

STUDENT LIFE

OFFICE OF STUDENT AFFAIRS

Administration Building 204

Ext. 2120

The mission of Student Affairs is to be actively involved in the education of the whole person, providing all students the opportunity for academic, personal, and social development. Serving as full partners with the entire university community, Student Affairs professionals assist in providing a learning community which promotes student success, leadership development, appreciation for self and others, and an ethic of service.

The Office of Student Affairs provides a myriad of services, events and programming. Among them are **multicultural programming** to enhance the university community's understanding and appreciation of all cultures. This programming also complements existing campus services and supports the university mission in regard to student recruitment, retention and matriculation.

Throughout the year, Student Affairs strives to involve members of the NSU community in the planning, organizing, implementing, and evaluating of diverse **volunteer service activities and programs** that promote an ethic of service and service-learning initiatives. Information concerning such volunteer opportunities may be obtained in the Office of Student Affairs.

Student Affairs also ensures a climate of understanding, access and awareness of **students with disabilities**, rights and interests of students with disabilities. All efforts are directed toward the full integration of each student into all aspects of university life. Under university policy, federal and state laws, "qualified students with disabilities" are entitled to reasonable accommodation that will allow them access to programs, jobs, services and activities unless the accommodation would pose an undue hardship on the institution.

It is the student's responsibility to request assistance under the Americans with Disabilities Act (1990) through the Office of Student Affairs prior to enrollment or at the start of a new semester. Students must meet the federal requirements under the Americans with Disabilities Act (1990) to have a qualified disability which are as follows:

"A cognitive, physical, or emotional impairment that substantially limits one or more major life activities such as working or learning."

Students must also be able to provide valid documentation from an appropriate professional or agency that (1) states the disability(ies) and methods used to arrive at diagnosis, (2) describes the diagnostic criteria and/or instruments used, (3) and in the case of a learning disability ADD, or ADHD, is reasonably current and describes the current functional limitations. Finally, any student requesting accommodation must submit a written request to the Office of Student Affairs. This procedure can be found in its entirety in that office.

The Dean of Student Affairs enforces the **disciplinary concerns** of the university. The mission of this office is to set the standards for appropriate behavior through the enforcement of the Student Disciplinary Regulations as set forth by the Board of Regents of Oklahoma Colleges.

The primary mission of **Student Development** is to assist students with resolution of personal and academic concerns which may impede the learning process. In addition, Student Development sponsors the Counseling, Awareness, Resources, and Education Program (CARE), which is designed to increase the university community's awareness of the dangers of alcohol and drug abuse problems.

Additionally, Student Affairs houses **Student Organizations and Activities**. There are approximately 80 recognized/registered student organizations on the campus of Northeastern State University. The University supports and encourages participation in campus organizations to enhance the development of students. Students have an opportunity to become involved in service, religious or interest clubs, honor societies and pre-professional organizations.

Annual **University-sponsored events** which are provided by the Office of Student Affairs include Welcome Week; Parents', Family and Friends Day; Homecoming; selection of Who's Who among American Universities and Colleges; selection of inductees into the NSU Hall of Fame; Sorority and Fraternity Recruitment; and the Mr. NSU Scholarship Pageant.

All requests by students, student organizations, individuals, as well as community individuals and groups to hold activities, events or posting materials must be submitted to the Dean of Student Affairs for approval. The Dean of Student Affairs reserves the right to cancel any event or activity if there is potential for threat to the safety and security of the university community.

The Office of Student Affairs is headed by the Dean of Student Affairs, the Student Affairs officer of the university, who is responsible for the leadership, management, and planning for all Student Affairs departments. Included in Student Affairs are the Student Development Center, Student Health Center, Greek Affairs, and Student Government. The university community is encouraged to bring concerns, questions, and ideas to the attention of the Office of Student Affairs.

Student Health Center

Health Center Building

Ext. 2126

Student Health Services provides health education, early illness detection, and acute health care for the NSU community. It is intended to be a supplement to your primary care provider and provides these services: Immunizations, Lab Tests, and Medications. Most acute illnesses can be seen within 24 hours. Serious or chronic illness will be referred to an appropriate provider. Additional services are available by appointment only.

Greek Affairs

University Center Basement

Ext. 2533

The ever-growing Greek system includes national fraternities and national sororities. The Greek organizations host Greek Fest and Greek Week and provide opportunities for leadership development. The Greek organizations are involved in community and campus activities and participate in national philanthropic endeavors.

Student Government

University Center Basement

Ext. 2641

The governing organization for the student population is the Northeastern Student Government Association (NSGA) which operates under a constitution approved by the student body. Senators are elected from all segments of the campus community.

AUXILIARY SERVICES

Auxiliary Services complement the academic side of campus life and contribute to the positive teaching and learning environment at NSU. These self-supporting programs and services contribute to the overall educational experience of NSU students by providing an atmosphere to enhance the cultural, social and intellectual opportunities of the university setting. Included are Residential Life, Sodexo Campus Dining, the University Center, the University Center Bookstore, Conferences & Scheduling, Fitness Center, ID Services, Cue Bowl Recreation Center, and the Drop Zone. The mission of Auxiliary Services is to offer a quality experience for NSU students, provide a nurturing environment for them to grow and promote life skills necessary to meet the challenges of the future with confidence and hope.

University Center

As the hub of campus activity, the University Center houses a variety of services and programs important to campus life, including full-service conference, meeting and dining facilities for student organizations, university departments, as well as other groups not affiliated directly with NSU.

The UC also houses the University Bookstore, Cue Bowl Recreation Center, the Food Court, complete postal and mailing services (the Drop Zone), ID Services, the Office of Conferences & Scheduling, offices for student organizations, and the Northeastern Activities Board office, the student-led program responsible for social, educational and cultural activities to enhance campus life.

Food service on campus is offered through NSU's partnership with Sodexho International. Locations in the UC are the Market Cafe on the main level, the Food Court and Chik-Fil-A on the lower level. Other campus locations are Flo's Place in Wilson Hall and Essentials Convenience Store in the Leoser housing complex. Sodexho's catering office is also located in the UC on the main level.

Conferences and Scheduling

The Office of Conferences & Scheduling offers assistance in all phases of planning a successful and enjoyable event. Reservations for use of the University Center, the Branscum Alumni Center and the NET are made in this office, located in the UC administrative offices on the main level. Meeting rooms can accommodate groups from 10 to 1,000 with access to staging, sound and lighting systems, audio-visual equipment, and a full complement of catering services. A variety of summer conferences held on the NSU campus also are coordinated through this office.

University Bookstore

In addition to textbooks, the University Bookstore stocks a complete line of Redmen sportswear, unique gifts and jewelry, greeting cards, trade books, computer software office and school supplies. The University Bookstore is located on the main level of the University Center. At the end of each semester, the Bookstore sponsors a "buy-back" giving students the opportunity to sell back many textbooks they choose not to keep.

University Center Student Activities

An important feature of the University Center is the Student Activities Office, located on the lower level. This office sponsors a variety of diverse student and campus community activities and is the home of the Northeastern Activities Board, the student-led program responsible for social, educational and cultural activities to enhance campus life. NAB-sponsored activities have included concerts, appearances by comedians, a film festival, issue-oriented programs, a Merchant Mall and other Welcome Week activities and Rookie Bridge Camp. RBC is a summer program designed to help incoming freshmen get started on a successful college career.

ID Services

The NSU Green Card is the campus community's key to participate in the full range of services and activities available throughout the campus. NSU ID cards are used for facilities access and free admission to regular home athletic events. In addition, using Greenbacks, the campus pre-paid debit card plan, the NSU ID campus card system may be used for purchases from the University Bookstore, Dining Services, Essentials Etcetera Convenience Store, campus vending machines and photocopy machines in the Library. Voting for student elections is conducted using the NSU Green Card. The ID Services Office provides initial and replacement NSU Green Cards.

The Drop Zone

The Drop Zone is a full-service postal and mailing service offering Federal Express, UPS and Postal Service shipping, and a bulk mailing service. The Drop Zone also offers photocopies, stamps, packing materials, and key duplication. A public fax is available. The Drop Zone processes all campus mail and operates a courier service between the Tahlequah, Muskogee, and Broken Arrow campuses. Individual mail boxes also are available for rent in the Drop Zone.

Parking

The parking system at NSU was established to provide an orderly, convenient parking system for faculty, staff, students and visitors on campus and to facilitate the safe operation of all motor vehicles on property owned or controlled by the University. All vehicles, including motorcycles, parked on University property must be registered with the NSU Parking Office, except for visitors to campus who are parked in designated visitor areas. Registration is accomplished by purchasing either a Reserved Lot Permit or a Registration-Only Permit from the Parking Office. Guests on campus are encouraged to obtain a free visitor temporary parking permit. A brochure containing the complete rules and regulations is available at the Parking Office.

Cue Bowl

The NSU Cue Bowl offers a quality recreational experience for the NSU community in a secure setting at affordable prices. While the Cue Bowl's primary audience is the NSU student body, it also serves a variety of community groups. Located on the lower level of the University Center, the Cue Bowl features eight regulation bowling lanes, 11 pool tables, a wide variety of the latest video games and a juke box offering hundreds of the latest selections. Not only are university bowling and billiards classes held here, the Cue Bowl lanes are popular with community groups for league play. The pool tables and bowling lanes also provide an ideal location for tournaments. The Cue Bowl is available for rental by private groups. A student lounge area is adjacent to the Cue Bowl.

Cable TV

Residents of campus residence halls and apartments receive basic cable television service free of charge. Televisions used must be cable ready. Premium channels HBO, Cinemax and Disney, plus BET (Black Entertainment Television) and MTV are available for a monthly charge through the Cable TV Office in Leoser Center.

Housing

Ext. 4700

On-campus housing offers a variety of residence halls, staffed with highly qualified professionals. Because it is the University's philosophy that on-campus living is essential to the success of undergraduate students who have completed less than sixty credit hours, students who have not completed sixty hours prior to the beginning of fall term will be required to live on campus for the academic year. Family housing apartments are available for students who are married or have dependent children.

Exceptions to this policy may be granted for the following reasons: (a) students living locally with parents; (b) married students; (c) students with dependent children; (d) students who are 21 years of age prior to the first day of the Fall term; (e) students who live within a

reasonable commuting distance and choose to live at home. Students seeking exemption from the policy must make a written request to University Housing prior to enrollment of the Fall semester.

Single students who are under 21, have completed less than 60 hours, live outside reasonable commuting distance (approx. 45 mile radius) from Tahlequah and plan to live off-campus will not be permitted to enroll for classes at NSU until their housing status has been determined and approved by University Housing. Housing status can be cleared at the University Housing Office in Leoser Center. Any subsequent change in housing arrangements or housing status must have prior approval from University Housing.

Priority for assignment to available University housing is given to students who are currently residing in or assigned to University housing, then all other students in order of housing deposit receipt date.

Fitness Center

The Fitness Center is designed to provide NSU students, faculty and staff with expanded opportunities for recreation and fitness. It contains a gymnasium, weight room, three racquetball/handball courts, three outdoor sand volleyball courts, an outside basketball court, aerobics room, sun deck, lockers, showers, dressing and rest room facilities, games-lounge area, competition-size swimming pool, and faculty offices. Memberships are required.

Department of Public Safety

The NSU Department of Public Safety is responsible for the safety and protection of the students, employees, and property of Northeastern State University. The police officers are state certified and empowered to enforce all state and federal laws as well as university regulations. Services provided include bike and student patrols, Operation I.D., escort service, and safety awareness programs.

The NSU Department of Public Safety is located at the corner of Grand and Crafton Streets. Officers are on duty seven days a week, 24 hours a day. For assistance, call extension 2468 or (918)458-2111 or 458-7153.

High School and College Relations

The Office of High School and College Relations is the central contact office for prospective students and high school and community college counselors. The office can assist in providing information on the application process, academic programs and other aspects of the University.

With a full-time staff of representatives, one of the primary functions of the Office of High School and College Relations is to visit with and recruit students from high schools and community colleges. Visits by representatives to high schools and junior colleges may be scheduled on request.

Tours of the University are given daily by Redmen Ambassadors and should be scheduled a few days in advance of a planned visit.

Trio Programs

Educational Talent Search

Haskell Basement Ext. 2242

The Educational Talent Search Program provides services to six hundred sixth through twelfth grade students in ten area schools. Junior high and high school students qualify for the program by meeting defined criteria of low income and first generation status, as well as potential to pursue a post-secondary education. ETS is a guidance program that helps students recognize educational opportunities and motivates them to set and pursue future goals. Funding is provided by the United States Department of Education and services are

free to participating students. Services may include career exploration, college preparation, and life/academic skills.

Student Support Services

Haskell Basement Ext. 3035

The Student Support Services project provides services to low-income, first generation, or disabled college students who also meet the defined criteria of academic need. Services provided to participants focus on increasing retention and graduation rates; facilitating participant transfer from two-year institutions; and fostering a university climate supportive of the success of low-income, first generation students and students with disabilities. Services are free to eligible participants and may include personal counseling, academic advice, and assistance in course selection, tutorial services, admission to cultural events, career information, and assistance to participants seeking admission to graduate schools.

Career Services

Northeastern State University maintains an office of Career Services which is located in Haskell Hall Annex, Room 1. The office provides graduates with current job information and assists students in finding positions relating to their academic preparation and personal qualifications. Career Services also assists employers in locating qualified persons to fill vacancies in their organizations and schedules on-campus interviews with businesses, federal/state agencies and public schools.

The Office of Career Services can provide more assistance to students when credential forms are filed early in the first semester of their senior year. Students are asked to notify the office when they have accepted a position. Graduates are asked to keep the office informed of their current mailing address and to update their credentials prior to a job search.

Alumni Association

The Northeastern State University Alumni Association has as its primary purpose perpetuating endearing friendships and lending support to the total program of the University. The Alumni Association offices are located in the Gene Branscum Alumni Center.

Channels of communication are maintained between the University and alumni through Imprints Magazine, sent bi-annually to all active members of NSUAA. Benefits of membership include notice of all special NSU events; reduced admission to selected plays, concerts and recitals; special social events; guest fee privileges at the Fitness Center; access to the Green & White Room at Gable Field during home football games; and a voice in the Association and NSU.

Members have the opportunity to make nominations for the various awards given by the NSU Alumni Association, which include recognition awards presented at the annual Homecoming activities. The Alumni Outstanding Senior Awards are based on faculty and staff nominations. Recipients are selected by a committee of alumni board members.

The **Student Alumni Association** fosters friendships, traditions and connections among current students.

Other Activities

LECTURES AND ENTERTAINMENT SERVICES. Members of the faculty are available for the purpose of delivering educational addresses at meetings of teachers' associations, community gatherings, and at commencement exercises. Groups composed of music and speech students give assembly programs each year at many of the high schools of the state.

EDUCATIONAL TOURS. As a part of its academic program, NSU sponsors educational tours which carry academic credit. The tours are conducted under university supervision, usually in August. Complete information concerning each scheduled tour is announced well in advance of the starting date.

SEMINARIES HOMECOMING. On May 7 of each year, NSU hosts the annual homecoming of the families of former students and graduates of the Cherokee Male and Female Seminaries.

Publications

The Northeastern. *The Northeastern* is a newspaper produced by student journalists under the supervision of the Dean of the College of Liberal Arts, the adviser and a board of publications, published weekly during regular semesters. Any student interested in working on *The Northeastern* may apply for a staff position by filing an application with the adviser of the newspaper in the Journalism Building.

Tsa-La-Gi. *The Tsa-La-Gi*, formerly the student yearbook, is an on-line magazine produced by student journalists under the direction of the College of Liberal Arts.

Imprints Magazine. This bi-annual publication contains items of interest about former students and news of current interest about the University. Published under the supervision of the Director of Public Relations.

The Phoenix. This is a literary magazine published annually under the supervision of the Dean of the College of Liberal Arts and the editor-in-chief/adviser. Student editors and staff members work on the publication, which is dedicated to publishing high quality fiction, literary criticism and poetry from contributors throughout the country. Occasionally a thematic issue or a local, state or regional issue is published. Students who wish to work on *The Phoenix* should see the adviser in Seminary Hall 366.

STUDENT POLICIES

Athletic Policy

The athletic program at Northeastern State University is an integral part of the education program and offers a wide range of intercollegiate sports for men and women. Intercollegiate athletic contests are scheduled with comparable institutions according to policies of the National Collegiate Athletic Association and the Lone Star Conference, of which the university is a member. The athletic program is administered by the Director of Athletics. The Athletic Committee, which is composed of faculty and staff members and students, considers athletic policies and makes recommendations to the Director of Athletics and the President of the university. Coaches are regular members of the faculty and as faculty members have the same benefits and responsibilities as other faculty members.

Guidelines for Registration of Activities and Use of University Facilities

To insure the peaceful conduct of activities at Northeastern State University, the University retains the right to control specification of time and location for all on and off campus groups. The following policy is hereby promulgated for students and campus organizations:

Outdoor areas may be reserved by such users for meetings or other events subject to all regulations of the University concerning the use of such facilities. Sound amplification may not be used unless it has been approved in advance. Reservations will be made through the Dean of Student Affairs.

Reservations for particular spaces or use of equipment will be determined in order of application. Considerations will be given as to format, size, and equitable distribution of facilities, in case of conflict

In order to provide proper accommodations, applications shall be made on forms provided by the Dean of Student Affairs. This form will require the applicant's name and status at the University; the signature of one or more faculty or staff sponsors; the reserving organization; the general nature of the event; place of the event; its date and exact time; the names of non-university persons invited to speak or perform; the names of the persons who chair the meeting; any special arrangements needed; and such other information that may be needed by the University to properly facilitate the applications. Should a conflict arise between University policy and the Board of Regents policy or State/Federal Law, the latter shall always take precedence.

To maintain and promote an educational rather than commercial atmosphere, to promote

safety and security, to prevent commercial exploitation of students and to preserve campus tranquility, the following policy is hereby promulgated for non university personnel and organizations:

These persons/organizations should make their requests in the same manner as students and campus organizations. To insure this peaceful conduct, Northeastern State University may designate places for personnel to conduct their activities so that it does not interfere with students going to and from class.

These persons/organizations may not use sound amplification equipment unless approved in advance. Nor may they use language calculated to arouse anger or cause a breach of peace as defined by Oklahoma State Statute 21-1363; or use loud or unusual noise or abusive, violent, obscene, profane, or threatening language to create a public disturbance as defined by Oklahoma State Statute 21-1362.

Persons and organizations will normally be assigned to the gazebo directly west of the Student Financial Services Building.

Northeastern State University Posting/Advertising Policy

All posters, including signs, flyers, handouts, etc., must have prior approval from the Office of Student Affairs before they are placed on or about the campus of Northeastern State University. Posters to be displayed in designated areas of the University Center must also be approved by the Director of Auxiliary Services or her/his representative. A list of the regulations regarding all posting/advertising locations on the NSU campus can be picked up in the Office of Student Affairs. Chalking of sidewalks, buildings or university property is prohibited.

Student Disciplinary Regulations

The disciplinary policies of Northeastern State University are carried out in conformity with the Student Disciplinary Regulations adopted by the Board of Regents of Oklahoma Colleges.

The act of registration is considered a pledge on the part of the student to abide by the rules and regulations set forth by the administration and faculty.

The University reserves the right to place on probation, suspend or expel from the institution any student who willfully violates any rule or regulation of the University or laws of the State of Oklahoma.

Students who are placed on probation for delinquent scholarship or unsatisfactory conduct may not be permitted to represent the University in any intercollegiate activity, musical program or other University-sponsored activity.

1. SCOPE OF REGULATIONS;

A. When the University Rules Govern. Students who are enrolled in the University are expected to conform to the rules and regulations of the institution.

B. Penalties and Explanation of Rights.

Prior to the commencement of any disciplinary action provided for herein, the Senior Student Affairs Officer or a representative shall explain to the accused student the student's rights under the terms and conditions of these rules and regulations.

Authority of Senior Student Affairs Officer. The President of the University has delegated to the Senior Student Affairs Officer the authority to investigate potential violations of university regulations or law and to determine and administer appropriate penalties using a preponderance or weight of the evidence standard. The decision of the Senior Student Affairs Officer shall be final and not appealable except in cases of temporary suspension, suspension, expulsion, or degree revocation which may be appealed to the Committee on Student Conduct.

Penalties for violation of University regulations may include one or a combination of the following:

i. Warning.

- ii. The imposing of specified restrictions.
 - iii. Conduct probation. A student may be placed on conduct probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's personal folder and the disciplinary hold on his record is removed at the discretion of the Senior Student Affairs Officer.
 - iv. Temporary suspension. A student may be temporarily suspended from the University without a hearing when there is an immediate and present danger of damage to life and property or disruption of normal university life. Such an administrative decision will be effective immediately.
 - v. Suspension. A student may be suspended for reasons of conduct for a definite period of time not less than the remainder of the current semester in which he/she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he/she was suspended. A suspension hold will be placed on the transcript during the period of suspension.
 - vi. Expulsion. When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will normally not be allowed to re-enter the university.
 - vii. Degree revocation or rescission of credit.
 - viii. Any student charged with an offense for which he/she could be temporarily suspended, suspended for a definite period or expelled under iv., v., and vi. above, shall be entitled to a hearing as set out in Oklahoma Statutes O.S. 309-317.
2. **STUDENT'S OBLIGATION AND REGULATIONS:** Each student upon matriculation at the University assumes an obligation to obey all rules and regulations made by properly constituted authorities, to preserve faithfully all property provided by the State for his/her education, and to discharge duties as a student with diligence, fidelity, and honor. Failure to observe the following regulations will subject the student to disciplinary action.
- A. Civil Law.** All students are expected to conform to all local, State and Federal Laws.
 - B. Personal Behavior.** Each student shall maintain the highest standards of integrity, honesty, and morality and shall obey the university rules and regulations. Northeastern State University supports the principle of freedom of expression for both instructors and students. The University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions do not impede their exercise. Classroom behavior that interferes with either a) the instructors' ability to conduct the class or b) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior may be subject to disciplinary action.
 - C. Acts of Dishonesty.** No student shall commit acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration or misuse of any university document, record, or instrument of identification.
 - d. Falsifying or participating in the falsification of any university record.
 - e. Any other act or dishonesty which adversely affects the university or the pursuit of its objectives.
 - D. Change of Address.** Students must notify the Registrar's Office of their current address. Failure to do so may result in disciplinary action.
 - E. Failure to Comply.** Failure to comply with the directive of a university official or law enforcement officer acting in the performance of his or her duties or failure to identify oneself to these persons when requested to do so may result in disciplinary action.
 - F. Off Campus.** Students may also be subject to university disciplinary action for actions committed off university property.
 - G. Public Law.** All students are expected to comply with all local, state, and federal laws.

a. Northeastern State University supports the principle of freedom of expression for both instructors and students. The university respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions do not impede their exercise. Classroom behavior that interferes with either 1) the instructor's ability to conduct the class or 2) the ability of other students to profit from the instructional program will not be tolerated. An individual engaging in disruptive classroom behavior may be subject to disciplinary action.

b. Any offense that is motivated by bias may result in stronger penalties. An offense motivated by bias is any offense wherein the accused intentionally selected the alleged victim because of the alleged victim's race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status or inclusion in any group/class protected by state or federal law.

H. Disorderly Assembly. It is expressly forbidden that any group of students gather in such a manner as to disturb the public peace, do violence to any person or property, or disrupt the function of the university or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.

As an institution of higher learning, Northeastern State University recognizes its obligation to provide a forum for the expression of ideas and opinions. Those who choose to listen bear the responsibility of recognizing and honoring the right of free speech.

I. Disturbing the Peace and Destruction of Property. Whenever any student, organization or group of students disturbs the peace, destroys, molests, defaces or removes State or University property, or does intentional personal injury (including "hazing"), the student, the officers of the organization, if there is such, or other responsible persons may be subject to disciplinary action, and assessed damage.

J. Alcoholic Beverages or Illegal Narcotics. The consumption or possession of alcoholic beverages, or illegal narcotics in any form, on campus, in university housing (to include sorority and fraternity housing), or at any event sponsored by or for a student organization or other university sponsored activity for students, is forbidden.

K. Controlled Substances. The use, possession or distribution of narcotics or other controlled dangerous substances or controlled substances, except as expressly permitted by law, and the inappropriate use or abuse of prescription or over-the-counter medications is forbidden.

K. Computer Theft or Abuse. Theft or other abuse of computer time, including but not limited to the following is forbidden:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
- c. Unauthorized transfer of a file.
- d. Unauthorized use of another's identification and password.
- e. Use of computing facilities to interfere with the work of another student, faculty member, or university official.
- f. Use of computing facilities to send obscene or abusive messages.
- g. Use of computing facilities to willfully publish, distribute or exhibit any obscene expression.
- h. Use of computing facilities to interfere with normal operation of the university computing system.

M. Falsification of Records. Any student who knowingly falsifies or is a party to the falsification of any official university record will be subject to disciplinary action.

N. Payment of Accounts. Students shall make satisfactory arrangements for the settling of university accounts promptly. Failure on the part of a student to make satisfactory arrangements for the settlement of a University account by the due date will result in a late payment penalty; continued failure to settle the account will result in either suspension or the placing of a "hold" on the student's records. A student may neither re-enroll, receive a diploma, nor obtain a transcript until the student has (1) cleared

- the account, and (2) paid the assessed service charge to cover the administrative expense involved in placing the "hold" on the record.
- O. Firearms. The possession or firing of firearms, fireworks, explosives or weapons including but not limited to bows, crossbows, knives, or guns, by students is prohibited on any university property (to include sorority and fraternity housing), except as they are used in officially approved university programs.
 - P. In accordance with internal institutional processes, universities may add appropriate student regulations not included in the above listing.
 - Q. The Board of Regents of Oklahoma Colleges Student Disciplinary Policies, regulations for the administrative procedure of hearing, and the statements regarding provision for counsel, for due process, and for appeals are on file in the Student Affairs Office and are available to anyone who wishes to read them.
3. **COMMITTEE ON STUDENT CONDUCT.** A committee consisting of faculty members and students will be created to consider the appeal of cases resulting in temporary suspension of students involved in violations of University regulations, to be designated as the "Committee on Student Conduct." The faculty members of the committee shall be appointed by the President of the University and shall be faculty members whose primary duties are not concerned with the administration of student conduct and their affairs. The student members on the committee shall be nominated by the Student Senate or similar student governing body. A student instituting an appeal to the Committee on Student Conduct shall have the right to exclude the student members of the committee upon proper request. One or more students may be included in the membership of the committee, such number to be determined by the President of the University. Any act by a properly constituted committee, at which a quorum of the committee is present, shall be binding. To initiate an appeal, a student must make the request. The request and reason for appeal should be made in writing to the Senior Student Affairs Officer on Student Conduct within twenty-four (24) hours after the disciplinary decision is rendered. If the student appeals a conduct disciplinary decision in cases of suspension, expulsion or degree revocation, the decision will not become effective until after a hearing before the Committee on Student Conduct and such hearing will be held as soon as practical after request is made by the student.

Hazing

- A. 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.
- B. Any hazing activity described in subsection E of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
- C. 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 A of this section, 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 forfeit 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.
- D. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
- E. For the purposes of this section:
 - i. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;

- ii. "Endanger the physical health" 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 as defined in Section 506 of Title 37 of the Oklahoma Statutes, 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
- iii. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could affect the mental health or dignity of the individual.

Drug and Alcohol Abuse Prevention Policy

The following policy statement has been developed to ensure compliance with both the "Drug-Free Work Place Act of 1988" and the "Drug-Free Schools and Communities Act Amendments of 1989". Northeastern State University recognizes that it is in the best interest of the University, its employees and its students, to promote a healthy and productive environment, to provide education and assistance, relative to the dangers involved in the illicit use of drugs and the abuse of alcohol. This responsibility demands implementation of programs and services which facilitate that effort.

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

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

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

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

Health Risks Associated with the Use of Drugs and the Abuse of Alcohol

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

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

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

Anabolic Steroids - seriously affect the liver, cardiovascular, and reproductive systems. They can cause sterility in males and females, as well as impotency in males.

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

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

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

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

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

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

Standards of Conduct and Sanctions Imposed

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

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

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

In addition, state law provides that possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed \$100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail

for not more than 30 days, a fine not to exceed \$100.00, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver's license to obtain 3.2 beer or other alcoholic beverages. Depending upon the number of previous convictions or gravity of the circumstances you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

The local ordinance for the city of Tahlequah regarding narcotics is as follows: It is unlawful for any person to appear or be upon or in any street, alley, place of business, or other public place while under the influence of opium or other narcotic; to use, have, or possess opium or other narcotic upon or in any street, alley, place of business, or other public place within the city; to use opium or other narcotic in any place within the city except as legally prescribed by a physician licensed to practice in the state; to loiter about a place where opium or other narcotic is sold or furnished illegally; or to sell or furnish illegally to another person opium or any other narcotic. "Narcotic" includes marijuana and any controlled dangerous drug as defined by Section 2-101 of Title 63 of the Oklahoma Statutes. (Or. No. 572, 5/2/77)

In addition, the local ordinance regarding public intoxication is as follows: It is unlawful for any person to appear or be upon or in any street, alley, or other public place in the city in a state of intoxication. It is unlawful for any person to drink intoxicating liquor, beverage or any non-intoxicating beverage upon or in any street, alley, or other public place within the city. It is unlawful to use, sell or furnish to another any illegal drug or narcotic in any place in the city except as legally prescribed by a physician.

For the purposes of this section, a state of intoxication means the condition in which a person is under the influence of any intoxicating, non-intoxicating, spirituous, vinous or malt liquors, or any narcotic, to such extent as to deprive the person of his or her full physical or mental power.

Local ordinances, Section 10- 104, 401, 402, 404 pertain to narcotics, public intoxication, and possession and transportation of non-intoxicating beverages.

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

The University has some students and employees who study and work in places other than the main campus in Tahlequah, and those students and employees are subject to the laws covering those localities. Further information regarding these local, state and federal laws may be found in the Offices of Student Affairs and Human Resources and is available to students and employees. Students and employees are encouraged to review this information.

Availability of Assistance and Educational Programs

Since drug and alcohol abuse constitute a major problem in today's society, Northeastern State University will make special efforts to both educate and assist students concerning both areas. The following is a summary of the programs available:

Counseling, Awareness, Resources, and Education Program (CARE) - Designed to increase student awareness of the dangers of alcohol and drug abuse. Provides two trained alcohol and drug abuse counselors through Student Affairs.

Co-dependency - Provides counseling to help students cope with problems stemming from alcohol or drug abuse by a family member. Counseling is available through Student Affairs.

Residence Halls Counselor - Can provide advice and referral for counseling.

Student Health Center - Can provide counseling, and referral to appropriate on-campus and off-campus agencies which includes medical treatment.

Student Advisors or Campus Clergy - Can provide personal support for those wanting help in solving alcohol/drug problems.

Boost Alcohol Consciousness Concerning the Health of University Students (BACCHUS) - Directed by the Greek organizations. This is an educational program conducted by, and directed toward, Northeastern State University students. Activities include distribution of literature, showing of films on campus, coordinating education programs in the local grade and high schools, assisting in the establishment of BACCHUS chapters on other campuses, and sponsoring an annual "Alcohol and Drug Awareness Week" on the Northeastern State University campus.

It is the intent of Northeastern State University to expand current educational programs and services to decrease the risks to students resulting from alcohol and drug abuse. The following toll free, hotline numbers may be of use to someone needing help or advice.

National Institution on Drug Abuse Information and Referral Line	1-800-662-HELP
	M-F, 8:30-4:30
Safe & Drug-Free Schools	1-800-624-0100
	M-F, 8:00-5:00
National Council on Alcoholism	1-800-622-2255
	7 days a week,
	24 hours a day
American Council for Drug Education	1-800-488-DRUG
National Clearinghouse for Alcohol & Drug Information	1-800-SAYNOTO
Cocaine Helpline	1-800-COCAINE
Reach-Out Hotline	1-800-522-9054

(alcohol, drug crisis intervention, mental health and referral)

Any questions regarding the rules, regulations, and policies set forth in this statement may be referred to the Office of Student Affairs or Human Resources.

Sexual Assault Policy and Sexual Harassment and Sexual Assault Grievance Policies

The following Sexual Assault policy and Sexual Harassment and Assault Grievance Procedure have been developed to ensure compliance with the Higher Education Reauthorization Act of 1992. Northeastern State University affirms its commitment to ensuring an environment for all employees and students which is fair, humane, and respectful. This commitment demands implementation of programs and services which facilitate that effort.

Sexual Assault Policy

Northeastern State University will not tolerate nor condone any form of sexual misconduct, physical, mental or emotional in nature. This includes, but is not limited to, rape (including 'date or acquaintance' rape), sexual assault or sexual harassment. In instances where University policy prohibiting sexual misconduct has been violated, the University will pursue disciplinary action. Students may elect to pursue the concern through the state criminal justice system as well as the University's student conduct system. If the University has reason to believe that sexual misconduct has occurred, the University's sanctions may include warnings, probation, restrictions, suspension or expulsion.

Sexual assault is defined as having sexual contact or sexual intercourse with another person without the consent of that person.

Consent is defined as positive cooperation due to an exercise of free will. Persons consenting must act freely, voluntarily and have knowledge of the act or transaction involved. Consent will not be implied from silence, passivity or from a state of intoxication or unconsciousness. Lack of consent is implied if the victim is incapable of giving consent because of mental, developmental, or physical ability, or lack of legal age in giving consent. Lack of consent is implied if the threat of violence is used or due to an imbalance of power held by the perpetrator over the victim.

Procedure for Reporting Sexual Assaults

In the event of a sexual assault, the victim is encouraged to report the crime to the NSU Department of Public Safety if the act occurred on campus or to the appropriate authority if the crime occurred off campus. Victims should take care to preserve the evidence of a sexual assault which may be necessary to the proof of the crime. Prosecution of the perpetrator is a matter for the victim to consider apart from reporting the crime.

Persons who have complaints alleging sexual assault are encouraged to report the incident. Complaints may be filed in the following manner:

- A. Complaints against students or student organizations should be reported to the Office of the Dean of Student Affairs.
- B. Complaints against faculty or staff should be filed with the University's Affirmative Action Officer in the Office of Human Resources.
- C. Complaints against visitors or guests should be directed to the NSU Department of Public Safety.

Students may also report an incident to any University staff or faculty member who will in turn inform the appropriate authorities. False reporting of a crime is a misdemeanor and will be treated seriously.

Disciplinary Procedures in Alleged Cases of Sexual Misconduct

Students who wish to file a student misconduct report should contact the Office of the Dean of Student Affairs, Room 204 in the Administration Building. If the matter cannot be resolved by the Dean of Student Affairs or the Dean's representative in an informal manner acceptable to the person bringing the complaint, it will be the option of the complainant to appeal in accordance with University regulations as published under the Student Disciplinary Regulations in the NSU University Catalog.

Should the complaining student name a faculty or other employee of the institution as the alleged perpetrator, the complaint will be handled in accordance with the University's Affirmative Action Officer, Office of Human Resources, 111 Administration Building.

Sexual Harassment and Assault Grievance Procedure

Persons who have complaints alleging sexual harassment and assault involving a faculty or staff member are encouraged to raise them with the University's Affirmative Action Compliance Officer. Complaints involving students are handled under the Student Disciplinary Regulations and are governed by the following additional procedure: both the accuser and accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.

The University will foster an environment of safety for the entire student body and will support a climate of acceptance and concern for victims of sexual assault. For the complete Sexual Assault Policy and Sexual Harassment and Assault Grievance Procedures contact the Office of Student Affairs or the Office of Human Resources.

Special Cases Requiring Administrative Action

Whenever a question arises concerning the physical, emotional or mental fitness of a person to enroll or remain enrolled at Northeastern, the university may require that person, as a condition for admission or retention, to submit to whatever diagnostic examination the university may specify. These examinations must be paid for by the individual examined or by any agency other than Northeastern State University. The university may, at its discretion, temporarily suspend the student pending the outcome of the specified examination. Refusal by the student to submit to the examination or an unfavorable report from the examiner may be cause for denial for admission or retention. In all cases covered by this policy, the university reserves the right to exercise the final judgment with respect to the admission or retention of the person whose fitness has been questioned.

An outline of steps to be taken by administrative staff at the university in a situation involving students with serious emotional problems is on file in the Office of Student Affairs.

Administrative Summons

An Administrative Summons may be issued by the administrative officers of the university and is to be honored by students duly enrolled. Failure to answer the summons could result in immediate suspension from the university.

Grievance Procedure

This institution, in compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, section 504 of the Rehabilitation Act of 1973, section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and other federal laws and regulations, does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial aid and educational services. In addition, the university will not tolerate any behavior, verbal or physical conduct, by any administrator, supervisor, faculty or staff member which constitutes sexual harassment of a student.

A committee, consisting of faculty members and students, has been created to consider any complaints by students concerning these regulations. An outline of the grievance procedure is on file in the office of Human Resources and the office of the Dean of Student Affairs.

Unpaid Student Accounts

Unpaid student accounts, including checks returned to the university by the bank, are considered to be in violation of university regulations as set forth by the Board of Regents and therefore become disciplinary matters. A hold will be placed on future enrollments until such violations are corrected. A \$25 service charge will be added.

In addition, unpaid accounts may be assigned for collection. If an account is assigned, any collection costs, court costs, and/or attorney's fees necessary to collect the amount owed will be added to the balance due. The balance due may be reported to the national credit bureaus, which may adversely affect credit ratings.

Family Educational Rights and Privacy Act

University policies regarding family educational and privacy rights are governed by the Family Educational Rights and Privacy Act of 1974 (FERPA). Copies of the act, policies, and regulations are maintained in the Office of Admissions and Records, John Vaughan Library, and the Office of the Vice President for Academic Affairs.

Public Directory Information

This is information which routinely appears in student directories and alumni publications and may be released by the institution for any purpose, at its discretion. Upon written request by the student, this information will be treated as confidential and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of Admissions and Records.

Northeastern State University hereby designates the following student information as public or "Directory Information."

- a. Student's name, local and permanent address, and telephone number
- b. Date and place of birth

- c. Classification and enrollment status
- d. Major field of study
- e. Gender
- f. Dates of attendance at Northeastern State University
- g. Most recent previous school attended
- h. Degrees, honors and awards received
- i. Participation in officially recognized activities and sports
- j. Weight and height of athletic team members
- k. Photograph
- l. E-mail address assigned/provided by the institution or provided to the university by the student.

Northeastern State University assumes that failure on the part of the student to specifically request the withholding of "Directory Information" indicates individual approval for disclosure. Students are informed of their rights under FERPA through the official university catalog and through periodic notices in the campus newspaper.

Name and Address Changes

Name and address changes must be made through the Office of Business Affairs. All name changes are updated at the end of the semester prior to grades being released.

Student Right-to-Know and Campus Security Act

Section 485 (a)(1), 20 U.S.C. Section 1092

In compliance with Title I, the Student Right to Know Act, information regarding graduation rates is available in the Registrar's office.

The information contained in Title II, the Campus Crime Awareness and Campus Security Act, requires higher education institutions to provide information regarding campus crime. This information is available in the Department of Public Safety.

Disclosure of Educational Records

Northeastern State University will disclose information from a student's education records only with the written consent of the student, with the following exceptions as defined in FERPA, as amended, which waive prior student consent:

1. School officials who have a legitimate educational interest in the records.
2. Officials of schools to which the student seeks to transfer.
3. The Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or State educational authorities.
4. In connection with a student's application for, or receipt of, financial aid.
5. To State or local officials or authorities if specifically required by a State law that was adopted before November 17, 1974.
6. To organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
7. Accrediting organizations.
8. Parents of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954.
9. To comply with a judicial order or lawfully issued subpoena: provided that the educational agency or institution makes a reasonable effort to notify the student of the order or subpoena in advance of compliance.
10. To appropriate parties in a health or safety emergency.

11. The results of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime of violence to the alleged victim of that crime.

This information shall only be transferred to a third party, however, on the condition that such party will not permit any other party to have access to the information without the written consent of the student.

Access to Educational Records

In accordance with FERPA, as amended, eligible students are entitled to access official educational records directly related to the student, including the right of inspection and review. Students should contact the appropriate records custodian for more information. A list of the types, location, and custodians of educational records follows.

Correction of Educational Records

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Contact the records custodian for more information.

Types, Locations, and Custodians of Educational Records

Types	Location	Custodian
Admissions and Academic Records	Registrar's Office Admin. B	Registrar
Health Records	Student Health Center	University Nurse
Financial and Business Records	Business Office Admin. 124	Director, Business Affairs
Placement Records	Placement Office Haskell Hall A1	Director of Placement
Disciplinary Records	Student Affairs Admin. 204	Dean, Student Affairs
Housing Records	Housing Office Leoser Center	Director of Housing