. Upon receipt of a complaint or report of misconduct, the Office of Student Conduct will commence an initial investigation of the reported matter, per section IV. If further investigation is merited, notification will be sent to the involved parties.
4. In informal hearings, the assigned investigator shall serve as the hearing body, per section IV. I. of this policy. Per section III. R., a hearing body comprised of non-biased nominated and/or volunteer students, faculty, and/or staff members shall serve

as the hearing body in formal hearings that do not involve allegations of sexual misconduct. Formal Hearings involving allegations of sexual misconduct policy violations, as outlined in section VII, shall be heard by a hearing body comprised of non-biased nominated and/or volunteer staff and/or faculty members, per section IV. J.

Any act by a properly constituted hearing panel, at which a quorum of the hearing panel is present, shall be binding. At least one (1) student and two (2) faculty or staff members must be present to establish quorum for a formal hearing before a panel regarding matters that do not involve allegations of sexual misconduct.

At least three (3) faculty or staff members must be present to establish a quorum for a hearing panel that will render a decision in cases involving allegations of sexual misconduct.

The Director of Student Conduct or his or her designee shall determine the composition of formal hearing bodies for non-sexual misconduct cases. The Title IX Coordinator shall determine the composition of formal hearing bodies for sexual misconduct cases.

5. The designated hearing body will review with the respondent the nature of the complaint(s) and allow for the respondent's version of the incident to be heard. When the investigation is completed, including interviews of the respondent(s), complainant(s), and any witnesses, the designated hearing body will make appropriate recommendations for the disposition of the case. The designated hearing body has the responsibility and authority to take temporary and/or precautionary safety actions and final disciplinary action, if such action(s) is appropriate. Any information obtained either from the respondent, complainant, witnesses, law enforcement, or other relevant documentation may be used by the designated hearing body in determining proper action(s), including closing the case without action.
6. Decisions made by the Director of Student Conduct and/or delegated hearing body shall be final, pending the normal appeal process, which is located in section IV.

D. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be applicable to misconduct which occurs on or near activities, events, and premises which are owned, leased, or controlled by the University, including UCO owned social media and electronic communications. Additionally, the University shall exercise jurisdictional discipline to address misconduct which violates local, state, and/or federal law and adversely affects the University community and/or the safe and orderly pursuit of its educational objectives.

E. Interpretation and Revision

Any question of interpretation regarding the Code of Student Conduct shall be referred to the Director of Student Conduct for final determination. Under the direction of the Vice President for Enrollment & Student Success, the Code of Student Conduct shall be reviewed annually.

F. Admission and Readmission of Student Applicants Under Disciplinary Sanctions

Student applicants that are deemed academically admissible but who are currently under disciplinary sanctions at other institutions must be deemed eligible to enroll in courses by the Office of Student Conduct located in the Nigh University Center, Room 324, (405) 974-5380. All such applications and requests will be forwarded to the Office of Student Conduct for review. Each student applicant's case will be reviewed by a hearing body, as designated by the Director of Student Conduct. The student applicant seeking admission will be contacted to acquire further information prior to the final decision.

Student applicants who are seeking readmission after a University suspension that occurred as a result of student misconduct or violations of local, state or federal law, must obtain approval through the Office of Student Conduct in the Nigh University Center, Room 324, (405) 974-5380. All such applications and requests will be forwarded to the Office of Student Conduct for review. In such cases, student applicants must have met all previously required sanction criteria prior to re-admittance. The student applicant 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 applicant based upon prior conduct history, prior and/or pending criminal charge(s)/conviction(s), and/or false or omitted information on submitted admission applications. The University of Central Oklahoma typically upholds current suspensions from other institutions. Student applicants may access further information about the review process at the following website: uco.edu/reviewboard

G. Admission and Readmission of Student Applicants with Felony Records

Pursuant to commitment of creating and supporting a safe living and learning environment for students, staff, and faculty, the University of Central Oklahoma requires a background check for student applicants who indicate on their admission application that they have been charged with one or more felony violations of the law. A \$35.00 background check fee will be required to complete all national 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 with a felony to the Office of Student Conduct. Student applicants that are deemed academically admissible will be notified by the Office of Student Conduct and provided with instructions for pursuing eligibility consideration. In order to be considered for eligibility, the student applicant must provide additional documentation, including the following:

1. Indictment information;
2. Police Affidavit(s) of Probable Cause;
3. Plea Document(s);
4. Pre-Sentencing Reports;
5. Judgement and Sentencing Forms;
6. Transcripts from previous colleges/universities attended; and
7. Two professional letters of recommendation

Student applicants will be subjected to a Tier 1 or Tier 2 process based on the number of felony charges and/or convictions and date of most recent felony charge. The applicant

cannot have any felony arrests in the past 12 months (no guilty verdict, no guilty plea, or nolo contendere). The applicant also cannot have any pending felony charges. The applicant cannot have been incarcerated for any period of time within the past 12 months. The applicant must be complying with the conditions of any parole or suspended sentence requirements. If an individual is on parole, they must sign two documents. The first is a release allowing their parole officer to communicate with the Office of Student Conduct. The second release allows for the Office of Student Conduct to communicate with the parole officer. Both of these forms can be found and completed online at go.uco.edu/parole. The final decision regarding eligibility for Tier 1 rests with the Director of Student Conduct, and the final decision regarding eligibility for Tier 2 rests with the Student Applicant Review Board, a panel of faculty and staff members designated to interview academically admissible student applicants who have disclosed a felony charge on their application. The Student Applicant Review Board meets with student applicants and makes decisions of eligibility based upon level of risk to the University community, which is determined after an examination of the aforementioned documents. At the beginning of the process, the applicant must schedule and keep an initial interview with a Case Manager in the Office of Student Conduct. . Student applicants will be notified by the Office of Student Conduct once a determination of eligibility has been made. A complete list of the documents can be found at: uco.edu/reviewboard

Any applicant who participates in the SARB process but is determined to be ineligible to continue the admissions and enrollment process at UCO must wait at least 90 days before re-applying at UCO.

H. Prohibited Conduct

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in section IV.L. and section V. E. (Please see section II. for the University definition of a student.)

1. Attempts to or encouraging others to commit acts prohibited by this code will be sanctioned to the same extent as if one had committed the prohibited act. Apathy or acquiescence in the presence of prohibited conduct may constitute a violation of this policy and may constitute a violation of the policy that prohibits the conduct or behavior.
2. Acts of dishonesty, including but not limited to the following:
 - a) Cheating, plagiarism, bribery, or other forms of academic dishonesty, as stated in section V.D.
 - b) Knowingly assisting in the act of, furnishing false information to any University official, faculty member, or office through forgery, unauthorized alteration or falsification of an official record, or misuse of any University document, record, or instrument of identification. This includes the submission of documentation in which required information or documents have been omitted.
 - c) Tampering with the election of any University recognized student organization.
 - d) Assuming the identity of another.
 - e) Any other act of dishonesty, as stated in section V.D.
3. Disruption or obstruction of other students' ability to learn or actively participate in class, teaching, research, administration, disciplinary proceedings, other University activities, including its public-service functions on or off-campus, or other authorized non-university premises.

4. Assault, including but not limited to verbal abuse (persistent or severe), threats, intimidation, harassment, bullying (verbal, physical, and/or cyber), coercion and/or other conduct that threatens or endangers the health or safety of any person.
5. Battery, including but not limited to 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.
6. Attempted, actual theft of, or unauthorized removal of University property, property of another individual, commercial entity, or public property.
7. Attempted or actual damage to University property (including university housing properties), property of another individual, commercial entity, or public property.
8. Hazing and/or any solicitations to engage in hazing are strictly prohibited at the University of Central Oklahoma, as specified in sections VI. I.-J.
9. 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.)
10. Unauthorized possession, duplication, or use of keys or any University identification card to gain access to any University premises, property, or equipment.
11. Aiding and/or facilitating the access means of any unauthorized person to University premises, property, or equipment.
12. Unauthorized access to any University premises, property, or equipment or the violation of any University access policies, procedures, rules or regulations.
13. Violation of federal, state or local law.
 - a. Unlawful use, sale, possession, manufacturing, cultivation, being under the influence of or distribution of any federally controlled substances (illicit drugs including marijuana), in any form, or drug paraphernalia, on University-owned or controlled properties, including University Housing, University vehicles, any recognized student organization housing, or University sponsored activities, including all student organization activities, is prohibited. Furthermore, individuals with Medical Marijuana Registry cards are not permitted to use or distribute medical marijuana on campus. 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.
14. The nonmedical use of prescription medication (i.e. "painkillers") is expressly prohibited. This includes possession and distribution of medications that are off label and those that are not prescribed to the person in question, or use of prescription medication at a rate not congruent with the prescription.
15. Use, possession, manufacture, distribution, and being under the influence of alcoholic beverages and/or low point beer as defined in 37 O.S. §163.2 except as expressly permitted by state law and regulations, or public intoxication on campus properties, in University Housing and any student organization housing, or other University sponsored activities, unless explicitly and lawfully approved by authorized University officials for students is strictly prohibited. (Regional University System of Oklahoma Policy Manual; section 4.4.3.b.) This policy is applicable to alcohol in liquid or powdered forms.
 - a) It is also strictly prohibited to drive, operate, or be in actual physical control of a motor vehicle (47 O.S. §11-902):
 1. While under the influence of alcohol, any other intoxicating substance, or a combination thereof;

2. With a blood or breath alcohol concentration level at or above the applicable legal limit is prohibited.
16. Distribution or attempted distribution of alcoholic beverages (including powdered forms of alcohol), in any circumstances, by or to any person under the age of twenty-one (21).
17. Violation of any accessible Housing and Dining Services policies (as specified in section IX. I.-K.) and/or contracts.
18. Illegal or unauthorized possession, usage, or storage of firearms, explosives, electronic control devices, such as Taser or other stun guns, other weapons, or dangerous chemicals on University premises in a manner that would reasonably be expected to threaten, harm, incapacitate, or cause fear to other University community members. The possession or firing of firearms, fireworks, explosives, ammunition, replica firearms (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, daggers, bowie knives, dirk knives, spring-type knives, switchblade knives, loaded canes, billy clubs, knives and inappropriately-used knives or bladed instruments by students is prohibited on-campus, in any sorority, fraternity, or University-operated housing facilities, except 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 University property. (21 O.S. 1277.) To obtain permission to safely and lawfully store or display unloaded and approved weapons while on campus property, contact the University of Central Oklahoma Police Department at (405) 974-2345.
19. Initiating, causing, or contributing to any false report to a university official or law enforcement agency.
20. Participation in an on-campus or off-campus demonstration which disrupts the normal operations of the University and infringes on the rights of other members of the University community; leading or inciting others to disrupt scheduled and normal activities within any campus building or area; and/or, intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
21. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or University sponsored or supervised functions.
22. Conduct which is disorderly, lewd, or indecent, including urinating or defecating in public. Additionally, indecent conduct includes indecent or public exposure as defined by Oklahoma law and public exposure and unsolicited communications that are obscene, lewd, or indecent (i.e. unclothed drawings, depictions, or pictures of oneself or intentionally shown to another individual). Please refer to section II. 39. for further details on the definition of Indecent Public Exposure.
23. Conduct in which a student engages or threatens to engage in conduct that poses a danger of causing physical harm to others.
24. Conduct which would disturb the peace, injure any person (including hazing), cause property damage, directly impede the lawful activities of others, interfere with University faculty or staff in the performance of their duties, or interfere with the educational process and the orderly operation of the University or which may impede its teaching, research, administration, disciplinary proceedings, and public service functions
25. Theft or other abuse of computer and network resources, including but not limited to:
 - a) Unauthorized entry into a system or file to use, view, transfer, change or delete the contents, or grant security permissions for others to do the same.

- b) Unauthorized use of another individual's identification and password.
 - c) Use of computing facilities to interfere with the work of another student, faculty member or University official.
 - d) Use of computing facilities to view or send obscene or abusive messages.
 - e) Use of University computing facilities and/or other University resources to interfere with normal operation of the University computing system or network.
 - f) Any violation of the University and Network Usage Policy or Security Policy, which can be located at www.uco.edu/technology/forms-policy/
26. Abuse of the student conduct system including but not limited to:
- a) Failure to adhere to the notice of a hearing body to appear for a meeting or hearing as part of the student conduct system.
 - b) Falsification, distortion, or misrepresentation of information before the Director of Student Conduct or a hearing body (board, committee, or panel).
 - c) Disruption or interference with the orderly conduct of a hearing body proceeding by threatening or bullying/intimidating a participant in a case investigation
 - d) Facilitation of an unauthorized Student Conduct Hearing.
 - e) Attempting to discourage an individual's proper participation in, or use of, the student conduct system.
 - f) Attempting to influence the impartiality of a member of a hearing body (board, committee, panel, or designee) prior to and/or during the course of the student conduct proceeding.
 - g) Harassment (verbal or physical) and/or intimidation of a member of a hearing body (board, committee, or panel,) prior to, during, and/or after a hearing body (board, committee, or panel) proceeding.
 - h) Failure to comply with temporary sanctions, such as a No Contact Order or Temporary Suspension, imposed by the Vice President for Enrollment & Student Success, Office of Student Conduct, or any other designated hearing body who has the authority to impose temporary sanctions.
 - i) Failure to comply with the sanction(s) imposed under the Code of Student Conduct by the Vice President for Enrollment & Student Success, Office of Student Conduct, a designated hearing panel, or any other hearing body who has the authority to impose sanctions.
 - j) Influencing or attempting to influence another person to commit an abuse of the student conduct system.
 - k) Failure to complete assigned sanctions by the specified deadline.
27. Sexual misconduct, including, but not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse and sexual exploitation as specified in section VII. A.-G.
28. Stalking as specified in section VII. F.
29. Domestic violence, including crimes of violence committed by a current or former spouse or intimate partner of an individual, person with whom an individual shares a child in common, person who is cohabitating with an individual or has cohabitated with as a spouse, or person similarly situated to a spouse of the individual under domestic or family violence laws of the jurisdiction in which the crime of violence occurred, as specified in section VII. G. 1.
30. Dating violence, including crimes of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, as specified in section VII. G.2.

31. The use, sale, or distribution of all forms of tobacco products as defined in section II. 32., including, but not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, spit tobacco, e-cigarettes, “vapes”, and herbal tobacco products. The University prohibits tobacco use on all University grounds, in all University buildings, all University grounds (including parking areas), outside of buildings, common outdoor areas, and University vehicles(s) owned or leased by the University. For further information on the Tobacco Free Campus Policy, please visit uco.edu/offices/policy/files/tobacco-free.pdf.
32. Gambling for money or other things of value on campus or at University sponsored activities, except as permitted by law.
33. The redistribution or exchange of any commencement ceremony tickets for monetary purposes.
34. Retaliation, such as initiating (directly or indirectly) any adverse action against an individual or organization in reprisal to the person’s or organization’s reporting of a university policy violation or crime. Retaliation includes any adverse action against an individual or organization assisting in or witnessing such a report.
36. Catfishing or online impersonations, as referenced in Oklahoma State Statutes (12 O.S. 1450.)

IV. STUDENT CONDUCT PROCEEDINGS

Student conduct proceedings may be initiated by the Office of Student Conduct to review a student’s conduct at any time upon a report of alleged violations of this Code. The following procedures describe the process which applies to receipt of reports of violations, investigations, resolution of such reports through either informal resolution or formal hearing, sanctions and appeals. The following process is not applicable to conduct subject to the jurisdiction of Title IX of the Education Amendments of 1972 and its implementing regulations, which is governed by the Regional University System of Oklahoma (RUSO) Title IX Policy.

A. Conduct Subject to Legal Process

A student may be subject to criminal arrest and prosecution in addition to student conduct proceedings where the alleged conduct violates applicable criminal law. If the alleged criminal offense is also the subject of a report of alleged violation of this Code, the University may advise off-campus authorities of the existence of the UCO 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 with 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.

Proceedings under this Code may be carried out prior to, simultaneously with, or following civil and/or criminal proceedings. Students, acting in their personal capacities, remain free to interact with federal, state and local governmental representatives, as they deem appropriate. Determinations of responsibility or non-responsibility for violations of this Code or sanctions imposed under this Code shall not be subject to change because of criminal charges arising or dismissed out of the same facts.

B. Reporting Incidents

Any person may report a student whose conduct allegedly violates the UCO Code of Student Conduct. Incident reports shall be made in writing and submitted to the Office of Student Conduct. Reports may be submitted online at uco.edu/conductreportform, via email at studentconduct@uco.edu, by phone at (405) 974-5380, via campus mail at box #300, by fax at (405) 974-3930, or by hand delivery to the Office of Student Conduct in the Nigh University Center, Room 324. Reports should be submitted as soon as possible after the incident takes place or after becoming aware of an incident, preferably within forty-eight (48) University business hours.

C. Prohibition of Retaliation for Reporting

Retaliation against anyone reporting a violation of this Code or anyone who may have experienced conduct violating this Code 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.

D. Statement on Self-Defense

Violence is inconsistent with the standards and values of the University. Yet, if a student has taken prudent and reasonable steps to avoid a physical altercation and violence is still unavoidable, then the efforts of avoidance will be considered as a mitigating factor in determining responsibility for alleged policy violations related to violence.

In cases in which mutual physical combat is reported, participants of violent circumstances may face reduced or no disciplinary action where the investigation supports a finding that the student's involvement primarily demonstrated one or more of the following attempted or actual courses of action:

1. De-escalation of the conflict;
2. A self-preservation physical position was assumed (i.e. covering of self or another in a protective manner); and/or
3. A minimal amount of force was used to extricate oneself or another from the violent circumstance;

Failure to take an opportunity to remove oneself from a physically violent or potentially violent situation and choosing to offensively engage in physical violence, negates claims of self-defense.

E. Amnesty Policy

The University of Central Oklahoma encourages the reporting of alleged sexual misconduct and further encourages students to seek emergency medical assistance for themselves or others in alcohol or drug-related medical emergencies. Because the potential for disciplinary action by the Office of Student Conduct may act as a deterrent to reporting and/or seeking emergency medical assistance, the University has implemented an amnesty policy which recognizes and promotes the well-being, health, and safety of students as a primary concern of student conduct proceedings.

Students who report incidents of sexual harassment or sexual misconduct will not face disciplinary action from the Office of Student Conduct for their personal engagement in the unlawful or prohibited use of alcohol or drugs during incidents of alleged sexual harassment.

In cases of medical emergency, the amnesty policy only applies to alcohol or drug-related medical emergencies, but does not apply to other prohibited conduct such as assault, property damage or distribution of illicit substances. In cases where an individual or organization fails to seek emergency medical assistance, the typical investigation and resolution process will ensue. Once reported, the students reporting and receiving medical assistance during an alcohol or other drug-related emergency will need to participate in the investigation of the incident(s) and exploration of recommended educational options, yet will not face disciplinary action from the Office of Student Conduct for the mere possession or use of alcohol or drugs.

F. Temporary Remedies and Sanctions

In certain circumstances, the Vice President of Enrollment and Student Success or their designee may impose a temporary remedy or Temporary remedies are reasonable adjustments that may be made to provide an interim means of assistance for students prior to or during an investigation of alleged disruptive and/or threatening behaviors. Temporary remedies may be requested through the Office of Student Conduct or a partnering entity who may be assisting the student in other areas of their academic or social life.

Some examples of temporary remedies include, but are not limited to, class section change, residence hall room change, a No Contact Order, realignment of class groups, adjustments to class attendance or participation requirements, student organization attendance, and participation guideline adjustments or exceptions. *Note: The Office of Student Conduct and other partnering entities can only request classroom adjustments or exceptions for attendance as each instructor of record controls their own classroom attendance policies.*

Temporary sanctions are timely, precautionary safety measures, which may be utilized as a means to address reasonable and supported concerns about alleged disruptive and/or threatening behaviors. Temporary sanctions will not be more restrictive than necessary to minimize the potential negative impact upon academic success of the student(s) involved. Students directly impacted by implemented temporary sanctions will be notified of this action in writing and the rationale for such action upon implementation.

Some examples of temporary sanctions which may be employed include, but are not limited to a loss of privileges, conduct holds on a student account, fines, parental notifications, assessments/evaluations, a No Contact Order, restitution, discretionary or educational sanctions, UCO Housing residence hall or room transfers, withholding of diplomas, UCO Housing temporary suspension, and University temporary suspension, as described in this Code.

When a student 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 from the entire University prior to a hearing. 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.

Temporary sanctions do not replace the student conduct proceedings process, as described in this Section, and are not final. A student receiving a temporary sanction will be provided an opportunity to respond to all reports and allegations within five (5) business days of the imposition of the temporary sanction, and demonstrate why his or her continued presence on the University campus or within University Housing facilities does not constitute a disruption and/or threat. The Vice President of Enrollment and Student Success shall be the final decision-maker on temporary sanctions.

G. Investigations

Upon receiving a report of alleged violation of this Code, the Office of Student Conduct shall commence an investigation of the report. The designated investigator will advise each person identified in the report (each a “Party”) of their rights, options, and resources available. If the reported conduct may be resolved by informal resolution as provided in this Code, the investigator will notify each Party of the opportunity to proceed under informal resolution or formal hearing of the report.

Investigations may consist of informal interviews with the reporting person, each of the persons identified in the report, any witnesses, and evaluation of documentation such as photographs, social media dialogue and posts, videos, electronic messaging through a phone or computer application (i.e. GroupMe, Remind, Snapchat, etc.) and cellular telephone logs. The Office of Student Conduct will typically contact the persons identified in the report and any witnesses by telephone call, email, university system text messages, or post letter sent to available phone numbers, on- or off-campus addresses or classrooms. This contact is established to arrange for an informal interview.

Students who are contacted by the Office of Student Conduct should respond immediately by following the directions specified in the notice. Students may contact the investigator in person, phone call, voice mail, email, University system text message, and/or post letter to schedule a meeting with the investigator by the deadline identified within the notice. Notices issued through University email addresses are considered proper notification to students. 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.

If a person identified during the course of the investigation as having information related to the report does not appear for an investigation interview or at any hearing considering the alleged violation of student conduct after being provided notice to appear, then the information provided by such person shall not be considered by the investigator or the hearing panel determining responsibility or non-responsibility or sanctions. The purpose of the interview is to give each person identified in the report the opportunity to convey their version of the reported incident.

H. Advisors

Students may be accompanied by an advisor of their choice during any interview, informal resolution or formal hearing, at their own expense. The advisor may be an attorney. The investigator may allow for multiple advisor(s) and/or support persons (not to exceed a total of two persons with the student) during an interview, at their discretion. However, during formal hearings, the parties may be assisted by no more than one (1) advisor each. The presence and/or

actions of advisors or support persons must not disrupt the investigation and/or operations of the hearing. Advisors and/or support persons may be excused from an interview or hearing if their behavior or presence is deemed disruptive to the investigation and/or operations of the hearing. The role of an advisor is limited to helping students understand and navigate the student conduct process and procedures.

Students needing accessibility or communication assistance during any phase of the Student Conduct process may request permission to have an additional support person present. The University official presiding over the process may allow for the presence of an additional support person. In such circumstances, the support person may not serve in the role of a witness or advisor simultaneously. Students with disabilities who need special accommodations must make their requests by contacting Disability Support Services, at (405) 974-2516 (V/TTY). The Office of Disability Support Services is located in the Nigh University Center, Room 309.

UCO Procedural Advisors

UCO provides a free service for students in matters under investigation by the Office of Student Conduct. A UCO Procedural Advisor is a trained UCO faculty, staff, or student community member who has volunteered their knowledge, time, and communication abilities to help students understand and navigate the student conduct process and procedures.

A UCO Procedural Advisor can help students understand the relevant paperwork that is necessary to file a complaint or make a report in the student conduct process. Additionally, a Procedural Advisor can assist students in their understanding of the options and resources available during and after the conduct process.

Students who receive notice about their involvement in a current case investigation, will receive information about the UCO Procedural Advisor service. If the student would like to request a UCO Procedural Advisor, they may complete and submit an online form through at uco.edu/parequest

An Office of Student Conduct staff member will contact the requesting student shortly thereafter to inform them of the availability of potential UCO Procedural Advisors.

I. Informal Resolution

Reports of violations of this Code, with the exception of reports of sexual harassment or sexual misconduct or reports of violations under the jurisdiction of Title IX, may be resolved through an informal resolution process at the discretion of the Vice President of Enrollment and Student Success or their designee. Informal resolution is conducted by the Associate Vice President of Enrollment and Student Success, or their designee, who will review the investigation report, any written evidence or statements provided by the parties and any oral statements or responses by the parties and witnesses.

The informal resolution determination will be made on the basis of whether the Assistant Vice President of Enrollment and Student Success, or their designee, finds it is more likely than not that the student(s) violated the Code of Student Conduct, also called the preponderance of the evidence.

If the matters raised in a report cannot be resolved through informal resolution, then the report will be referred to a formal hearing and notice of the formal hearing will be provided in writing to the persons identified in the report.

J. Formal Hearings

1. Alleged Code violations not resolved through informal resolution shall be subject to a formal hearing in which the investigator and the parties present their respective positions to a hearing panel for determination of responsibility or non-responsibility and sanctions. The hearing panel shall consist of at least three (3) University employees, who may be faculty or staff, and shall be presided over by a panel chairperson selected by the panel members prior to the hearing.
2. At least ten (10) days prior to the formal hearing, the Office of Student Conduct shall distribute to the students identified in the report a Notice of Hearing setting a date and time for a formal hearing which does not conflict with the involved students' class schedules. The date and time for hearings may be adjusted due to exigent circumstances, such as cases involving temporary suspension. All hearings are closed to the public and shall be conducted in private.
3. The notice of the formal hearing shall include:
 - a) A statement of the date, time, place, and nature of the hearing;
 - b) A reference to the particular sections of this Code or University policies that are the subject of the report;
 - c) A copy of the investigation report;
 - d) Notice of the date by which the students involved in the report may submit a written response to the investigation report; and
 - e) A date by which each party must submit a list of witnesses and the name of their advisor, if any, to the other party and the Office of Student Conduct.
4. The record in a formal hearing shall include:
 - a) A copy of the investigation report;
 - b) A copy of any responses to the investigation report;
 - c) Information received or considered at the hearing;
 - d) Entries and offers of new information, challenges, and decision thereon;
 - e) Any decision, opinion, or report by the panel chairperson at the hearing; and,
 - f) All other information or data submitted to the formal hearing panel chairperson or University Official in connection with their consideration of the case, provided all parties have had access to such information.
5. Formal hearings shall be recorded. Such recordings shall be maintained for such time as required under state law and as necessary to protect the record through any further review. Copies of the recordings shall be provided to any party to the proceeding upon request. Costs of transcription of the recordings will be borne by the party requesting the transcription. For further review, electronic and/or digital recordings of any hearing or appeal hearing may be submitted for review without transcription unless otherwise required to be transcribed.
6. Parties to the report and their respective advisor(s), if any, shall be allowed to attend the entire formal hearing, except the deliberation period(s). Only the hearing panel and UCO Legal Counsel shall be present during the deliberation period(s). Admission of any additional person(s) to the hearing or the role adjustment of any currently involved person(s) shall be at the discretion of the chairperson of the hearing panel.
7. In hearings involving more than one (1) student alleged to have violated the Code out of a single event, the chairperson of the hearing panel, at his or her discretion, may permit the hearings concerning each student to be conducted separately or jointly. Formal hearings involving allegations of sex-based discrimination and/or other sexual misconduct policy violations under Section VIII. shall be heard by a hearing panel composed of faculty/staff members who have completed annual training and continued

education on sex-based discrimination and harassment, including sexual misconduct policies and adjudication protocol.

8. Conduct of Formal Hearing.
 - a. Any party to the report shall have the right to challenge the participation of any member of the hearing panel due to alleged bias. The chairperson of the hearing panel shall consider the merit of the challenge and make a decision to either retain the panel member or dismiss the panel member for that particular case.
 - b. Parties involved in the report are responsible for presenting their own case. Advisors will not be permitted to directly participate in formal hearings. 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.
 - c. Each party to the report and the members of the hearing panel shall have the opportunity to question the other party and witnesses presented by the other party(ies). Questions from the parties shall be submitted to the chairperson of the hearing panel rather than to the opposing party and/or witness(es) directly. This method is used to preserve the educational tone of student conduct hearings and to avoid the creation of an adversarial and/or hostile environment. Direct cross examination of opposing parties and witnesses by either a party or their advisor will not be permitted in formal hearings conducted under this Section of the Code.
 - d. Advisors may not serve as witnesses during the same hearing. Witnesses may be called to provide information to and answer questions from the hearing panel and opposing parties.
 - e. Each party shall have the opportunity to offer information on their own behalf and to review all information, statements, or information presented by the investigator and the other parties to the report.
 - f. Additional records, exhibits and written statements may be accepted during the hearing as information for consideration by a hearing panel at the discretion of the chairperson.
 - g. All procedural questions are subject to the final decision of the chairperson of the hearing panel. The chairperson may consult with a representative of the Office of Student Conduct and/or University Legal Counsel at any point during the hearing.
 - h. Formal rules of due process, procedure, and/or technical rules of evidence, such as those applied in criminal or civil court, are not used in student conduct proceedings.
 - i. Members of the hearing panel may ask questions of any person present during a hearing and the chairperson may invite questions and comments from hearing participants. The chairperson may also invite questions or comments from advisors or others present. The chairperson may reconvene a hearing if the hearing panel decides that essential information has not been presented. The hearing shall be reconvened at the earliest practical time that the necessary information will be available. After the chairperson has determined that all necessary information has been presented and questions answered, the hearing panel will go into closed session to deliberate and all parties and other persons will be excused.
9. During deliberations, the hearing panel shall determine whether the student(s) identified in the report has violated this Code.

10. The final decision of the hearing panel shall be communicated to the parties, the Office of Student Conduct and the Office of Legal Counsel, in writing, within five (5) University business days from the conclusion of the hearing.

Safety Precaution Options: The hearing panel may accommodate for the personal safety, well-being, and/or fears of confrontation of any party or witnesses during a hearing by providing separate facilities, video conference capabilities, by permitting participation by telephone, written statements, or other means, as deemed appropriate by the Vice President for Enrollment & Student Success or their delegee.

K. Notice of Findings and Sanctions

The hearing panel shall provide written notice of the outcome of the formal hearing to the parties within five (5) University business days of the completion of the formal hearing. In accordance with the laws of the Federal Educational Rights and Privacy Act of 1974, the Crime Awareness and Campus Security Act of 1990, and the Violence Against Women Reauthorization Act of 2013, the parties to the report shall be provided simultaneous written notice of the outcome of the hearing of crimes of violence, sex offenses, sexual misconduct offenses. Crimes of violence and sex offenses include but are not limited to arson, aggravated assault, burglary, simple assault and/or battery offenses, intimidation, stalking, criminal homicides, destruction or damage to property, kidnapping or abduction, robbery, and sexual misconduct offenses.

The Notice of Findings and Sanctions shall include a notice notifying the parties of the opportunity to request an appeal of the Report and the procedures for submitting an Appeal Request.

L. Sanctions

1. Sanctions for violations of University policies may include, but are not limited to, one (1) or more of the following:
 - a) **Warning** - A verbal and/or written notice to the student that the student is violating or has violated University regulations.
 - b) **Apology Letter** - A typed and signed apology letter by the respondent(s) acknowledging responsibility for the University violation(s) and providing a sincere expression of remorse to the victim(s) and/or stakeholders of the misconduct.
 - c) **Probation 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 regulation(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 co-curricular 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.

Failure to comply with assigned sanctions can result in the additional sanctions and/or escalation of sanctions.

- e) **Deferred University Suspension** – University suspensions may be deferred for a definite 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. In addition, the student or student organization may be responsible for complying with assigned sanctions 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, loss of tailgating privileges, removal from an officer position in a registered student organization, or restricted usage or attendance of certain University privileges or events, including but not limited to commencement ceremonies. Students may also be restricted from physically attending a class during or after the conclusion of an investigation to preserve the safety and/or normal operations of a particular and/or surrounding classrooms.
- 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 actionable sanctions or requests to appear for meetings with the Office of Student Conduct.
- 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 as many appointments or sessions as necessary or recommended that will aid in the direction of the overall sanction learning outcome. These appointments or sessions may be facilitated by the UCO Center for Counseling and Well-Being, the Alcohol and Drug Abuse Prevention Office, or other campus or non-campus agency. A student must deliver written verification of completion of the program or assessment signed by the non-campus agency including any results or recommendations from an assessment provided by a qualified agency to the Office of Student Conduct..
- 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 Center for Counseling and Well-Being, or other campus or non-campus agency. Generally, outcomes that involve therapy shall specify a certain number of appointments or sessions for successful completion. Typically, program participatory sanctions will aim to provide students with a transformative learning experience in the areas of academic integrity, alcohol and/or drug abuse, civility, sexual misconduct-related behavior and policy awareness, or anger management. It is the student's responsibility to deliver written verification of compliance with a program participation sanction to the Office of Student Conduct. Acceptable forms of verification include a certificate of completion from the agency that includes the student's name and date of completion or in some cases a screenshot from the agency website that verifies the student has fully complied with the sanction.

- 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 prohibited contact may include, but are not limited to, phone calls, contact through another person, contact initiated through social media, text messages, e-mail, or any other electronic means. Attendance to a valid, school-related or work-related event may not constitute a violation. A No Contact Order may be temporarily instituted prior to a hearing as a means of preserving the safety of all parties and the University community. A No Contact Order may also be included with assigned sanctions that are part of a final resolution to a case. Violation of a No Contact Order may result in University suspension and other sanctions.
- 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 or designee.
- 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 from Housing and/or University** – A student may be temporarily suspended from the University or University Housing facilities prior to, during, or after an investigation if one (1) or more of the following is necessary:
 - 1) To ensure the safety and well-being of the University community members or the preservation of University property;
 - 2) To protect against an ongoing threat of disruption or interference with, the normal operations of the University; and/or
 - 3) To preserve the current academic status and pursuits of the parties involved.
- 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. During the suspension, a hold will remain on the student's account to prevent enrollment during the period of suspension. During the time of suspension, enrollment will be prohibited on any main campus, distance, online, or ACM@UCO classes. Furthermore, the suspended student will not be allowed to enter any UCO campus properties, programs, or events for the duration of the suspension period. 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. A hold will be placed on the student account to prevent re-enrollment.
 - 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 based upon a responsible finding of a UCO policy violation.
 - v) **Withholding of Diploma(s) or Transcript(s)** – The University may withhold the awarding of a diploma, withhold the access to student transcripts, or withhold the ability to send copies of student transcripts until the completion of a pending investigation or completion of one or more pending assigned outcomes, per a responsible finding of a UCO policy violation.
 - w) **Transcript Notation** – A notation on a student's academic transcript indicating that a student is ineligible to return to the University, due to a behavioral conduct suspension or expulsion.
 - x) **Removal from Study Tour** – Students participating in a UCO Study Tour, whether foreign or domestic, are subject to be sent home immediately, if their behavior is or becomes disruptive and/or contrary to the established policies within the current Code of Student Conduct and related standards of behavior established within the published UCO Study Tour behavioral agreements and statement(s) of understanding documents, which are reviewed prior to each tour. Any additional costs associated with the immediate return home will be applied to the student's bursar account.
2. More than one (1) of the sanctions listed above may be assigned due to any single policy violation. Furthermore, the aforementioned sanctions are not meant to be a comprehensive list.
 3. Other than University suspension, expulsion, degree revocation or transcript notation, sanctions shall not be made part of the student's permanent academic record, but shall only become part of the student's private education records.
 4. The following sanctions may be assigned to student clubs, groups or organizations:
 - a) Those sanctions listed above in section IV.L.
 - 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 tailgating privileges and University recognition, for a specified period of time.
 - f) Notification of governing entity.
5. Following the investigation and/or hearing, the Director of Student Conduct or designated hearing panel shall advise the respondent or respondent organization representative and complainant in writing, when appropriate, of its determination, outcome, 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 Enrollment & Student Success, as specified in Sections IV.M. 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 request for an appeal hearing, as specified in Section IV.M.
 7. If a student or student organization makes an appeal request of a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will remain in effect during the appeal request and review, until a final decision is rendered.
 8. Failure by any student or student organization to comply with assigned sanctions may result in additional or escalation of sanctions, including University suspension, being assigned by the Office of Student Conduct.

M. Appeal Requests

A party affected by a decision reached or sanction assigned by a formal hearing panel may request review of the decision by an Appeal Panel. Appeal requests related to informal resolutions may be submitted online at uco.edu/appealrequest/. Appeal requests related to decisions made by Housing Officials may be submitted online at the Housing ucore.uco.edu page at uco.edu/HousingAppealForm.

All appeal requests must be completed and signed by the appealing Party, and received by the Office of Student Conduct within three (3) business days after the disciplinary decision has been rendered and communicated to the parties. 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.

1. Grounds for Appeal - An appeal is limited to a review of the record of the original investigation, finding of responsibility, sanctions assigned, and/or hearing procedures. The appeal request must be received within the appeal request deadline and must substantially articulate one (1) or more of the following appeal merits together with documentation supporting the appeal:
 - a) Procedural Error: To determine that a procedural or substantive error occurred during the investigation or hearing that significantly impacted the outcome of the hearing (e.g. unjustified and significant deviation from published procedures, etc.).
 - b) New Information: To consider new documentation, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction assignment(s). *A summary of this new documentation and its potential impact must be included.*

- c) Bias: To determine if the Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
2. Appeal Request Reviews - Upon receipt of an appeal request, the Associate Vice President for Enrollment & Student Success will review the appeal request to determine if the appeal request was received within the three (3) University day window and substantially articulates one (1) or more of the aforementioned grounds for appeal.
- a) Request Denials: If the appeal request IS NOT received within three (3) business days and/or the appeal request DOES NOT substantially articulate one (1) or more of the appeal merits, then the Associate Vice President for Enrollment & Student Success will notify the requesting party and other party that the appeal request is denied.
 - b) Requests Granted: If the appeal request IS received within three (3) business days AND the appeal request DOES meet one (1) of the grounds for appeal, then the Associate Vice President for Enrollment & Student Success will notify the parties that the appeal request is granted and will notify the non-appealing party of an opportunity to submit a response to the appeal request. A decision on the appeal will be made within fifteen (15) business days of the submitted appeal request.
3. Appeal Review –
- a) Appeal requests that DO NOT involve University suspension, expulsion, temporary suspension, rescission of credits, or degree revocation are reviewed by the Vice President for Enrollment & Student Success.
 - b) Appeal requests that DO involve University suspension, temporary suspension, expulsion, degree revocation, or rescission of credit are reviewed by the Appeal Review Panel.
4. Pending Sanctions during Request and Review - All sanctions imposed by the original hearing panel will be in effect during the appeal request and review. A request may be made to the Office of Student Conduct for special consideration due to exigent circumstances, but the presumptive stance of the University is that the sanctions will continue to be in effect through the consideration of a party’s appeal. Graduation, study abroad, internships, co-curricular activities, and athletic team involvement do not, in and of themselves, constitute exigent circumstances. Hence, students may not be able to participate in those activities during their appeal request and review. In cases where the appeal 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. Additionally, in cases whereby the appeal review results in a reinstatement to the University or of a return of previously lost privileges for student organizations, the Office of Student Conduct will work, in tandem, with the Office of Student Engagement, to make all reasonable arrangements.

5. Appeals Reviewed by the Vice President for Enrollment & Student Success - After receiving the granted appeal request, the Vice President for Enrollment & Student Success will initiate a further review of the appeal and make a determination to affirm, modify, or reverse the original decision, or remand the matter for further investigation or other action. On remand, instructions may include guidance regarding the scope of information to be further investigated and any appropriate stipulations, including the appointment of a new investigator and/or hearing panel.
6. Appeals Reviewed by the Appeal Panel - The Appeal Panel shall consist of no less than three persons, with at least two from faculty, staff members, and student members who review appeals that involve cases resulting in temporary suspension, suspension, expulsion, degree revocation or rescission of credit.
7. Appeal Process - Appeals will be considered through a review of the written and/or video record by the Vice President for Enrollment & Student Success or the Appeal Panel, as appropriate. The presentation of oral argument or an in person hearing to present additional evidence shall not be of right, but may be permitted at the discretion of the Appeal Panel.

N. Outcome of an Appeal

Appeals reviewed by the Vice President for Enrollment & Student Success or an Appeal Panel will result in one (1) of four (4) outcomes:

1. That the original determination is affirmed;
2. That the original determination be modified;
3. That the original determination be reversed;
4. That the matter is remanded to the hearing panel for acceptance of additional evidence.

The decision of the Vice President for Enrollment & Student Success or the Appeal Panel shall be final.

O. Notice of Final Outcome

The parties to an appeal and their advisor, if any, shall be notified simultaneously, in writing (which may be email) of the final outcome of the appeal within fifteen (15) days of the date the appeal request was granted.

V. ACADEMIC POLICIES, RIGHTS, AND RESPONSIBILITIES

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. Release of Student Records

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 (see section VII. A. for further details).

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 typically not open for parents' or students' inspection. Inquiries regarding medical records should be directed to the office maintaining those records, i.e., the Center for Counseling and Well-Being or the health clinic at UCO.

B. 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.

C. 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.

D. Academic Dishonesty Policy

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. Each student is expected to engage in all academic pursuits in a manner that is above reproach. Specific examples of academic dishonesty include, but are not limited to:

- 1) Cheating on an examination or the preparation of academic work;
- 2) Copying from another student's test paper, laboratory report, other report, or computer files, data, listings, and/or programs;
- 3) Using materials not authorized by the professor or instructor, including, but not limited to teaching resources or test banks;

- 4) Collaborating with, aiding another person, or failure to comply with instructor directions for group collaboration, during an examination or in preparing academic work;
- 5) Knowingly and without authorization, using, buying, selling, stealing, transporting, soliciting, copying or possessing in whole or in part, the contents of an examination;
- 6) Substituting for another student, or permitting another student to substitute for one in taking an examination or preparing academic work;
- 7) Bribing another person to obtain an examination or information about an examination;
- 8) Turning in counterfeit or unoriginal work;
- 9) Stealing academic material;
- 10) Plagiarizing or appropriating another's work or idea without properly acknowledging incorporation of that work or idea into academic work; students of a group are responsible for plagiarized material contained in group work. Examples of plagiarism include, but are not limited to, the following:
 - a. The submission of any work that has been downloaded from the internet.
 - b. The submission of any work that includes quotations, paraphrasing, or the ideas of another without proper citation.
- 11) Reuse of work or the turning in of the same work to more than one (1) class without the expressed permission of the instructors involved;
- 12) Knowingly falsifying academic documents;
- 13) Accessing confidential academic records without authorization;
- 14) Any forgery, alteration, or misuse of academic documents, forms or records, in hard copy or electronic format;
- 15) Disclosing confidential academic information without authorization;
- 16) Attempting to bribe any faculty, staff, or student to alter a grade;
- 17) Attempts by unauthorized individuals or organizations to access student records without the expressed written consent of the student. Examples of violations include, but are not limited to the following:
 - a. Illegally accessing information from student or faculty information terminals;
 - b. Misrepresenting oneself to obtain another student's transcript, semester grades or class registration; and,
 - c. Using a student's ID number without his or her expressed written permission to gain access to other University services.
- 18) Knowingly falsifying admissions information.

E. **Alleged Academic Dishonesty: Guidelines**

- 1) **Instructor-of-Record:** The instructor-of-record is the individual responsible for the grade assignment. Other faculty members who are participating in a course (such as in team-taught courses) and teaching assistants are also expected to participate in any appropriate way in assessing penalties for misconduct or dishonesty and may participate in any appeal(s).
- 2) **Instructor Procedures:** In instances where the instructor-of-record has information that shows a student has more than likely engaged in academic dishonesty, the following procedures will be used:

STEP ONE (1):

The instructor-of-record will 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 will 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 Student Conduct for assistance. A student who attempts to withdraw to avoid the consequences of alleged academic dishonesty will 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 must communicate to the student in writing, within five (5) school days the actions taken and the reasons for them. 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 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 file an online report with the Office of Student Conduct at uco.edu/conductreportform. Faculty may indicate on the online report form whether further disciplinary action is desired. If no further disciplinary action is desired beyond STEP 2d), incidents of academic dishonesty must be reported to the Office of Student Conduct. In addition:

- a) If the disciplinary action taken by the instructor involves STEP 2a, 2b, or 2c, and the student agrees to the disciplinary action, no notification is required to the instructor-of-record's department chair/school director, or dean.
- b) If disciplinary action taken involves STEP 2d, the instructor-of-record will notify the department chair/school director.
- c) If the disciplinary action taken involves STEP 2e, the instructor-of-record will notify and provide documentation to the 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, such as probation, suspension, or expulsion, if warranted.

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

F. 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 or has behaved in an unethical 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/or accurately followed, the student has the right to appeal the final grade within specified timeframes.

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 has 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 uco.edu/academic-affairs/academics/academic-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. A spring grade appeal may be filed during the subsequent summer, but must be filed no later than the end of the fourth week of the next fall semester.

G. Study Tours

A study tour is any credit or non-credit course in which the majority of the academic work is accomplished through group study and travel outside the UCO campus. It provides a group of students with an applied, supervised experience at an off-campus location, whether foreign or domestic, and enhances the student's classroom knowledge of an academic discipline(s) through first hand exposure.

The UCO Code of Student Conduct and related standards of behavior established and published by the Centre for Global Competency (CGC), within the study tour behavioral agreements and statement(s) of understanding documents, which are reviewed prior to each tour, remain applicable while participating in UCO Study Tour activities.

Students are expected to be positive ambassadors of the University of Central Oklahoma and maintain an awareness of the potential personal, legal, and professional consequences that may ensue due to violations of university policies and/or local laws.

Students participating in a UCO Study Tour, whether foreign or domestic, are subject to be sent home immediately, if their behavior becomes disruptive and/or contrary to the established policies within the current Code of Student Conduct and related standards of behavior established within the published study tour behavioral agreements, policies, and statement(s) of understanding documents, which are reviewed prior to each tour. Any additional costs associated with the immediate return home will be applied to the student's bursar account. In the event that it is necessary for designated leaders to send a student home early from a study tour, the Office of Student Conduct will conduct a full investigation into the matter, as deemed necessary, per the procedures outlined in section IV.

Prohibited Behavior on Study Tours include, but are not limited to the following:

1. Participation on a study tour without submitting the required signed and notarized waiver(s) and agreement forms prior to the departure for the study tour;
2. Submission of any false paperwork in order to participate on a study tour;

3. Failure to comply with the pre-departure and/or post-departure instructions of the University Officials tasked with facilitating and teaching the study tour trip;
4. Failure to comply with the designated and distributed schedule and itinerary of the study tour designated faculty or staff leaders. Every study tour must include at least one designated leader who is a current UCO faculty and/or staff member.
5. Consumption, possession, and/or distribution of alcohol, of any kind, on study tours within the borders of the United States;
6. Alcoholic possession or use that violates the international laws of the specific destination of the study tour;
7. Public Intoxication, regardless of the study tour destination;
8. Non-Study Tour participant guest visitation into hotel or any other temporary dwelling of the study tour; and
9. Violations of any other established and accessible policies stated with the UCO Code of Student Conduct.

For further information about UCO Study Tours, please visit the website at uco.edu/cla/study-tours/.

VI. 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 (including fraternities and sororities) at the University of Central Oklahoma can be obtained online at uco.edu/student-life/student-organizations

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 ucore.uco.edu (ucore.uco.edu.com) with two leaders and at least three members (in addition to the officers) for a total of at least five members.
 - b) Upload a constitution and/or bylaws, which has been updated within the last three years.
 - c) Have a UCO faculty or staff member willing to serve as an advisor.
 - d) Renew your student organization on ucore.uco.edu every year between April 1st and the first Friday in September by updating your ucore.uco.edu page, updating your constitution, and attending an Organizational Leader and Advisor Training.
2. Any organization seeking exemption from the minimum membership requirement must submit a written request to the Office of Student Engagement.
 - a) The written request must detail specific reasons why the exemption is sought.
 - b) The written request must provide an outline or timeline detailing how the organization will work to meet the requirement.
 - c) An exemption will only be granted for six (6) months. Failure to seek an extension or meet the minimum membership requirement will result in loss of recognition.
3. All fraternities and sororities 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 Student Engagement is responsible for identifying the appropriate governing body. Fraternities and sororities that are not active and/or are not recognized members of their governing council may have their University recognition revoked.

4. 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, and individual and/or group discipline.
5. The Office of Housing and Dining must give prior approval to any organized student activity that is to take place in the residence halls.
6. 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.
7. Organizational rules and constitutions do not supersede the policies and procedures of the University of Central Oklahoma.
8. Any organization's rules, regulations, laws or procedures remain revocable.
9. The Office of Student Engagement will resolve conflicts concerning interpretation of individual constitutions.
10. 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.
11. Overspending of allocated Student Activity Fee accounts is prohibited and may result in disciplinary action.

B. UCO Facility Utilization Policies

1. Active student organizations may reserve campus facilities for use during organization activities and events. Reservations for facilities must be made or recorded through the Student Organization Event Planning Form found on ucore.uco.edu. All organization events should be entered on the student organization's ucore.uco.edu page. By completing this form, all locations on campus may be reserved and/or the designated contact person for the requested location may be reached to request a reservation. A full outline of the required steps for the Student Organization Event Planning Process can be found at uco.edu/FUP.
Instructions for reserving and canceling campus facilities and the Student Organization Event Planning process may be acquired in the Office of Student Engagement, Nigh University Center, Room 424, (405) 974-2363 or online at uco.edu/student-life/orgs. 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 with approval. Please refer to the UCO Facility Utilization Policy on the student organizations 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 VI.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 ("A" Account) with the Purchasing and Payables office. Details on the operation of student organization cash accounts can be found in section VI.G.2.

5. In addition to the privileges of active student organizations, the Office of Student Engagement will provide the following to active fraternities and sororities:
 - a) advertising in the Fraternity and Sorority Life brochure
 - b) promotion through mailings, website, newspaper advertisements, etc.
 - c) an academic report each semester
 - d) member educational programming
 - e) facilitating roundtable discussions
 - f) advising governing councils
 - g) administrative and financial support of recruitment efforts
 - h) opportunity to participate in membership recruitment events (Recruitment, Greek Fair, etc.).

C. Membership in Active Student Organizations

1. All student organization members must be enrolled at UCO. Student organizations that have constitutionally established city-wide, state-wide, or multiple university charters and have registered in such manner with the Office of Student Engagement 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, as at least a part-time student, have a minimum cumulative retention GPA of 2.5, and maintain a GPA of 2.5 each semester of participation, but some organizations may have higher GPA requirements. 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 ucore.uco.edu under “University of Central Oklahoma”. In order to start a new student organization, a group must have two (2) student leaders, three (3) additional students in the membership, a UCO faculty/staff advisor and a current constitution. Once an ucore.uco.edu account has been created with this information included, an Organization Leader Training and Advisor Training must be attended. The Office of Student Engagement will let you know when you are approved. Individuals interested in establishing a new fraternity or sorority must work with the Office of Student Engagement, in addition to the desired governing council, to ensure all requirements are met.

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 at ucore.uco.edu:
 - a) Updating their profile on ucore including updated officer names and a dated Constitution.
 - b) Attending Organization Leader 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 and its ucore account deleted.
4. All fraternities and sororities 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 Student Engagement is responsible for identifying the appropriate governing body. Fraternities and sororities that are not active and/or are not recognized members of their governing council may have their University recognition revoked.

F. Suspension of Student Organizations

1. The Vice President for Enrollment & Student Success 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 that are suspended may regain active status in the following way:
 - a) Meet all the requirements set forth by the Vice President for Enrollment & Student Success 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 Engagement.
 - c) Review the former constitution. Revise, update, or approve the constitution and submit it via ucore.uco.edu.
 - d) Complete an updated organization profile on ucore.uco.edu with at least one (1) faculty or staff member. Approval of the ucore.uco.edu profile is required by the listed advisor. Additional advisors may be added from on- and off-campus.
3. Student organizations that have been suspended by the Office of Student Engagement and/or Office of Student Conduct may reserve campus facilities for informational meetings only during the last semester of their suspension. The Office of Student Engagement 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. During the informational meeting, student organizations may collect information from interested students, such as contact information, academic release forms, biographical information, etc. All informational meetings held by student 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 co-curricular 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 appropriated SAF funds will be administered by the UCO Student Congress or auxiliary bodies that it may establish.
 - b) The University-Wide Student Activity Fee Committee chaired by the Vice President for Enrollment & Student Success or his or her designee reviews funding requests from University offices, departments and certain student entities. This committee is comprised of five (5) UCOSA Executive Officers (Student Body President, Student Body Vice President, Chair of Student Congress, Vice Chair of Student Congress, and Secretary of Student Congress) and the Vice President for Enrollment & Student Success or his or her designee. University offices and departments shall 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, and forwards all recommendations to the Vice President for Enrollment & Student Success.
 - c) The UCOSA Ways and Means Committee may distribute further Student Activity Fee monies as one-time funding to student organizations. Student organizations seeking one-time funding shall submit requests to the Ways and Means Committee.
 - d) All authority to administer student activity fee funds originates from the Vice President for Enrollment & Student Success and remains revocable.
 - e) Overspending of allocated student activity fee accounts is prohibited and may result in sanction assignments.
 - f) Payments from the Student Activity Fee allocations can be handled via Petty Cash, a university purchasing card, or through the use of the appropriate Purchasing, Payment Services, and Travel documents. To obtain specific information about using these payment methods or documents, please contact the Student Activity Fee Budget Manager, Nigh University Center Room 150, 405-974-5552.
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 Enrollment & Student Success for the use of an alternate plan. Fraternities and sororities 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 Payment Services forms. The original request form will be submitted directly to Payment Services for processing. Both the faculty/staff advisor and a designated student representative of the organization must sign each request. To obtain a list of advisors and students with cash account signature authority, please contact the Student Activity Fee Budget Manager, Nigh University Center, Room 150, (405) 974-5552. Petty Cash is the other option available for purchasing from the student organization's cash account. This process begins with a Pre-authorization for Petty Cash form. This form must be submitted via ucore.uco.edu. For questions, please contact Student Activity Fee Budget Manager, Nigh University Center, Room 150, (405) 974-5552.
 - 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 Enrollment & Student Success. Funds left by groups on disciplinary suspension can only be expended by approval of the Vice President for Enrollment & Student Success.
- 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 Enrollment & Student Success 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. All food preparation and distribution must conform to the guidelines of the Oklahoma County Health Department.
2. Fund-raisers based upon the completion of and/or the solicitation of credit card applications are prohibited.
3. 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. Hazing – University Policy Statement

Hazing is an act which recklessly or intentionally endangers the mental or physical health or safety of a student, which may degrade any person or lead to the destruction or removal of public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. No student organization or any person associated with any organization sanctioned or authorized by the University shall engage or participate in hazing, as defined by Oklahoma law, the UCO Code of Student Conduct, the UCO Fraternity and Sorority Life policies, and respective organizations' national policies on hazing and risk management.

UCO also considers endangering the safety of individuals as a form of hazing. "Endangering the safety" shall include, restricting or limiting students' freedom from the occurrence or risk of injury, danger, or loss of property, finances, or basic rights which could adversely affect the living conditions of the individual.

Other activities and situations which may constitute hazing include, but are not limited to the following behaviors or activities, whether coerced or forced: subjection to poor living and/or sleeping conditions, subjection to reside or sleep outside of normal residence(s), actions of personal servitude towards another person, line-ups, any special pre- or post-initiation activities that do not contribute to the positive development of the new members, bullying or intentional humiliation of new or potential members, and intentional interference of academic pursuits.

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.

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.

J. Hazing - Oklahoma Law

Per 21 O.S. § 48-1190, 1990, amended 1995

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 subsection F of 21 O.S. § 48-1190 or section V. I. 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 subsection F of 21 O.S. § 48-1190 or section V. I. 6., 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 VI.I.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:
 - 1) mental health;
 - 2) physical health; or,
 - 3) safety

of an individual for the purpose of initiation, or admission into, or affiliation with, any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;

- b) "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage or intoxicating liquor as defined by 37 O.S. §506, non-intoxicating beverage as defined by 37 O.S. §163.2, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

- c) "Endanger the mental health" shall include but not be limited to any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, subjection to poor living and/or sleeping conditions, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual. (21 O.S. § 48-1190, 1990, amended 1995)

K. Reporting Hazing Activity

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

1. UCO Police Department, Public Safety Building, (405) 974-2345;
2. Office of Student Conduct, Nigh University Center, Room 324, (405) 974-5380; or
3. Office of Student Engagement, Nigh University Center, Room 424, (405) 974-2363.

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 meetings and social activities of the group or ensure that other qualified individuals are present, when deemed appropriate;
 - 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; and
 - m) Attend advisor training once every three (3) years.

M. Student Organization Events

Student organizations are not permitted to have alcohol on campus.

1. Students, faculty, and staff of the University of Central Oklahoma are invited to attend any all-school functions. Closed functions may be limited.
2. 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 advisor/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 Office of Student Engagement reserves the right to require additional chaperones for any activity. Fraternities and sororities may substitute a UCO employee with a registered chapter advisory board member, who is at least three (3) years removed from the organization.

3. Each group will be held responsible for any property damage and for the conduct of individuals (members or guests) attending its social functions. If found responsible for violating University property damage policies and/or laws, applicable outcomes, such as restitution, as specified in section IV., may be assigned. In keeping with University policy, the use or possession of drinks that have alcoholic content is not permitted at any University on-campus function.
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 respective building captain. The Office of Student Engagement can be consulted regarding dates and activities previously scheduled to avoid conflict with other school programs. Student organizations must abide by the policies and guidelines set by the location or building in which their event is being held. Building Captains can be contacted for all policies and guidelines concerning the space they oversee. All events held by student organizations must be approved before they take place through the submission of the Student Organization Event Planning Form.

N. UCO Off-Campus Alcohol Event Registration Guidelines

1. All fraternities and sororities recognized by the Office of Student Engagement must comply with the Office of Student Engagement policies and guidelines. These guidelines may be different than those outlined below, therefore all registration for social events will be approved by the Office of Student Engagement.
2. Any student organization that wishes to hold an off-campus event where alcohol will be served must abide by the policies and procedures established by the third-party vendor.

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 then scheduling be completed, prior to final commitment. Please refer to the UCO

Facilities Utilization Policy for further information on reserving outdoor or indoor facilities for speaking engagements
This policy can be found at uco.edu/FUP.

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

VII: SEXUAL MISCONDUCT POLICIES

A. Sexual Misconduct Policy Statement

The University of Central Oklahoma will neither tolerate nor condone any form of sexual misconduct. Sexual misconduct includes, but is not limited to, instances of sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, stalking, domestic violence, and dating violence. In instances where there is reason to believe that University policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action. Sexual misconduct on campus, at University-related events, and against students or employees constitutes a report to the University Title IX Coordinator and/or law enforcement. All employees, save for counselors, pastors, and para-professional counselors, are responsible for reporting all details of sexual misconduct to the University Title IX Coordinator when they know or should know of an incident in violation of these policies. Individuals may request confidentiality from the University Title IX Coordinator, if they wish to make a report without revealing identifying information. (Please refer to the University policy for more information about employees responsible for reporting sexual misconduct, confidential reporting, and requests for confidentiality at uco.edu/officesPolicy.)

The University may immediately suspend any employee or student reasonably believed to have engaged in sexual misconduct 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 misconduct reports. University sanctions may be pursued regardless of whether an individual chooses to report the matter to law enforcement. University sanctions may include, but are not limited to, warnings, probation, restrictions, suspension or expulsion.

The voluntary use of drugs and/or alcohol is not an excuse for a violation of any sexual misconduct policy.

This policy applies regardless of the sexual orientation, gender identity, and/or gender expression of individuals engaging in sexual activity.

For the purposes of this policy, the following definitions and provisions apply:

1. Definition of Consent

- a. Consent is a knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon sexual activity.
- b. Silence or passivity is not consent. Consent is not passive, but is active and freely given. Silence, in and of itself, cannot be interpreted as consent.
- c. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.
- d. Initiators of sexual activity are responsible for obtaining consent.
- e. Consent to one form of sexual activity cannot automatically imply consent to any other forms of sexual activity, nor does it automatically imply consent of any sexual contact in the future.
- f. Previous relationships or prior consent cannot automatically imply consent to future sexual acts.
- g. Consent granted to one individual does not automatically imply consent to any other parties.
- h. Consent can be withdrawn at any time. Any expression of an unwillingness to engage in any instance of sexual activity establishes a presumptive lack of consent. Once consent is withdrawn, sexual activity must stop with reasonable immediacy..
- i. Consent cannot be obtained from an individual who is incapacitated due to lack of consciousness, age, disability, or incapacitated due to drugs or alcohol.
- j. Consent is automatically negated if it results from the use of physical force, a threat of physical force, intimidation, coercion, incapacitation, or any other factor that would eliminate an individual's ability to exercise their own free will to choose whether or not to engage in sexual activity

2. Definition of Incapacitation

Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout. Incapacity may also result from mental disability, sleep, unconsciousness, or from the ingestion of date rape drugs. Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a “blackout” and could not give effective consent.

A policy violation occurs where a person knows or a reasonable person (sober and exercising good judgment) in the situation would have known about the condition of the incapacitated person

3. Definition of Force

Force includes use of violence or intimidation to overcome an individual's free will to choose whether or not to participate in an activity.. Force also includes threats that overcome resistance or produce reluctant compliance or acquiescence.

4. Definition of Coercion

Coercion is an unreasonable pressure to engage in sexual activity. Coercion is distinguishable from seduction, where sexual advances are welcome and persuasion is reasonable. When an individual verbally and/or physically expresses that they do not want to engage in or continue in a sexual act, continued pressure beyond that point can be coercive. For the purposes of coercion, determining what is unreasonable may be a function of duration, frequency, isolation, and intensity.

5. Definition of Actual Knowledge: notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has the authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary and secondary school.
6. Definition of Formal Complaint – a document filed by a Complainant or signed by the Title IX Coordinator or Deputy Title IX Coordinator alleging sexual harassment against a respondent and requesting the University investigate the allegation of sexual harassment.
7. Definition of Complainant: the individual who is alleged to be the victim of any prohibited conduct under this Policy.
8. Definition of Respondent – an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
9. Definition of Sexual Assault - any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - i. Rape[1] – the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim ([1] The NIBRS User Manual defines rape as “the carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.”);
 - ii. Sodomy – Oral or anal intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent disability;
 - iii. Sexual assault with an object – To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity;
 - iv. Fondling – the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity;
 - v. Incest – sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;

- vi. Statutory Rape – sexual intercourse with a person who is under the statutory age of consent.

10. Definition of Supportive Measures

Supportive Measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

B. 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 uco.edu/policycentral.

1. Definition of Sexual Harassment

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
2015
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

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

C. Non-Consensual Sexual Contact Policy Statement

The University of Central Oklahoma will neither tolerate nor condone any form of non-consensual sexual contact.

1. Definition of Non-Consensual Sexual Contact

Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, with another person without consent of that person.

2. Examples of Prohibited Conduct

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, intimidation, or through use of mental or physical helplessness;
- c. Unwanted sexual contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts;
- d. Unwanted sexual contact such as touching, brushing, fondling, and groping the body.

D. Non-Consensual Sexual Intercourse Policy Statement

The University of Central Oklahoma will neither tolerate nor condone any form of non-consensual sexual intercourse.

1. Definition of Non-Consensual Sexual Intercourse

Non-consensual sexual intercourse is any (anal, oral, or vaginal) penetration, however slight, with any object, with another person without consent of that person.

2. Examples of Prohibited Conduct

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

- a. Unwanted sexual intercourse with a stranger or a friend, acquaintance, spouse, current dating partner, or former intimate partner (including date or acquaintance rape);
- b. Unwanted sexual intercourse committed by force, threat, surprise, coercion, intimidation, or through use of mental or physical helplessness;
- c. The use of force, including hitting, pushing, or otherwise acting upon violently to engage in sexual activity;
- d. The use of force, including holding a person down, restraining, or otherwise preventing a person from leaving, to engage in sexual activity;
- e. The use of threats, including a direct threat of death, grave bodily injury, or a negative consequence;
- f. The use of one's size, power, or authority to imply a threat, whether communicated verbally or nonverbally and/or physically;

- g. Ignoring an individual's protest and engaging in sexual activity;
- h. The use of coercion, including convincing an individual to have sexual intercourse with the use of unreasonable pressure (such as name-calling, peer pressure, insulting values/morals/religion, etc.);
- i. Passive compliance when consent is not actively communicated;
- j. Sexual intercourse with an individual who is incapacitated due to alcohol and/or drug use, and that incapacity is known or should have been known;
- k. Sexual intercourse with an individual who is incapacitated due to mental disorder, developmental disability, intellectual disability, physical disability, age (being under 16), or family relations (incest); and
- l. Sexual intercourse with an individual who was temporarily incapacitated or unconscious due to sleep or a medical condition such as an epileptic episode, panic attack, and PTSD.

3. **Suggestions for Survivors of Non-Consensual Sexual Intercourse**

If you experience non-consensual sexual intercourse, the most important thing is to know that it was not your fault. YOU are not guilty.

- a. You may preserve available evidence if you 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. While a report to the University may be made at any time, a criminal investigation may be subject to a statute of limitations.
- b. You may contact Project SPEAK at (405) 974-2224 (if during UCO business hours) or call the 24-hour YWCA hotline at (405) 943-7273. An advocate may accompany you to file criminal charges, make a report for disciplinary action, and/or the hospital, but they recognize that this is your decision. The Project SPEAK 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 do not have to undergo this ordeal alone.
- c. You may call UCO Police or local law enforcement and report the incident, even if you do not want to prosecute. Your report may help to protect you and prevent future occurrences to others.
- d. You may 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 infections (S.T.I.). 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.
- e. A follow-up check may be recommended by the health care provider since some S.T.I.s cannot be detected immediately.

E. **Sexual Exploitation Policy Statement**

The University of Central Oklahoma will neither tolerate nor condone any form of sexual exploitation.

1. **Definition of Sexual Exploitation**

Sexual exploitation is an act or acts committed through non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.

This policy also covers sexual misconduct which does not otherwise constitute one of the other sexual misconduct definitions.

2. **Examples of Prohibited Conduct**

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

- a. Sexual voyeurism (such as watching another person undress, use the bathroom or engage in sexual acts without the consent of the person observed);
- b. Taking pictures or video or audio recording, or providing for the observation by a third-party of another in a sexual act, or in any other personal/private activity without the consent of all involved in the activity;
- c. Disseminating sexual pictures, audio, video, or other media without the depicted person's consent;
- d. Communications that are obscene, lewd, or indecent;
- e. Intentionally or recklessly exposing one's genitals in non-consensual circumstances;
- f. Engaging in prostitution or prostituting another student;
- g. Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection; and
- h. Administering alcohol or other drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.

F. **Stalking Policy Statement**

The University of Central Oklahoma will neither tolerate nor condone stalking.

1. **Definition of Stalking**

Stalking refers to a course of conduct directed by one person at a specific other person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

- i. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- ii. Reasonable person means a person under similar circumstances and with similar identities to the victim.
- iii. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Oklahoma law defines stalking in 21 O.S. §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. Stalking is the (1) repetitive and (2) menacing (3) pursuit, following, harassing, and/or interfering (4) with the peace and/or safety of another (5) that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.”

Two or more acts, including, but not limited to, acts which directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property shall constitute stalking.

2. **Examples of Prohibited Conduct**

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

- 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 repeated communication or contact, including personal contact, telephone calls, voice messages, e-mail, instant messaging, written correspondence, social media communication (i.e. Facebook, Twitter, etc.), and unwanted gifts;
- f. Leaving strange or potentially threatening items;
- g. Entering a home or car and doing things to frighten or inform an individual that they were there;
- h. Threats prompting fear for safety or safety of family members, friends, roommates, or others;
- i. Harassment, either by the individual or through a third party;
- j. Electronic harassment, such as impersonating an individual online and/or spamming email accounts;
- k. Unauthorized access of personal, academic, medical, financial, and/or other personal identifying information;
- l. Vandalism; and
- m. Surveillance or other types of unwanted observation, including use of electronic devices or software to track or obtain private information.

3. **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 the following tips:

- a. Trust your instincts. Do not downplay the danger. If you feel unsafe, you may be unsafe;
- b. Contact UCO Police or other local law enforcement agency for assistance;
- c. Consult with the Project SPEAK Office for information about your options for safety and support, assistance with reporting, safety planning and/or obtaining resources on and/or off-campus;
- d. You may contact Project SPEAK at (405) 974-2215 (if during UCO business hours) or call the 24-hour YWCA hotline at (405) 943-7273. An advocate may accompany you to file criminal charges and/or make

a report for disciplinary action, but they recognize that this is your decision. The Project SPEAK representative or YWCA advocate will assist you regardless of your decision about reporting. If you elect to go to report the matter, you do not have to undergo it alone;

- e. You may call UCO Police or local law enforcement and report the incident, even if you do not want to prosecute. Your report may help to protect you and prevent future occurrences to others;
- f. A report to the University may be made at any time. A criminal investigation may be subject to a statute of limitations;
- g. Seek support by notifying your Resident Assistant, family member(s), roommate(s), co-workers, staff members, faculty members, and/or friends about your concerns;
- h. Change your email address, screen names, and telephone numbers. Be selective about to whom these are given. Change passwords and clear your computer of spyware;
- i. Customize privacy/security settings on your social media;
- j. Consider using an unlisted telephone number;
- k. Have a plan and steps you will take if the stalker appears at your home, work, or class;
- l. Cease all communication with the stalker and any attempts to contact you;
- m. Consider changing your locks, installing deadbolts and/or a security system, and ensure that your windows and doors have working locks;
- n. Consider obtaining a court order that requires the stalker to cease from contacting you and to keep a certain distance from you;
- o. Document and/or save contacts, telephone calls, letters, emails, and preserve evidence of harassment; and,
- p. Walk with friends and use UCO's Safe Walk Program (405) 974-2345, which is available free of charge 24 hours a day, 365 days a year.

If you have any reason to believe that you may be in physical danger, call UCO Police at (405) 974-2345 or dial 9-1-1.

G. Domestic Violence and Dating Violence Policy Statements

The University of Central Oklahoma will neither tolerate nor condone domestic violence and dating violence.

1. Definition of Domestic Violence

Domestic violence is felony or misdemeanor crime of violence committed by a:

- a. current or former spouse or intimate partner of the victim;
- b. person with whom the victim shares a child in common;
- c. person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;
- d. person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma;
- e. any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Oklahoma

2. Definition of Dating Violence

Dating violence is violence or abuse (verbal, physical, and/or psychological) committed by a person who is or has been in a social relationship of a romantic or intimate nature with an individual. The existence of such a relationship shall be determined based on consideration of the following factors:

- a. The length of relationship;
- b. The type of relationship;
- c. The frequency of interaction between the persons involved in the relationship.

Dating partners can be dating each other exclusively or dating other people concurrently. Dating relationships may have a sexual component, but do not have to. Dating violence does not include acts by a person who meets the definition of domestic violence (see section VII. F. 1.).

Dating violence may also occur between individuals who are no longer dating, if the violence or abuse is connected to or predicated upon some aspect of the prior relationship. Prior relationship violence may be evidenced by lingering jealousy, residual anger, resentment, feeling slighted or used, or delayed retribution from a prior relationship.

3. Examples of Prohibited Conduct:

- a. Verbal abuse, such as extreme or excessive use of language in the form of insults, name-calling, and criticism, that is designed to mock, shame, embarrass, or humiliate another;
- b. Physical abuse and violence, such as intentionally or recklessly causing bodily harm, attempting to cause another bodily harm, or putting another in fear or imminent bodily harm;
- c. Physical abuse and violence including punching, slapping, scratching, or striking another with any part of one's body or with any object;
- d. Physical abuse and violence including, keeping another captive, preventing from leaving, or otherwise restraining them against their will;
- e. Physical abuse and violence, such as sexual abuse and any form of non-consensual sexual activity within the context of a domestic or dating relationship;
- f. Psychological abuse, such as a persistent pattern or prolonged climate of dominating or controlling behavior intended to terrorize, intimidate, isolate, or exclude another;
- g. Psychological abuse, including threatening to harm a pet or destroy a sentimental possession, and financial/economic abuse and blackmail; and
- h. Prior relationship violence or abuse, such as shoving a former dating or domestic partner into a wall when learning about a new romantic interest or partner.

4. Tips for Responding to Domestic Violence or Dating Violence Behaviors

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

- b. Get medical attention and keep documentation and any photos of injuries;
- c. Contact UCO Police or a local law enforcement agency for assistance;
- d. You may also report the incident for disciplinary action by calling the Office of Student Conduct at (405) 974-5380.
- e. Consult with the Project SPEAK Office at (405) 974-2215, 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;
- f. Contact the YWCA Domestic Violence Hotline for shelter, safety planning, VPO assistance, and other information (405) 297-1139; and
- g. Seek support by notifying your Resident Assistant, family member(s), roommates, co-workers, staff members, faculty members, and/or friends about your concerns.

If you have any reason to believe that you may be in physical danger, call the UCO Police Department at (405) 974-2345 or dial 9-1-1.

H. Oklahoma Criminal Law Definitions

In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), criminal definitions of behavior are applicable should you wish to pursue Oklahoma state criminal or civil actions. These definitions may differ from the University's administrative policy definitions noted above. The University's administrative system and disciplinary procedures are separate and distinct from those available to someone in a state civil or criminal action. Individuals may seek University administrative remedies in accordance with this policy and also may seek state or federal civil or criminal remedies for the same incident through the applicable systems in the jurisdiction where the offense(s) occurred. The definitions set forth in the University policy are reviewed and verified annually and may be accessed at uco.edu/UCODiscrimPolicy (section 1.2.5. J. For a more frequently updated resource, please consult the Oklahoma State Court Network website at oscn.net.)

I. Options for Reporting and Confidentiality

The University encourages students and any other individuals who have experienced sexual misconduct to talk to someone about what happened, as well as their rights and options for safety and having the misconduct addressed. The University is responsible for responding reasonably to reduce the likelihood of further incidents and support affected community members.

Different employees on campus have different abilities to maintain confidentiality:

- Some employees are required by law to maintain near complete confidentiality. Talking to them is sometimes called a “privileged communication”. Professional, licensed counselors, and pastoral counselors who provide mental health counseling to members of the school community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the University without permission of the individual making the disclosure.
- Individuals who advise, work, or volunteer in the on-campus Project SPEAK Office, including front desk staff and students, and the Student Alliance For Equality (S.A.F.E.) student organization can generally talk to a person who has experienced sexual misconduct without being required to reveal any personally

identifiable information about an incident to the University. A person who has experienced sexual misconduct can seek assistance and support from these individuals without triggering a University investigation that could reveal their identity.

- All other University employees, including faculty and staff, are required to report all known details of an incident, including the identities of the person who experienced the misconduct, alleged perpetrator(s), and any known witnesses, to the Title IX Coordinator. A report to these employees (called “Responsible Employees”) necessitates a report to the University and generally obligates the University to investigate the incident and take appropriate steps to address the situation.

More information about the ability of UCO employees to maintain confidentiality can be found in section 1.2.7 of the University of Central Oklahoma Policy Prohibiting Discrimination and Harassment as Defined, Including Sexual Misconduct (uco.edu/UCODiscrimPolicy).

J. Options Available in Cases of Sexual Misconduct

Regardless of the location of the misconduct, several options may be pursued, including, but 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 Project SPEAK Office, Nigh University Center, Room 402, (405) 974-2215; The Project SPEAK Office provides a safe place where individuals can explore the options available to them through criminal proceedings, civil proceedings, and institutional disciplinary proceedings. In addition, the Project SPEAK Office assists with referrals for remedies such as 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) 974-5380;
- e) Pursuing University sanctions through the Office of Student Conduct, Nigh University Center, Room 324, (405) 974-5380. (See section III.T. for sanction possibilities.)

K. Procedures for Reporting Sexual Misconduct

In addition to addressing criminal sexual misconduct through the criminal justice system, incidents involving students, faculty, and staff may be reported to the University for disciplinary action. Although reports to law enforcement are always encouraged, a criminal report is not necessary to initiate disciplinary proceedings. Individuals reserve the right to choose whether or not to report incidents of sexual misconduct to law enforcement or for disciplinary action. Students found responsible of sexual misconduct may face a number of sanctions, up to and including expulsion. Further information regarding the disciplinary process may be obtained by contacting the Office of Student Conduct at (405) 974-5380 and online at uco.edu/conductcode.

The Project SPEAK Office can also aid survivors in reporting sexual misconduct. The office provides information on options available to individuals through law enforcement, civil proceedings, and the student conduct process. Additionally, the office can assist individuals by providing referrals to resources to meet their needs.

Individuals who report sexual misconduct will be provided an explanation of procedures for institutional disciplinary action in cases of sexual misconduct, information about their rights and options, as well as information about counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other on- and off-campus services available. In addition, individuals will be informed of and offered resources such as living situation support (room changes and on-campus housing relocation), academic support (such as tutoring and emergency absence notifications, transportation situation support, working situation support), and other protective measures available to help ensure safety. Accommodations or protective measures are provided if the individual requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement. Sexual misconduct involving any person may be reported by contacting the Title IX Coordinator:

Dr. Erin Logan, UCO Title IX Coordinator
Office of Student Conduct
Nigh University Center, Room 323,
(405) 974-5380
elogan4@uco.edu or TitleIX@uco.edu

Sexual misconduct involving any student may also be reported by contacting the Assistant Director in the Office of Student Conduct:

Rod Costner, Assistant Director of Student Conduct
Office of Student Conduct
Nigh University Center, Room 323
(405) 974-5380
wcostner@uco.edu

Sexual misconduct involving any employee may also be reported to the Deputy Title IX Coordinator for Employees:

Erika Cerda, Director of Employee Relations
Human Resources
Bausher Place, Room 209, Box 171
(405) 974-2932
ecerda@uco.edu

Sexual misconduct involving any UCO student athlete, coach or athletics administrator may also be reported to the Deputy Title IX Coordinator for Athletics:

Jeremy Rogers , Assistant Athletic Director for Athletic Compliance
Legal Services
Sports Performance Center, 212H

(405) 974-2141
jrogers42@uco.edu

To report emergencies, make a report after hours, and/or in addition to reporting sexual misconduct to the Title IX Coordinator or a Deputy, contact UCO Police:

UCO Police Services (24 Hours a day, 7 days a week)
(405) 974-2345 or 9-1-1
Public Safety Building (west of the Education building along University Drive,
on the west side of the main campus)

L. Sexual Misconduct Complaint Procedures

The University of Central Oklahoma's policies offers a formal grievance procedure to resolve cases of alleged sexual misconduct involving any person, including students, faculty, staff, and third parties. The complete policies and procedures are available at uco.edu/legalpolicies). To make a report, please contact one (1) or more of the following offices:

- a. Title IX Coordinator, Nigh University Center, , Room 324, (405) 974-5380
- b. Office of Student Conduct, Nigh University Center, Room 324, (405) 974-5380
- c. Human Resources Department, Bausher Place, Room 209, Box 171974-2932d.
UCO Police Department, Public Safety Building, (405) 974-2345

Students may also contact any of the following types of employees responsible for reporting sexual misconduct: Resident Advisor, Residence Hall Director, class instructor, department chair/school director, college dean, and the Office of Student Conduct. All University staff not identified as professional counselors or advocates are responsible for reporting to the Title IX Coordinator all relevant details about alleged sexual misconduct.

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

- a. UCO Title IX Coordinator, Nigh University Center, 324, (405) 974-5380.
- b. Regional University System of Oklahoma (RUSO) Tip Line, 866-898-8438.

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.

Complaints involving students shall be promptly, fairly, and impartially investigated by the Director of Student Conduct or his or her designee, which shall reflect the normal investigation, hearing, and appeal procedures, as stated in section IV. Investigating officials receive at minimum annual training on issues related to dating

violence, domestic violence, sexual assault and stalking, how to conduct an investigation, and hearing processes that protects the safety of victims and promotes accountability. The investigation should be completed promptly so that a decision can be rendered within sixty (60) days of receipt of the complaint. If this is not possible, the investigator will inform the complainant of the status of the investigation within sixty (60) days, the reason(s) for delay, and an estimated completion date for the investigation. At the conclusion of the investigation and hearing, the Office of Student Conduct shall send simultaneous written notice of the final determination to each party and the Title IX Coordinator.

To the extent possible, all records involving sexual misconduct allegations are kept private. In accordance with the Jeanne Clery Act, UCO must complete publicly available record keeping, reporting, and disclosures. This information is reported for statistical purposes and no personally identifiable information about the complainant or reporting party is released. Further, any accommodations or protective measures provided to complainants or reporting parties is also maintained as private as possible, to the extent that the ability of the institution to provide the accommodations is not impaired.

M. Prohibition of Retaliation for Reporting

Retaliation against reporters of misconduct is prohibited by University policy and federal and state laws. Retaliation is any adverse action (including, but not limited to, intimidation, threats, coercion, harassment, or discrimination) taken against some because the individual made a report or filed a Formal Complaint; or against someone who has supported or provided information in connection with a report or Formal Complaint; or against someone who has participated or refused to participate in any investigation or hearing under this Policy; or against someone who has engaged in other legally protected activities.

N. Anonymous Reporting

An anonymous report is an unofficial means to inform the University administration and/or UCO Police Department that sexual misconduct has occurred on-campus, near campus, or against a University member. This method has been developed to encourage student reporting of sexual misconduct 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.

Anonymous reports may be filed with the Office of Student Conduct, whether or not criminal charges are filed at a later date. The Anonymous Reporting Form can be found and completed online at uco.edu/Conduct. Additionally, anonymous reports may be filed with RUSO Ethics Point by calling 866-898-8438 or online at uco.edu/EthicsReport.

To keep information anonymous, do not include names of any person involved. If names are included, this is no longer considered an anonymous report and an investigation may be conducted. Anonymous reports will remain confidential to the

public, but may be shared with UCO Police Department and/or the Center for Counseling and Well-Being 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.

O. Programs and Services

Project SPEAK (Support, Promote, Educate, Advocate for Knowledge) within the Center for Counseling and Well-Being serves students by educating the community. Project SPEAK supports students by providing a confidential assessment of their needs.

Project SPEAK informs and educates the campus community on domestic and sexual violence, sexual assault, stalking and bullying, and implements the bystander intervention programming. Project SPEAK informs those that have experienced sexual assault or some form of violence of all the services that are available to them and assists them in exploring the possible options to pursue. Project SPEAK staff advocates for the individual as much, or as little, as is desired. Project SPEAK collaborates with agencies and partners to provide referrals to obtain a VPO (Victims Protective Order), obtain counseling and additional support services, file a No Contact Order, file a police report on or off campus, assist in relocation within the dorms, assist with the student conduct process, address academic concerns, and assist with schedule changes, if desired.

Campus Advocacy Services in the Center for Counseling & Well Being:
 Julia Reed, LCSW
 Director, Center for Counseling and Well-Being
 Nigh University Center #402
 (405) 974-2215
 jreed31@uco.edu

If you are someone you know is in immediate danger, call UCO Police (405) 974-2345 or by dialing 9-1-1 at any time, during and after business hours.

Walk-ins are welcomed if the advocate is available. If there is no one in the office and you need help or just need someone to talk to, please go to the UCO Center for Counseling and Well-Being, Nigh University Center, Room. 402.

Primary Prevention & Risk Reduction

Through the Center for Counseling and Well-Being/Project SPEAK Office, the University develops a campus culture that fosters healthy relationships through supportive efforts, promotion, education, advocacy, and knowledge. Education and knowledge are the two (2) key components that encourage the campus community to be responsible, engaged, and pro-active bystanders. This is established through University events, programs, and training throughout the fiscal year. UCO's prevention approach is comprehensive in that it addresses factors at the individual, relationship, community, and societal levels. Primary prevention education

programming is designed to benefit everyone at UCO, regardless of gender identity, sexual orientation, or gender expression.

UCO acknowledges that sexual misconduct on college campuses is a serious issue that can have lasting harmful effects on those that experience it as well as their friends and family members.

Prevention efforts aim to decrease the number of individuals that experience sexual misconduct on our campus. Prevention efforts include, but are not limited to: promotions of SafeWalk, My SPEAK plan cards (an informative checklist to prevent sexual misconduct), understanding consent self-defense seminars, and bystander intervention techniques adapted from Bringing in the Bystander™ (BITB) (a registered trademark of the University of New Hampshire Prevention Innovations). In addition, campus trainings are supplemented with educational presentations on topics including: dating violence, domestic violence, stalking, bullying, sexual assault, sexual harassment, bystander intervention, consent, healthy vs. unhealthy relationships, the conduct process, peer advocacy, rape culture/victim blaming, how to support a survivor, and resources available at the University, state and national level.

Bystander Intervention

Bystanders are individuals who witness emergencies, criminal events, or situations that could lead to criminal events or policy violations and by their presence may have the opportunity to provide assistance, do nothing, or contribute to the negative behavior. UCO promotes the development of pro-active bystanders, individuals whose behaviors intervene in ways that influence the outcome positively. Active bystanders must 1) notice the event, 2) interpret the incident as an emergency, 3) assume responsibility for intervening, and 4) have the bystander intervention skills to intervene effectively. UCO promotes the “4 Ds” of effective bystander intervention skills, including “Direct, Distract, Delegate, Delay”. UCO develops active bystanders via campus-wide implementation of bystander intervention education programming adapted from Bringing in the Bystander™ (BITB) (BITB is a registered trademark of the University of New Hampshire Prevention Innovations.) Bystander training is a part of the curriculum of Healthy Life Skills courses (a required core course for the university). Staff and peer educators also deliver the training as requested by Athletics, Fraternity and Sorority Life, faculty, or other departments or organizations.

Ongoing Prevention and Awareness Campaigns

UCO hosts a series of events, programs and training throughout the year to educate the campus and community about domestic violence, dating violence, sexual assault, sexual harassment, bullying, consent, and stalking. Primary focus months are October (Domestic Violence Awareness Month) and April (Sexual Assault Awareness Month). UCO also combines campaigns and awareness efforts that are found on local and national levels to develop UCO branded programs, events, and trainings.

Campus Prevention and Education in the Center for Counseling and Well-Being:
 Carlie Deatherage
 Assistant Director, Health Promotion and Outreach
 Thatcher Hall, 330, Box 108
 (405) 974-2581

VIII. 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. The UCO Office of the Registrar serves as the official custodian of FERPA guidelines. All questions or concerns regarding FERPA issues should be routed to the UCO Office of the Registrar. Further details about FERPA may be accessed online within the UCO Undergraduate Catalog at uco.edu/offices/student-conduct/files/ferpa.pdf.

B. **Student Complaint Procedure in Cases of Alleged Disability Discrimination and/or Harassment**

As per the [Student Complaint Procedure in Cases of Alleged Disability Discrimination and/or Harassment \(.uco.edu/student-resources/files/dss/disability.pdf\)](http://uco.edu/student-resources/files/dss/disability.pdf), any student who believes that he or she has been harassed or discriminated against as a result of a disability by any UCO department or organization, or faculty or staff member working in and for the University, may register a complaint by submitting an [Incident Report Form \(uco.edu/student-resources/files/dss/incident-report-form.pdf\)](http://uco.edu/student-resources/files/dss/incident-report-form.pdf) to Disability Support Services, NUC, room 305.

C. **Service and Emotional Support Animal Policies**

The University of Central Oklahoma complies with the Americans with Disabilities Act (ADA) with regards to service animals on campus. For more information, please review the University's Service Animal Policy (uco.edu/student-resources/files/service-animal.pdf).

Additionally, the University complies with the Fair Housing Amendments Act (FHA) with regards to emotional support animals on campus. For more information, please review the University's Emotional Support Animal Policy (uco.edu/student-resources/files/dss/emotional-support-animal.pdf).

Service animals are permitted in all University facilities, including offices and classrooms. Emotional support animals (ESA) do not meet the University's requirements for service animals and are not permitted in University facilities other than on-campus housing with proper approval.

D. **Drug Free Schools Policy Statement**

The University of Central Oklahoma recognizes its responsibility as an educational and public service institution to promote a productive and healthy environment. This responsibility demands implementation of programs and services which facilitate that effort. For the complete policy visit uco.edu/DrugFreePolicy.

E. **Weapons Policy Statement**

Except as provided for by statute or University policy, no person may possess any weapon while on University property or participating in any University activity. University property includes the campus grounds, buildings, classrooms and offices, vehicles, or other premises

owned, leased to, or controlled by the University. University activity includes, but is not limited to, normal daily business and educational activity and any University-sponsored function or activity.

This policy applies to all University employees, students, and visitors. Any University employee violating this policy is subject to immediate termination. Any student violating this policy is subject to disciplinary action, up to and including expulsion, as set out in the Code of Student Conduct. A visitor found in violation of this policy is subject to immediate removal from University property or activities.

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

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

F. Pedestrian-Friendly Campus Policy

This policy is designed to communicate the proper use of and right of way rules related to campus sidewalks. Through this policy the University shall establish and maintain a safe environment for all. Please visit the full policy at uco.edu/PedestrianPolicy for more detailed information.

G. Technology and Network Usage Policy

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

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

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

Students are encouraged to use all forms of technology responsibly. Cybercrimes 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: uco.edu/technology/cyber-security/.

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 Security Policy which can be found on the university's Legal and Policies page located at uco.edu/legalpolicies.

H. Severe Weather and Emergency Procedures

Please visit the Emergency Management Unit website at uco.edu/EmergencyManagement for detailed information regarding Severe Thunderstorms, Tornado Watches, Tornado Warnings, Lighting Safety Rules, Severe Weather Primary and Secondary Severe Weather Areas, Flash Flooding, Fire Protection Procedures, Emergency Evacuation Procedures, and NIMS/ICS Training.

All residents and visitors are required to evacuate the building when the fire alarm is sounded. Those refusing to cooperate with UCO Housing staff, UCOPD, and/or evacuate the building are subject to disciplinary action. Housing staff may key into the rooms to check for evacuation during evacuation exercises or actual fire situations.

I. 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 website, uco.edu/closing-info. Students may check the UCO Homepage at uco.edu.

J. Emergency Notification Protocol

All students, faculty and staff are automatically entered into the UCO Central Alert program for emergency notifications upon enrollment or employment. This program allows UCO to send Short Message Service (SMS) text messages (a cost may be applied by individual cell telephone providers), e-mails, and voice messages informing the community of vital information. The UCO Central Alert program sends weather-related or closure-related updates from UCO, via text only. Students, faculty, and staff are strongly encouraged to check and verify their preferred and alternate phone numbers and alternate email address on a regular basis. Students, faculty, and staff may opt-out of the UCO Central Alert program on Uconnect. For more information, please follow the Central Alert link within Uconnect at uco.edu/CentralAlert. UCO also uses the UCO Guardian App to relay information via push notifications. More information about UCO Guardian can be found at uco.edu/UCOGuardian.

K. Campus Grounds and Access to Buildings

Campus designs and improvements will provide access between buildings with particular consideration for people with disabilities. The international symbol of accessibility has been placed at exterior doors of buildings for indication. The accessibility 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, Bausher Place, Room 201, (405) 974-2780, or via the internet at the following address: uco.edu/Parking.

L. Guidelines on Infectious Disease for the University of Central Oklahoma

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.

The policy regarding the response and handling of an infectious disease can be accessed online at:

M. 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.

The University does not offer a student health insurance plan. Students can enroll in a health insurance plan through the Marketplace website: uco.edu/studenthealthplans. More information on insurance is available in the Health and Wellness Clinic at UCO, Wellness Center, Room 105, (405) 974-2317. Each student is strongly encouraged to invest in the appropriate coverage.

IX. UNIVERSITY RESOURCES AND SERVICES

A. Services of the Center for Counseling and Well-Being

The Center for Counseling and Well-Being is a place where students can learn to deal with personal concerns, obtain support for managing the stressors of college, and receive support in coping with mental health challenges. For more information, please call or visit the Center for Counseling and Well-Being, Nigh University Center, Room 402, (405) 974-2215. You can also visit the Center for Counseling and Well-Being website at uco.edu/CounselingCenter.

With an approach of total wellness, the University of Central Oklahoma's Center for Counseling and Well-Being works with students on enhancing their emotional health and abilities in managing all the stressors of college and the school-work-life balance. The Center for Counseling and Well-Being is a department within the Division of Enrollment & Student Success and is a place where students can learn to deal more effectively with personal concerns or situations, such as coping with friendships, divorce or a break-up, anxiety, depression, academic difficulties, career change, identity, support for LGBTQ, grief, stress, and adjustment to college life.

The Center for Counseling and Well-Being helps students resolve emotional difficulties, improve personal skills, overcome the effects of trauma or grief, decrease substance use, and achieve their intellectual, personal and creative potential. The Center for Counseling and Well-Being provides individual services and group workshops. Additionally, the Center for Counseling and Well-Being offers Case Management to students in need of a range of assistance related to transportation, health insurance, housing, food, clothing, etc.

The Center for Counseling and Well-Being's Health and Promotion and Outreach team conducts outreach and education on all areas of mental well-being in the classrooms, for student groups, with faculty, or in other areas that serve our campus community. Services are available to currently enrolled students of UCO only, however, the staff will work with non-students (those considering enrollment, spouses of students, etc.) to connect with resources in our community.

Group services include substance education (Choices and Change), substance abuse recovery (SMART Recovery), Coping Skills, Grief Support, Seeking Strength, Anger Management, and DBT Skills Group.

Additionally, the Center for Counseling and Well-Being 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: uco.edu/files/docs/consumer-information/AlcoholDrugAbusePrevention.pdf.

The Center for Counseling and Well-Being is located in Nigh University Center, Room 402, and is open between the hours of 8 a.m. to 5 p.m., Monday through Friday, excluding University holidays. All services are free and confidential to currently enrolled students. To schedule an appointment or to obtain more information, please call 405-974-2215 or visit the Center for Counseling and Well-Being website, uco.edu/CounselingCenter.

The Center for Counseling Well-Being website contains screening and assessment tools that can be completed anonymously. Assessment tools help a student review substance abuse behaviors, depression, anxiety, and eating disorders. For more information, refer to uco.edu/MentalHealthScreen

Students needing assistance after hours for mental health emergencies or needs of support should call UCO Police or 911. Students may also call 211 (Oklahoma Heartline), a 24/7, toll-free helpline service for issues like substance abuse, mental health, emotional well-being, and family or other crises, and referrals for community resources.

B. Disability Support Services

Disability Support Services (DSS) supports individuals with disabilities in having ready access to the University's programs, activities and resources. This may be accomplished by incorporating at the forefront a universal design approach or when needed providing and/or coordinating a variety of support services, auxiliary aids and accommodations. Individual accommodations are designed to provide equitable access to learning environments, technology and educational opportunities and experiences. DSS exists to determine appropriate accommodations for our students and serves as a resource to the University community so that students with disabilities can participate in all facets of University life.

UCO is committed to providing equal educational opportunities and full participation in college programs for persons with disabilities in accordance with state and federal laws. The University supports the anti-discrimination policies expressed in state and federal legislation for persons with disabilities. It is UCO's intent that no person is subject to disability discrimination with regard to any university program or activity.

UCO complies with Sections 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 and the Oklahoma Electronic and Information Technology Accessibility law.

For more information, please visit Disability Support Services (uco.edu/student-resources/dss/).

C. 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 118, (405) 974-2727 or visit the Enrollment Services website at uco.edu/admissions-aid/enrollment-services.

D. Transportation and Parking Services (TPS)

All students/faculty/staff are required to follow TPS Regulations as a 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 Bausher Place, Room 201, (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 uco.edu/parking.

E. University Police Department

UCO Police Department is a unit of Safety and Transportation Services. The mission of the 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.

The 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 uco.edu/UCOPolice.

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 packing 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 the 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 Renter's 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.

F. Behavioral Assessment Team (BAT)

The mission of the UCO Behavioral Assessment Team (BAT) is to refer members of the Central community (students, faculty, and staff) who may be experiencing personal crisis or demonstrating behaviors that may be early warning signs of possible disruptive or violent behavior to appropriate campus resources. The BAT's goal is to intervene at the earliest possible indication and facilitate successful resolution of concern. The focus of the team is to care for students, faculty, and staff members who may be in distress. Team members coordinate resources and implement a multidisciplinary response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the UCO community healthy and safe.

To alert the BAT about a person of concern, please call (405) 974-2364 during normal business hours or visit uco.edu/bat.

In an emergency, when a person may be about to harm themselves or another person, please contact the UCO Police Department at (405) 974-2345 or call 9-1-1.

An additional resource for community members is the Call SAM (Student Assistance by Health and Wellness) helpline. The 24/7, toll-free helpline service can be reached by calling 855-225-2SAM (2627). Students may also call 2-1-1, a community-based resource, referral, and crisis support line. Both of the aforementioned options provide support for issues like substance abuse, mental or emotional well-being and family crises, and are managed by behavioral health providers and medical providers trained in mental health issues.

G. Off-Campus Life

For information regarding resources for students who do not reside on campus please go to: <https://www.uco.edu/student-resources/ce/off-campus-resources>

H. Housing and Dining Services Options

For detailed information about on-campus living options, learning communities, meal plan options, and leadership opportunities, visit the Housing and Dining Services website at <http://sites.uco.edu/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.

I. Housing Room Personalization Policies

1. Furniture
 - a) No university-owned furniture or equipment may be removed from the room, suite, or apartment. Residents may bring furniture from home as long as no university furniture leaves the room/apartment. Any additional furniture must not restrict exiting from any portion of the room or be a safety hazard to persons walking around the room.
 - b) Waterbeds are prohibited in all housing facilities.
 - c) Furniture left in rooms after a resident moves out will be discarded, and a charge will be added to the residents' account.
 - d) All beds, excluding 1000 building of University Commons, can be lofted. Residents are encouraged to consult with their RAs and Hall Directors for

- proper lofting equipment and guidelines. Self-designed loft constructions or manufactured kits are prohibited.
- e) Alterations to any furniture, including but not limited to removal of safety features, is prohibited and subject to disciplinary action and/or monetary fines.
2. Walls
 - a) Nails, screws, double-stick tape or duct tape, in or on the walls, ceilings, or furniture is prohibited. Masking tape, white poster putty, 3M Command strips or other temporary mounting devices are recommended for hanging posters and other decorations. Although recommended, these mounting devices do not excuse any damages done to the room. Residents will be charged for any damages or residues left on walls or the surface of their rooms.
 - b) Painting walls or other surfaces is prohibited. No more than 20% of each wall space may be covered.
 - c) Decorations are encouraged as long as they do not create health hazards, fire hazards or damage to the room.
 3. Decorations

If residents decorate their rooms or floor, these guidelines must be followed:

 - a) All materials used (i.e. paper, foil) must be flame resistant
 - b) Trees and other greenery must be artificial and flame resistant
 - c) Lights must be UL-approved and of low wattage
 - d) Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered and exits must not be blocked.
 4. Doors and Ceilings

No decorations may be placed on any door or ceiling of a residents' room. This includes hanging anything from the doorknob or ceiling. Whiteboards may be placed directly beside but not on the room door.
 5. Windows and Screen Removal

No window display may be permitted if it substantially detracts from the aesthetics of the residence hall. Decisions regarding appropriateness are up to each facility's Hall Director. Removal of Screens is prohibited. Removal of screens from residence halls rooms/apartment will result in a minimum reinstallation charge of \$25.00.
 6. Darts and Dartboards

Due to potential for personal injury and property damage, darts and dartboards are not permitted at any time in hallways or residents' rooms, suites, or apartments.
 7. Exercise and Fitness Equipment

Exercise/Fitness equipment in excess of twenty-five (25) pounds are not permitted in residence halls. Students are responsible for any damage caused by their exercise and fitness equipment.
 8. Candles and Candle Warmers

Possession and use of candles, candle warmers, Sterno, Scentsy's, Incense, and wax burners are prohibited. University Housing staff reserves the right to confiscate and dispose of all such items due to potential fire hazard candles and incense create. Open flames of any kind are prohibited.
 9. Electrical Appliances

a) Permitted Appliances:

All electrical devices and appliances must be UL approved. Visit the UL website at www.ul.com for more information.

Desk lamps (*no halogen bulbs*), computers, radios, stereos, television, VCRs, DVD players, clocks, irons, curling irons, razors, heating blankets, surge protectors, and protected multi-plugs (*must have protected light indicator and on/off switch- only one per room*) toothbrushes, coffee makers, and tea kettles (*with automatic shut off functions*) microwave, rice cookers, crock pots with a protected light indicator and on/off switch, toasters with timers and protected on/off light indicators, blenders, and refrigerators. Refrigerators 4.5 cubic feet or smaller and microwaves that are 700 watts or less are permitted in the residence halls; only one refrigerator and microwave allowed per room. Multi-plug power strips and protected multi-plugs are also permitted.

Permitted Electrical Appliances (University Commons ONLY):

George Foreman Grill (must be used under the oven hood), griddles (must be used under the oven hood), crock-pots, slow cookers and toaster convection ovens.

For inquiries about items not listed, residents should contact their Hall Director. For items not approved will be confiscated by an authorized Housing staff member.

b) Prohibited Appliances:

Hot plates, space heaters, halogen lamps, sun lamps, woks, electrical potpourri pots, and candle warmers, Scentsy, extension cords, multi-plugs or other electrical splitters (*without a protected light indicator and an on/off switch*) air conditioners, personally installed ceiling fans, extension cords, multi-plug covers and splitters. Additionally, any cooking, lighting, heating and cooling devices or appliances that may 1) pose health or safety concerns; 2) strain the electrical capability of the facility; and 3) include an exposed heating element This is not a complete list. Hall Directors must approve exemptions to the policy.

10. Floor/Welcome Mats

Floor “welcome” mats are prohibited in areas where they may cause a tripping hazard, such as hallways.

11. Cinder Blocks

Cinder blocks are prohibited in residents’ rooms, suites and apartments. Bed risers may be utilized as they typically do not cause any damage to floors and surfaces.

J. Housing Community Standards

1. Guests

a) Guests are defined as individuals who are not contractual residents of a specific room. All guests must have an escort (*a contractual occupant of that building*) with them at all times while anywhere in the building other than the front lobby area. This includes resident rooms, hallways, stairwells, and

restrooms. Guests must carry a picture ID at all times and abide by all policies of the resident hall and restricted from further access.

- b) Overnight guests must be approved by all residents of the room, suite, or apartment. Any unregistered guests will be asked to leave immediately and the host may lose future guest privileges. A host may have no more than two (2) overnight guests at a time and may not lend their room key to any guests.
- c) Minors are defined as those that are under the age of eighteen (18) and not enrolled at the University of Central Oklahoma. Guests under the age of eighteen (18) will not be allowed to stay overnight. All minors must be accompanied by a parent or guardian at all times when in any residence halls. If the parent or guardian of the minor is also a resident, it is still prohibited to spend the night in any resident hall.

2. Cohabitation

- a) Cohabitation exists when a person who is not assigned to a particular residence hall room or apartment uses that apartment as if he or she is living in it. Cohabitation is prohibited. An excessive number of visits, even if they last no more than three nights in a row, may be considered a violation of this policy.
- b) Examples of this may include, but are not limited to, accessing the room or apartment while the assigned occupants are not present, utilizing a key to enter a room or an apartment to which one is not assigned, keeping clothing or other personal belongings in the residence hall or apartment, sleeping overnight in the room/apartment on a regular basis, and using the bathroom and shower facilities as if they lived in that room/ apartment. When a guest's continual presence hinders a roommate's ability to study, sleep, and/or occupy their room, this will be considered a policy violation as well.

3. Visitation

- a) Visitation policies apply specifically to guests of the opposite gender, indicating the time frame which guests may visit a resident's room. The visitation policy also applies to hallways and stairwells; all visitors must use gender appropriate bathroom and shower facilities as if they lived in that room/apartment. Visitation hours are as follows:
- b) West Hall, The Quad, Murdaugh Hall and University Suites:
Sunday through Thursday 10:00 AM – 12:00 AM (midnight)
Friday and Saturday: 10:00 AM – 1:00 AM
- c) The University Commons have 24-hour visitation

4. Quiet/Courtesy Hours

- a) Quiet hours are maintained to help provide an atmosphere that is conducive to good scholarship and to promote an environment where individuals can learn from the experience of group living.
- b) Housing Designated Quiet Hours:
Sunday through Thursday: 10:00 PM – 10:00 AM
Friday and Saturday: 12:00 AM (midnight) – 10:00 AM
- c) Courtesy hours are in effect throughout the residence halls twenty-four (24) hours a day. Therefore, excessive noise, as determined by affected students, is discouraged at all times. Residents of each floor/building are expected to deal with any problems of noise that may arise through communication, floor

meetings, or consultation with the RA. If a problem persists, residents who violate quiet hours are subject to disciplinary action. Beginning the week before final exams each semester, quiet hours are extended to twenty-four (24) hours a day until all finals are completed.

5. **Unsanitary and Disorderly Conditions**
Unsanitary and disorderly conditions that may cause potential health or safety hazards to the resident and/or the surrounding residence hall community are prohibited. This includes, but are not limited to, excess trash, unclean rooms/ common areas, and blocked entrance/exits. The fine for unsanitary conditions is \$100.00.
6. **Door to Door Sales/Recruitment**
Soliciting or going door to door of any kind is prohibited unless the activity has been authorized by the UCO Housing Office. Examples include going door to door selling magazines or knocking on doors asking students to vote in upcoming elections. Residents are encouraged to call the housing staff or UCOPD, (405) 974-2345 immediately if they observe any individual(s) soliciting or going door to door in a University residential facility.
7. **Pets**
Residents are not allowed to have pets of any kind, with the exception of fish in a clean, odor-free aquarium. Each resident is allowed to have one (1) aquarium that is ten (10) gallons or less inside their residence hall. Multiple fish may be housed inside the aquariums. Feeding and temporarily keeping animals in or around living areas is also prohibited. Residents who do so may be subject to a fine, cleaning and fumigation fees, as well as possible disciplinary action.
8. **Sports and Activities**
Playing sports or other physical strenuous and competitive games in Housing facilities, which include, but are not limited to Frisbee, golf, soccer, field hockey, football, basketball, baseball, croquet, lacrosse, in-line skating, bicycle, water fights, running activities, or skateboarding are prohibited.