



Division of Student Affairs

Student Code of Responsibilities and Conduct

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Student Rights, Responsibilities, and Expectations Policies

Student Rights and Responsibilities

Students of Rogers State University are guaranteed certain rights by the Constitutions of the United States and the State of Oklahoma and the Rogers State University Student Government Association. In recognition of those rights and in keeping with the values underlying them, the University respects the following student rights:

1. To pursue an education as long as University's applicable academic standards, policies, and laws are followed;
2. To certain procedural due process, including notice and an opportunity to be heard, upon being deprived of a right;
3. To request appropriate action from the administration for any violation of right guaranteed by this Code;
4. To establish or disseminate publications free from any censorship or other official action controlling editorial policy or content, in accordance with applicable regulations and University policy;
5. To invite and hear any speaker of choice on any subject, in accordance with applicable regulations and University policy;
6. To use campus facilities, in accordance with applicable regulations and University policy;
7. To peaceably assemble to demonstrate, inform, or protest, in accordance with applicable regulations and University policy;
8. To be secure in his/her possessions, against invasion of privacy, and unreasonable search and seizure;
 - a. Students have the same rights of privacy as any other citizens and surrender none of these rights by becoming members of the academic community.
 - b. When the University seeks access to a student's room in a residence hall to determine compliance with provisions of applicable multiple dwelling unit laws or for improvement or repairs, the University will attempt to give as early as practicable advance notice to the occupant. Entry without notice is permitted in emergencies or where immediate danger to life, safety, health, or property is reasonably feared or during fire drills.
 - c. Inspections of residence hall rooms may be performed to determine compliance with regulations concerning the use of institutional property.
 - d. The University will not conduct a search of a student's room in a University housing unit to determine compliance with federal, state, or local criminal law.
2. To form, join and participate in any student organization or group without regard to race, color, national origin, sex, sexual orientation, gender identity, gender expression, genetic information, age (40 or older), religion, disability, political beliefs or status as a veteran. Provided, in accordance with Oklahoma state law, a religious student association may choose to limit its membership or leadership based on the sincerely held religious beliefs, observances, or practices of the group; and
3. Not to be charged more than once for one incident by University's Code of Conduct.

The above provisions are general restatements of the rights of all citizens and do not create additional or special rights beyond those afforded by the constitutions and laws of the United States and the State of Oklahoma.

Enrollment in the University creates special obligations beyond those attendant with membership in the general society. In addition to the requirement of compliance with general law, the student assumes the obligation to comply with all University policies and campus regulations.

Definitions

When used in this Code...

1. The terms "University" and "RSU" mean Rogers State University, and collectively, those responsible for its control and operation.
2. The term "student" includes all persons taking courses at the University, both full-time and part-time.
3. The term "faculty" means any person hired by the University to conduct classroom activities. In certain situations, a person may be both "student" and "faculty." Determination of status in a particular situation shall be controlled by the surrounding facts.
4. The term "registered" used in conjunction with student organization refers to compliance with the registration process.
5. The term "publication" means any printed, written, typewritten, or duplicated material published or disseminated, whether by students or non-students, that consists of other than primary promotional or advertising content, though publications may contain some advertising.

6. The term "shall" is used in the imperative sense.
7. The term "may" is used in the permissive sense.
8. The term "public place" for the purpose of restricting distribution and solicitation shall be solely limited to designated common areas. Soldier's Field shall be considered a building.
9. The term "day" shall be limited to any day on which Rogers State University holds regularly scheduled class(es). "Regularly scheduled" shall include intersession (if any), the regular summer school period, and regularly scheduled final examination days.
10. All other terms have their natural meaning unless the context dictates otherwise.

Non-Academic Code of Conduct

1. Distinction Between Academic and Non-Academic Student Discipline

Academic conduct is generally considered to be related to the actions of students that are associated with the learning environment. Non-academic conduct includes all other forms of student behavior on University premises and University sponsored functions or generally related to the University community.

2. Student Code of Conduct

The University's basic standard of behavior requires a student (a) not violate any municipal, state, or federal laws, or (b) not interfere with or disrupt the orderly educational process of Rogers State University. A student is not entitled to greater immunities or privileges before the law than those enjoyed by other citizens.

3. Authority

- 3.1 Authority is vested in the Board of Regents for the University of Oklahoma and the President of the University. This includes authority to control and regulate various aspects of student behavior through disciplinary means. Disciplinary authority and judicial latitude necessary to accomplish the discipline are delegated to the Vice President for Student Affairs. The decision of the Vice President for Student Affairs/ shall be final and not appealable except in cases of interim suspension, suspension, or expulsion, which may be appealed to the Committee on Student Conduct.
- 3.2 Generally, institutional discipline shall be applied only in response to conduct which adversely affects the University community's pursuit of its educational objectives, violates or shows disregard for the rights of individuals within the University community; damages property; and/or violates local, state or federal law.

4. Prohibited Conduct

Each student shall maintain the highest standards of integrity, honesty, and morality and shall obey the University rules and regulations. The following is a non-exhaustive list of conduct that is prohibited and subject to disciplinary action.

- 4.1 Abusive conduct: Unwelcome conduct that is sufficiently severe and pervasive that it alters the conditions of education or employment and creates an environment that a reasonable person would find intimidating, harassing, or humiliating. The frequency of the conduct, its severity, and whether it is threatening or humiliating are factors that will be considered in determining whether conduct is abusive. Abusive conduct includes verbal abuse, physical abuse, or holding a person against his or her will. Simple teasing, offhanded comments and isolated incidents (unless extremely serious) will not amount to abusive conduct.
- 4.2 Alcohol violations: Possessing, using, providing, manufacturing, distributing, or selling alcoholic beverages on or off campus in violation of law or University policies.
- 4.3 Arson: The willful setting fire to or burning of a structure or its contents or the property of another.
- 4.4 Dishonesty: Manufacturing, possessing, providing, making, or using false information or omitting relevant information to University officials or on University applications, forging, altering or misusing a University record or document, initiating a false report, and knowingly using or possessing forged, altered or false documents or records.
- 4.5 Disruption or obstruction of a University activity: Interference with, obstruction or disruption of University activities such as teaching, research, recreation, meetings, public events and disciplinary proceedings.
- 4.6 Drug violations: Possessing, using, providing, manufacturing, distributing, or selling drugs or drug paraphernalia in violation of law or University policies. This includes the use or possession of prescription drugs other than by the person prescribed or for a purpose other than what was prescribed.
- 4.7 Ethical or professional code violations, violation of licensure board rules and regulations, state and federal laws, and/or other applicable regulatory or privileges issues: as defined by the student's College or professional association or licensure board, as may be applicable to the student(s), or applicable laws or regulations.
- 4.8 Failing to abide by or complete a University sanction in a satisfactory manner: Failure to adhere to sanctions or engaging in other prohibited conduct while on disciplinary probation or suspension.

- 4.9 Failure to comply with the direction of a University official who is performing his or her duties.
- 4.10 Failure to keep records up to date: Failing to keep Admissions and Records notified of current school and/or permanent directory information, including email information.
- 4.11 Harassment, intimidation or bullying: Harassment, intimidation or bullying involves unwelcome conduct by an individual(s) that is sufficiently severe or pervasive that it alters the conditions of education, employment, or living environment and creates an environment that a reasonable person would find intimidating, hostile, offensive, undermining, humiliating, or denigrating.
- 4.12 Hazing: Any action or situation that recklessly or intentionally endangers the mental or physical health, safety, or welfare of an individual for the purpose of initiation, participation, admission into or affiliation with any organization at the University, as defined by Oklahoma or federal law.
- 4.13 Interfering with, obstructing or disrupting police or fire responses: Tampering with, impairing, disabling, or misusing fire protection systems such as smoke detectors, fire extinguishers, sprinklers, or alarms; failing to evacuate during a fire alarm; resisting arrest; failing to abide by the directions of police or fire personnel.
- 4.14 Misuse of computing facilities: Misusing computer labs and equipment as well as technology resources including the Internet, University networks, computer software, data files belonging to others, email addresses and accounts belonging to others, University databases and violating University information technology computing policies.
- 4.15 Misuse or defacement of University property: Damage to or misuse of equipment, property, furniture, facilities and buildings belonging to the University.
- 4.16 Misuse or defacement of property belonging to another.
- 4.17 Retaliation: Taking any adverse action against a person because of, or in retaliation for, the person's reporting of a crime or violation of University policy, or in assisting in such a claim.
- 4.18 Sexual Misconduct: Violating the University's Gender-Based Misconduct Policy for Students.
- 4.19 Stalking (not gender-based): Willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested.
- 4.20 Theft: Possessing property that is known or should have been known to be stolen, taking property without the consent of the owner, even with intent to return the property, or obtaining property by false pretenses.
- 4.21 Unauthorized entry or exit or attempted entry or exit: Entering or exiting or attempting to do the same without authority or consent with respect to University facilities, property belonging to another and fraternity and sorority houses.
- 4.22 Violation of local, state, federal law or University regulation or policy.
- 4.23 Weapons violations, possession of weapons, firearms, explosives, fireworks, ammunition or incendiary devices on campus: Actual or constructive possession or control of any weapon, including but not limited to air pistols, air rifles, lock blades, fixed blades, knives with a blade longer than four inches, blackjacks, metal knuckles, chemical substances, bombs, or any other device found to be a violation of this Code by Student Conduct. Instruments designed to look like any of the above are included in this prohibition.
- 4.24 Mental harassment: Intentional conduct that is so extreme and outrageous that a reasonable person would not tolerate it.
- 4.25 Stalking (not gender based): Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or suffer substantial emotional distress.

Administration of Student Code

I. Directors

Under the direction of the Vice President for Student Affairs (VPSA), the Director of Student Conduct & Development shall be primarily responsible for the administration of the student conduct system. The Director of Residential Life or designee will be responsible for resolving disciplinary problems resulting from the violation of regulations within University housing according to the Student Code ("Code"), the Housing Application and Contract, and the Residential Life Handbooks.

II. Committee on Student Conduct

Comprised of three faculty members (including one from each school) appointed by the Faculty Senate, two staff members appointed by the University President, and two students recommended by the Student Government Association and approved by the VPSA, the Committee on Student Conduct (“Committee”) hears appeals of non-academic misconduct cases resulting in interim suspension, suspension, or expulsion. At least five members of the Committee (one of whom must be a student) must be present, and Committee decisions are final. The Committee chair will work closely with the VPSA to follow appropriate procedures for the hearing (Sections VII - X).

III. Temporary Administrative Action

- A. *When Appropriate.* In the event the President or the VPSA has reasonable cause to believe that a student poses (1) a danger to the safety of the student, other persons, or University property; or is (2) an ongoing threat of disrupting the educational environment, the VPSA or the President may place immediate, temporary restrictions upon a student’s rights within the University community, up to and including a removal from the University community, pending an Administrative Investigation as outlined in Section IV. If the Director of Student Conduct & Development or the Director of Residential Life has reasonable cause to believe that a student poses (1) a danger to the safety of the student, other persons, or University property; or is (2) an ongoing threat of disrupting the educational environment, the Director may temporarily impose restriction, up to and including removal from housing, with the exception of suspension and expulsion, pending an Administrative Investigation as outlined in Section IV.
- B. *Notice of Temporary Action.* Upon the decision to impose temporary restriction, the student shall be notified by the most expeditious means available.
- C. *Hearing.* When temporary restrictions are imposed, the VPSA shall immediately initiate the disciplinary procedures provided in the Code, and an Administrative Review meeting (Section IV(A)(4)) shall be held no later than ten class days after such action was taken.

IV. Administrative Investigation of Alleged Code Violations

A. Investigation

- 1. *Allegation.* After a Code violation is alleged, information is sent by the reporting party to the Director of Student Conduct & Development or Director of Residential Life.
- 2. *Preliminary Inquiry.* The appropriate hearing officer conducts a timely preliminary inquiry into the alleged violation to determine whether the complaint warrants further investigation.
- 3. *Notice of Investigation and Administrative Review.* If the Director determines that the complaint warrants further investigation, the Director shall send notice to the student that a complete investigation will occur and request the student’s attendance at a meeting to discuss the alleged Code violations. This meeting shall occur as soon as possible, but no earlier than five class days after notice is given. The student may agree to a more expedient meeting.
- 4. *Administrative Review.* The Director may discuss, consult, and advise the parties (i.e., complainants and respondents) involved and they shall attend such meetings as summoned. On the student’s appearance before the Director, the Director shall give the student an opportunity to relate or explain any facts bearing on the alleged violation. The Director will conduct additional investigation as needed in order to make an administrative disposition. A determination will be made regardless of a student’s attendance, based on the information and evidence available.

5. *Administrative Disposition.* After a fair and impartial assessment of all the information collected during the investigation, the Director shall determine whether a University policy was violated. The Director shall indicate the decision, including disciplinary action, if any, in writing as soon as reasonably practical but no later than five class days after completion of the administrative review. The Director shall have the discretion to limit or waive a disciplinary action against a student if the Director determines that an educational and safety focused response, rather than a disciplinary consequence, to an incident will better serve the University community. Examples may include, but are not limited to, (1) students who stay and render assistance to others and call for appropriate medical personnel or law enforcement or (2) students who bring their own use, addiction, or dependency on alcohol, drugs, or other addictions to the attention of the University prior to any conduct incidents or reports. In no case, however, will students or individuals who negatively impact the outcome of an incident qualify for this limitation or waiver of disciplinary actions. Students participating in this limitation or waiver of disciplinary actions provisions will be required to complete educational sanctions as outlined in an administrative disposition.
6. *Appeal of Administrative Disposition.* The student has five class days after the notification of the administrative disposition in which to file a written appeal to the VPSA. Please refer to Section VI - Appeals & Review.

V. Honesty Standard

Individuals are not required to answer any questions that are asked; however, any information an individual chooses to provide must be true and correct to the best of their knowledge. An individual who intentionally provides false or misleading information will be charged with falsifying information. Additionally, a pattern of lying or fabrication will be considered when imposing sanctions.

VI. Disciplinary Penalties

- A. *Nature of Penalties.* The following penalties comprise the range of official University actions which may be taken when a student engages in prohibited conduct. Those penalties are not exclusive and may be imposed together with other penalties.
 1. Warning: A verbal or written notice to the student that a violation of a published University policy has occurred and that the continuation of such conduct or actions could result in further disciplinary action.
 2. Restricted privileges: Denial or restriction of one or more privileges granted to students. These may be, but are not limited to, the use of an automobile, dining privileges, visitation privileges, or participation in athletics or other extracurricular activities. The restriction may be imposed only for a definite term.
 3. Special project: The requirement that the student complete a special project, which may be, but is not limited to, writing an essay, attending special classes or lectures, or visiting a counseling center. The special project may be imposed only for a definite term. Safe Colleges will be used for educational and sanction purposes.
 4. Alcohol or Other Drugs Abuse Assessment: Alcohol or Other Drugs Abuse Assessment is an assessment through Counseling Services regarding alcohol and other drugs abuse. The assessment is confidential; however, verification of attendance and completion is required. Students may also be sanctioned to complete additional counseling based on the assessment by Counseling Services.
 5. Anger Management Assessment: Anger Management Assessment is an assessment through Counseling Services regarding anger management. The assessment is confidential; however, verification of attendance and completion will be required.
 6. No Contact: A No Contact Order restricts a student or anyone acting on their behalf from having any form of verbal or nonverbal contact with another community member. This includes, but is not limited to, face to face interactions, social networking, letters, phone calls, texts, and emails.
 7. Restitution: Paying for physical or property damage, losses, or misappropriation, either monetarily or by the performance of specific duties.
 8. Housing probation: An indication that the student is not in good standing in Student Housing. In the event of a subsequent violation, sanctions may be more severe, up to and including cancellation of student housing contract.
 9. Cancellation of student housing contract subject to the terms and conditions set forth in the contract.

10. **Fines:** In addition to or in lieu of other sanctions, fines may be imposed in accordance with the following maximums: Administrative Disposition-\$150.00; Committee-\$150.00. Should the Committee or appropriate administrative official determine a fine would result in an unreasonable hardship on the student, a work program can be imposed in lieu of a fine. The in lieu work program shall be jointly approved by the Director/Committee and the VPSA or designee.
11. **Administrative Trespass:** Denial of access to all or a portion of campus, except for limited periods and specific activities with the permission of the appropriate University official, as designated by the University Vice President for Student Affairs or other appropriate administrative official vested with such authority. Should the student enter campus without written permission, the appropriate University official or the campus police may take action.
12. **Restriction or Denial of University Services:** Restricted from use or denial of specified University services, including participation in University activities
13. **Disciplinary probation:** An indication that the student is not in good standing and that his/her continued enrollment is conditioned upon adherence to published University policies. Probation may be imposed only for a definite term but automatically restricts the following privileges:
 - a. A student on disciplinary probation or harsher disciplinary sanction is ineligible to hold or be elected to an office of any student organization recognized by the University;
 - b. A student on disciplinary probation or harsher disciplinary sanction may not represent the University in any special honorary role (e.g., debate tournament, athletic competition, etc.);
 - c. If a specific question is asked whether the student has been involved in any discipline situations, there is no alternative but to give an accurate answer to the question as allowed by applicable federal law. (This situation automatically exists for items 7-13).
14. Parental/Guardian notification as permitted by federal law.
15. Withholding an official transcript or degree.
16. Prohibition against readmission.
17. Denial or non-recognition of a degree.
18. Loss of or ineligibility for a student scholarship, grant, or loan.
19. **Suspension:** Separation from the University for a definite term, during which the student shall not be permitted to attend classes or participate in any University activity.
20. **Expulsion:** Termination of student status for an indefinite period. The conditions for readmission, if any, shall be stated in the order of expulsion. When an offense is so severe that the University will not allow the student to re-enroll, the student will be expelled. Expulsion is not a permanent separation, but neither is a definite time set when return is expected.

B. *Recording of Penalties.* Disciplinary records will be maintained in the Office of Student Development. Housing disciplinary records will be maintained in the Office of Residential Life. Penalties of suspension and expulsion shall be maintained permanently in the Office of Student Development and are subject to review if a written request is made to the VPSA.

C. *Finality of Penalties.* Disciplinary action becomes final:

1. In the event of an Administrative Disposition, upon acceptance by the student of the Director's decision. Disciplinary action may be imposed immediately following the Administrative Disposition, pending the outcome of an appeal.
2. In the event of an appeal, upon notice to the student of the Committee's Final Disposition.
3. In the event of a hearing in cases where suspension or expulsion may be sought, upon notice to the student of the decision of the Committee, and when the time in which to file a notice of appeal to the President of the University has expired.

Appeals and Review

VII. Requesting Appeal

A. *Written Appeal Request.* A student wishing to appeal the Director's decision under Section IV(B) must file a signed, written notice of the appeal request with appropriate rationale with the VPSA no later than 5 p.m. five class days after notice of the Director's decision is hand delivered or mailed to the student. Only appeals of interim suspension, suspension, or expulsion will be heard by the Committee on Student Conduct. All other appeals will be heard by the

VPSA and will generally proceed as an Administrative Review as described under Section IV(A)(4) above.

B. The grounds for appeal are:

1. Insufficient evidence to support the decision.
2. An error that significantly prejudiced the rights of the defendant.
3. Significant new information which could not with reasonable diligence have been discovered and introduced at the hearing.

- C. *Time.* For appeals of interim suspension, suspension, or expulsion, the VPSA will notify the Committee Chair of the written appeal request. The Committee Chair will schedule a hearing no later than ten class days after the appeal request, unless there are extenuating circumstances (such circumstances are to be shared with the student.) If disciplinary action is involved prior to appeal, the student may request a more expedient hearing.
- D. *Notice.* The Committee Chair will notify the student in writing of the time, date, and place of the appeal Hearing with other required information. See Sections VII - X for detailed hearing procedures.

Hearing Procedures

The following procedures are applicable to any hearing before the Committee on Student Conduct. The Committee will only hear appeals of suspension or expulsion resulting from non-academic misconduct.

VIII. Pre-hearing Procedures

- A. *Notice.* Upon initiation of the hearing process, as described in Sections VII - X, the Committee will provide written notice to all parties (i.e., complaints and respondents):
 1. Time of Hearing: Notice shall state the date, time, and location of the hearing. A Committee Hearing shall be held no later than ten class days after the required written notice to the student. Every effort will be made to accommodate a student's request for a more immediate hearing.
 2. Summary of Allegations: Notice shall include a short and plain statement of the University policies alleged to have been violated, the factual background of the matter, and the basis for the Committee Hearing (i.e., student appeal of interim suspension, suspension, or expulsion).
 3. Service of Notice: Service shall be by hand delivery or by certified mail, return receipt requested, to the student at the student's permanent or local address (as appropriate) on file in the Office of the Registrar or Residential Life. When the above steps have been taken, return receipt, whether signed or not, shall be deemed sufficient evidence that the student has been properly served and it shall be presumed that the student has received and read the notice.
- B. *Disclosures.* At least two class days before the hearing, all parties shall make the following disclosures to the Committee, in writing. The Committee Chair will provide copies of the disclosures to all parties.
 1. Whether any legal counsel or advisor will attend the hearing with a party.
 2. Names of all witnesses each party intends to call to testify during the hearing, including a brief summary of each witness's expected testimony.
 3. Copies of all documents and/or exhibits the parties intend to introduce during the hearing. NOTE: The Committee may, in its discretion, allow introduction of evidence not previously disclosed, in accordance with Section IX(B)(2)(e).
- C. *Pre-Hearing Meeting.* At the discretion of the Committee Chair, a pre-hearing meeting may be convened to present objections to documents or witnesses or clarify the charges, responses, or procedures to be used during the hearing.

IX. Hearing Regulations

- A. *General Decorum.* The Chair shall exercise control over the hearing to ensure fairness and a professional atmosphere. Any person who disrupts a hearing or who fails to adhere to the established procedure or rulings of the Chair may be disciplined, including without limitation exclusion of witnesses or evidence.
- B. *Advisors.* Parties are entitled to have parents, legal guardians, and/or a legal advisor present during the hearing. Advisors may support the student and provide advice about the investigation and disciplinary process. During meetings and hearings, the advisor may talk quietly with the student or pass notes in a non-disruptive manner. The advisor may not intervene in a meeting or hearing or directly address panel members, complainants, or witnesses, nor may they make objections. If parties desire to have attorneys serve as their advisors, they may do so at their own cost.
- C. *Confidentiality.* Hearings and matters discussed therein are confidential and should be closed to the public.
- D. *Evidence.* Formal judicial procedures are not required, and formal rules of evidence do not apply. The Committee Chair makes final rulings on all objections to evidence and the admissibility of evidence and testimony. Evidence will be admitted if the Chair determines that it is the sort of information reasonable people would rely upon in the conduct of their affairs.
 1. All parties should have reasonable opportunity to respond, present relevant information, question witnesses, and present argument.

2. A party may conduct cross-examinations required for a full and true disclosure of facts. When the Committee Chair determines that a hearing will be expedited and the interests of the parties will not be prejudiced substantially, any part of the evidence may be received in written form. In case of an expulsion hearing, affidavits should not be permitted in lieu of live testimony unless agreed to by the opposing party or unless the Committee Chair determines that the parties' interests will not be prejudiced.
3. Information from Non-Parties. At the request of either party, the University shall instruct a University student or employee to appear as a witness. The University may require the witness to attend the hearing or to furnish documents or other physical evidence requested by the party.
4. Transcript. The University will keep an audio recording of the hearing, which shall be provided by the Committee at the request any party, at the expense of the requesting party.
5. Record. The record in a proceeding shall include all evidence and testimony received or considered by the Committee at the hearing, any objections to evidence and the Committee's rulings, and all other information or data considered by the Committee, provided all parties have had access to such evidence.

X. Hearing Procedures

- A. General Rules
 1. A hearing may be postponed at the discretion of the Committee Chair for good cause upon written request being filed with the Committee Chair at least 24 hours before the hearing.
 2. The student or any pertinent party may challenge the impartiality of a Committee member at any time prior to the hearing. The Committee Chair shall be the sole judge as to whether the specific individual can serve with fairness and objectivity. In the event the member is disqualified, a substitute will be chosen by the VPSA.
 3. During the hearing, only the Committee members, the student and the advisor, the student's parents or legal guardians, and the witness currently testifying will be allowed in the hearing room. No witnesses, after testifying, may remain in the hearing room. All persons present at the hearing shall treat the matters discussed therein as confidential information not to be disclosed to others.
 4. A student may not be compelled to testify against himself/herself and the hearing officer and Committee shall presume the student innocent of the charges until the Committee is satisfied, by a preponderance of the evidence that a violation has occurred.
 5. The hearing will occur regardless of a student's attendance, based on the information and evidence available.
- B. Hearing Process
 1. Opening Remarks. If desired the parties may briefly outline their cases before the presentation of evidence. The Committee should use discretion when determining the proper evidentiary value of information presented during Opening Remarks.
 2. Presentation of Evidence
 - a. The University will usually present its case first, followed by the student.
 - b. Each party is allowed an opportunity to cross-examine witnesses presented by the other party.
 - c. Further questioning of the witnesses by the parties is at the discretion of the Committee Chair.
 - d. The Committee members may ask questions of the witnesses at any time, at the discretion of the Chair.
 - e. After each party has presented its case, upon request of either party the Committee, at its discretion, may permit introduction of additional evidence to clarify or rebut evidence presented during the course of the hearing.
 3. Closing Remarks. At the Committee's discretion, the parties may make brief summary statements.

XI. Post Hearing Process

- A. Committee Decisions
 1. For appeal hearings regarding interim suspension, Committee Decisions shall be provided to all parties, in writing, within five class days of the hearing date.
 2. For suspension and expulsion hearings, the Committee shall provide its written Decision to the President, who shall review the official record of the hearing and, in writing, either approve, reject or modify the Decision, or remand the matter back to the Committee for further hearing or consideration. Unless remanded, the action of the President, in conjunction with the approved or modified Decision, shall be the Disposition of the matter.
 - a. The Final Disposition of an expulsion matter shall be subject to rehearing, reopening, or reconsideration by the President. Any application or request for such rehearing shall be made by an aggrieved party within ten class days from the date of the notice of Final Disposition. The grounds for such request may be:

- i. Newly discovered or newly available evidence, relevant to the issues;
- ii. Need for additional evidence to adequately develop the facts essential to proper decision;
- iii. Probable error committed by the Committee in the proceeding or in its Decision, which would form a reasonable independent basis for reversal of the decision;
- iv. Need for further consideration of the issues and the evidence in the public interest;
- v. A showing that issues not previously considered ought to be examined in order to properly dispose of the matter;
- vi. Fraud practiced by the prevailing party or procurement of the Decision by perjured testimony or fictitious evidence.

- b. Any rehearing, reopening, or reconsideration by the President shall be confined to those grounds upon which the rehearing was ordered.

3. Each party shall be provided, either personally or by certified mail, a copy of the Final Disposition.

B. *Discretionary Review.* The VPSA, the President, and the Board of Regents may, on their initiative, review any disciplinary case. Upon such review they may approve, reject, or modify the decision or the penalties imposed, or may remand the matter to the Committee for presentation of additional evidence and reconsideration of the decision.

Cases Requiring Administrative Action

Voluntary Withdrawal for Psychological Reasons

When a student initiates a voluntary withdrawal from the University for psychological reasons, the general guidelines established by the University will be followed. This process is initiated by the student, beginning with the Office of Student Affairs. Documentation is required if a student is seeking reimbursement. The evaluation will be reviewed by both the Office of Student Affairs and the Office of Academic Affairs as to the appropriateness of determining withdrawal status.

Facility Use Policy for Registered Student Organizations and Individual RSU Students

I. Policy Overview

Rogers State University (University) strives to provide for the free exchange of ideas and opinions. To that end, registered student organizations (RSOs) and individuals currently enrolled in Rogers State University classes (Students) may use defined University facilities for their activities in accordance with the policies adopted by the Vice President for Student Affairs, coordinated by the Student Activities Coordinator and defined herein. The goals of the policies governing the use of University facilities by RSOs and students shall be to facilitate the orderly conduct of the educational process and to facilitate the regular, efficient, and consistent use of University facilities.

The University is a large campus with many public, private, and limited access/use locations, including public sidewalks, public lawns, specially landscaped lawns, traditional areas of free speech, administrative buildings, classroom facilities, athletic facilities, commercial facilities, leased facilities, music halls, theaters, and other facilities. Not all locations are available for use by RSOs/students at all times.

Nothing herein creates any contractual, constitutional, or other legal rights on behalf of the students, RSOs or others regarding the use of University property/facilities. No traditional public forum is intended to be created by any policy contained herein. The University reserves the right to amend, modify, or delete any of the policies contained herein at any time and in its sole discretion.

II. Requesting Outdoor Locations

A. *Public Areas for RSOs/Students.* There are several public areas located on the University campus that are open to students and RSOs for free speech, protests, leafleting, etc. and require no reservation or notice (unless use also includes the placement of tables, booths, structures, large displays, vehicles, sound, audio or PA systems, or when assistance is needed from the University, in which case reservations as noted in Paragraph B below are required). Although not required, Student Affairs requests that RSOs/individual students notify the University of the use of such locations to ensure the space can accommodate such request, to ensure that no disturbance of the University's educational mission occurs, to ensure it is not in conflict with other prior requests for the area, and so that the University can assist in reserving the requested location. Notifications may be made by calling Student Affairs: 918-343-7579 or by email addressed to: student_affairs@rsu.edu.

The public areas for use by RSOs/Students include all sidewalks, and the following areas:

- Claremore Campus: Lawn to the west of the Dr. Carolyn Taylor Center (DCTC)
- Claremore Campus: Lawn between Chapman Dining Hall and the University Village Club House
- Claremore Campus: Lawn between Bushyhead Fieldhouse and the Will Rogers Auditorium
- Bartlesville Campus: Outdoor congregating areas do not currently exist on this campus
- Pryor Campus: Lawn between the circle drive and highway 69A

RSOs/students should reserve other outdoor areas of campus not specifically identified above in advance. All the above areas may be used on a first-come, first-served basis unless another RSO/student has specifically reserved the space. RSOs/students cannot reserve these locations through place holders except by providing the University with advance notice. Provided, however, where 72 hours advance notice has been given and approved for items noted in Subsection IV B below, such use shall be given priority where feasible.

Under no circumstances shall an event, speech, protest, etc. in these areas interfere with the space already reserved for another event; disrupt University operations, including classes; impede ingress/egress of sidewalks, roadways, or any building; create a clear and present danger to the public; be unlawful in anyway; or disrupt another student or individual's right to expression.

B. *3-Day Notice Requirement for the Use of the Above Locations.* Should an RSO/student desire to utilize any structure, large display, vehicle, table, equipment, booth, sound or audio systems, or in instances where there is need of University assistance, Student Affairs (who will promptly notify the Physical Plant) must be notified three (3) business days in advance of such use to ensure the space can accommodate such request, to ensure that no disturbance of the University's educational mission occurs, and to ensure it is not in conflict with other prior requests for the area. If the requesting person/group does not commence utilizing the space within 30 minutes of its requested time, the person/group will have forfeited its reservation. Not all requested accommodations from the University (lighting, tents, etc.) can be provided within three (3) business days. Accordingly, the University requests reservations needing accommodations from the University provide at least two weeks' notice.

C. *General Rules*

1. When requests by RSOs/students for the use of outdoor University facilities must be submitted as noted above, they are submitted to Student Affairs for scheduling. To reserve those outdoor University facilities requiring a reservation, RSOs/students must complete an Event Registration Form available at www.rsu.edu/sga-forms and submit it to Student Affairs a minimum of three (3) working days in advance of the date requested.
2. Requesting RSOs/students must be in good standing with the University and fully comply with policies governing use of University facilities. RSOs/students failing to abide by this policy may have outdoor use privileges suspended.
3. Generally, RSOs and individual students may request to reserve only one outdoor location on any day. The Student Activities Coordinators may grant exceptions provided justification for the extension is submitted along with the request. Such decision shall be guided by the need for the outdoor areas by other RSOs, students and others, the availability of other locations, the costs associated with providing other locations, and the actual need, as opposed to speculative need, identified by the RSO or student (e.g. RSO or student attempting to reserve space not necessary to further their use but merely to prevent others from utilizing the facility).

III. Requesting Classroom or Indoor Facilities by Registered Student Organizations

- A. Because the mission of Rogers State University is to teach and promote academic excellence, the educational purpose of the University must be maintained at all times. To avoid conflict with the teaching goals of the University, the following policies must be followed when using classrooms or indoor facilities:
 1. Buildings on the academic campus are primarily for academic purposes (i.e. scheduled classes, departmental programs) and such use takes priority over any other type of use.
 2. Programs sponsored by branches of the Rogers State University Student Government Association (SGA), which include the SGA Executive Branch, SGA Student Congress, and Campus Activities Team (CAT), have first priority followed by programs sponsored by RSOs, and then individual student use.
 3. Classroom space and some indoor facilities may not be available for use by RSOs and individual students during the first three weeks of each academic semester in order to accommodate necessary academic class adjustments.
 4. Classroom and indoor facility space with a capacity of 100 or more is at a premium at the University. The multi-functional uses of these spaces – classes, films, speakers, etc. – result in a high demand for reservations by University departments and RSOs. To ensure equitable accessibility, RSOs and individuals may reserve these classrooms one time only during any given week.
 5. To avoid reservation conflicts between RSOs and official University programs, reservation requests by RSOs must be made two weeks in advance and will be considered tentative until 5 days before the date requested. It is the responsibility of the RSO to confirm the reservation, and reservations are on a first-come, first-served basis.
 6. Conferences, statewide or regional meetings, or similar events will normally be scheduled in University facilities designed for that purpose. However, these events may be scheduled by RSOs in academic buildings if the *Rules Governing Facility Use* (VII of this Policy) are met.
 7. Unless authorized by Student Affairs, RSOs and individual students may not use classrooms or other indoor facilities after 10 p.m. for security reasons.
- B. In addition to the Event Registration Form, requests by RSOs for the use of University classroom and indoor facilities must be submitted to the appropriate Building Warden (see Appendix A). Building Wardens may be contacted by phone, email, or in person, but ultimately written confirmation of reservation must be submitted to Student Affairs as an attachment to the Event Registration Form. The Student Activities Coordinator will contact the reserving party once all appropriate approvals are received, which includes Building Warden and Physical Plan approval. The requesting organization must be in good standing with the University and fully comply with policies governing use of University facilities. RSOs failing to abide by this policy may have classroom use privileges suspended. The Student Activities Coordinator processes these requests.
- C. Scheduling of University facilities for RSO use will be made for only the current semester or session. Each request must be submitted and processed separately.
- D. Facilities generally may be scheduled for a period of up to four (4) hours. The Student Activities Coordinator may grant exceptions provided justification for the extension is submitted along with the request, identifying why additional time is needed for the event. The Student Activities Coordinator may consult with Vice President for Student Affairs or other appropriate University personnel to determine whether extended time shall be given. Assuming there are no conflicts regarding the use of the requested facility, and assuming no actual disruption of the educational mission of the University or its daily operations is likely to occur because of the extension, most extensions will be granted. Requests for use of facilities for periods longer than four hours may require that the RSO provide additional security as defined in Section V, and additional facility use fees or other criteria as determined by the Student Activities Coordinator in light of the needs of the event, the costs associated with the requested facility and the likelihood of actual disruption caused by the event. Review and approval by the Physical Plant will be facilitated by the Student Activities Coordinator, as after-hours events typically require adjustments be made to the HVAC systems as well as possible schedule adjustments for custodial services, etc.
- E. The University does not charge a facility use fee for classroom or indoor facility use to RSOs or for University sponsored events where only the University community is invited. However, a reasonable fee may be charged for costs associated with opening and maintaining the facility for the event as well as any clean-up charges associated with use of the facility. For events in the Dr. Carolyn Taylor Center and Chapman Dining Hall, Sodexo will, at its discretion, charge a reasonable set up fee for tables, chair arrangements, etc.
- F. Arrangements and payment for electricity, trash receptacles, and/or any equipment such as platforms, chairs, microphones, etc., must be made directly with Physical Plant for all campus facilities except the Dr. Carolyn Taylor Center and Chapman Dining Hall, which are coordinated through Sodexo. RSOs using SGA funds must obtain a purchase order before charging anything to a SGA account.

IV. Requesting Facilities on Athletic Event Days or Major Campus Event Days

- A. The University hosts numerous athletic and other major campus events. These events attract large crowds. Use of facilities and outdoor property may be limited or restricted on the days of these events depending on the anticipated number of people in attendance, the location of the facility and the location of the athletic or other major campus event.
- B. The Executive Assistant to the Athletic Director coordinates all requests for events on athletic event days with the Athletic Department
- C. Facilities where athletic and other major campus events occur may not be available for use before, during, and after those events.
- D. To ensure the safety of attendees and to ensure there is no impediment of ingress and egress to the facility, no picketing, leafleting, handbilling, peddling or other displays shall be permitted within 300-feet of the facility hosting the event on the day of such an event. Provided, however, such activities by RSOs/students are permitted on all remaining public areas and public sidewalks, as defined in Article VII (A) below. RSOs and students must ensure these activities do not disturb the educational mission of the University or its daily operations and must not impede individuals' abilities for ingress and egress.

V. Security

The University wants to provide a safe and secure environment for its community. The University realizes that there are individuals who criminally prey on those attending special events, become involved in affrays, and otherwise disturb events, causing injury, or the defacement of property. During all special events, the following minimum standards will apply:

- A. The Chief of Police for the RSU Police Department (RSUPD), or his/her designee, shall have the final decision-making capability and will decide how many police officers will be present, if any, and how many security personnel will be present, if any, after being properly advised as to the facts surrounding the event and the likelihood of potential disruptions or security threats, based on the history of the event in other areas, room size, value of the property, number of entry and exit points, daytime/nighttime use, estimated crowd size, and the nature of the area hosting the event.
- B. The Student Activities Coordinator, in conjunction with the RSUPD Director, or his/her designee, shall review security requirements for all events scheduled outdoors or in classroom facilities. When the RSUPD Chief determines that additional security beyond that normally provided is necessary, the Student Activities Coordinator shall so inform the RSO/student. The RSO/student shall be responsible for the cost of additional security. If an event requires reserved parking, it should be noted on the Event Registration Form so the Student Activities Coordinator and RSUPD Director can make necessary arrangements as practicable.

VI. Facility Deposit Charges and Damage Recovery

- A. *Classroom and Other Facilities.* The University does not charge a facility use fee for classroom or indoor facility use to RSOs or for University sponsored events where only the University community is invited. However, to ensure continued use of University facilities, including those scheduled and serviced by Sodexo, by RSOs and individual students, it is important that the facility be left clean and as found prior to use. Therefore, RSOs and individual students may be charged for costs associated with opening and maintaining the facility for the event as well as any clean-up charges associated with use of the facility.

If an RSO or individual student sponsors an event where the public-at-large is invited, the University may charge a standard fee for facility use. Fees are charged depending on the timing of the event, the nature of the event, the nature of the facility, the length of the event, costs associated with opening and maintaining the facility for the event as well as any clean-up charges associated with use of the facility.

- B. *Other Facilities.* Facilities may have cancellation policies and damage policies specific to the facility. RSOs and individual students are advised to be fully knowledgeable of those policies at the time of reservation.
- C. *Damages.* RSOs/students shall be responsible for any cost to clean or repair damage. Damages will be deducted from the RSO's student organization account and/or appropriated SGA funds for the event, or charged to the individual student's account. Payment will be required before any other University facilities may be used by the individual student or the RSO or its individual officers.

VII. Rules Governing Facility Use

- A. Use of University facilities may not disturb or disrupt the continuity of the educational process and must be otherwise consistent with the educational mission of the University and should typically be scheduled between the hours of 7 a.m. and 10 p.m., Sunday through Saturday, unless authorized by the Student Activities Coordinator.
- B. Unless otherwise permitted (e.g. fundraising for student organizations, University-related vendor/licensing arrangements), University facilities or properties may not be used for personal profit or gain. Advertising encouraging students at the University to purchase reports and/or research material done by others requiring the reader to send money to obtain further information on the product is not acceptable.
- C. Attendance must not exceed the capacity of the facility requested.
- D. The physical characteristics of the facility requested must be appropriate for the activities planned.
- E. No weapons are permitted on campus, including swords.
- F. The facility request must comply with all requirements of this policy and other applicable regulations and policies.
- G. Permission to host a concert or operate a sound truck or a public address system at any time on the University campus or adjacent streets must be secured from the Student Activities Coordinator in accordance with Section II above.
 - 1. The use of loudspeakers near academic buildings and student campus residences is prohibited from 7:30 a.m. to 5 p.m., Monday through Friday and 8 a.m. to noon Saturday and Sunday, except as authorized by the Student Activities Coordinator who may consult with the Director of Residential Life, Vice President for Academic Affairs, and/or Vice President for Student Affairs to make a determination, and except during Residential Life quiet hours (10 p.m. to 10 a.m.) and as prohibited by City of Claremore ordinance.
 - 2. No bands or loud music are allowed in classrooms at any time.
 - 3. Noise levels must be kept to a minimum during any organization meeting, rehearsal, or performance taking place in academic facilities. RSOs are expected to remember that classes and other meetings may be taking place around them. If complaints are received, the RSO's privileges to use academic facilities may be suspended.
- H. Any RSO or individual RSO's officers or individual students misusing University facilities are subject to being charged under the provisions of the Code of Student Conduct. Complaints of misuse will be forwarded to the Office of Student Development. Misuse includes, but is not limited to, use of reservable University facilities without filling out the online reservation, failing to notify Student Activities Coordinator where required, failing to receive permission for such use, disrupting the educational process, or damaging the facility.
- I. RSOs and RSO officers and advisers will be responsible for organization's activities and conduct during an event, and the prompt payment of expenses incurred. The individual applying for or reserving the facilities must be present throughout the event. If the individual applying for or reserving the facilities is not present, the University will consider this "fronting" as defined herein and will order the event to cease.
- J. Facilities should be left clean and as found prior to use, subject to inspection by University staff.
- K. There may be times when the high legal risk of damage to persons or property exists, the RSO and its individual officers and individual students reserving facilities may be asked to agree to indemnify, defend and hold the University, its officers, employees, agents, current and former Regents harmless from any and all claims arising out of the RSO's or the individual student's use of University facilities, including but not limited to any claims of personal injury, strict liability, products liability, environmental claims or negligence.
- L. Decorations shall not include items that cannot be easily removed after an event without damage.
- M. Events where minors (under the age of 18) may be in attendance are required to have adult supervision at all times and must comply with the University's Minors on Campus Policy.
- N. The University prohibits the unlawful possession, use, manufacture, or distribution of alcohol and other drugs by students and employees on university owned or controlled premises, as a part of any university sponsored activities, or in the workplace. The consumption or distribution of alcoholic beverages is governed by the following policies: "Policy On Alcohol & Substance Abuse" (Student Code), "Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace" (Employee Policies & Procedures), and "Prevention of Alcohol Abuse and Drug Use on Campus and in the Workplace" (Board of Regents Policy Manual for RSU/CU).

O. *Facility Use for Political Activity by RSOs.* Rogers State University is committed to protecting free speech rights of its students, faculty and staff. Assuming responsibility for the use of University facilities includes protecting the rights of speakers to be heard, the rights of the University community to hear speakers, and the reputation of the University as a center for free speech and scholarly inquiry. However, such speech and advocacy may be exercised in the University facilities at such times and places and in such manner as to ensure orderly conduct, the least possible interference with University responsibilities as an educational institution, protection of the rights of individuals in the use of University facilities and reasonable protection of persons against practices that would make them involuntary audiences. Political campus organizations shall have access to University facilities on the same basis as all other campus organizations in keeping with the rights of all members of the campus community to express political views. All political organizations are to be assessed the usual costs for the use of these facilities. A policy of nonpartisanship and neutrality will govern the University at all times in its relationship with elected officials or persons campaigning for public office.

1. Political RSOs may be provided facilities on the same terms as other (non-political) RSOs for campus-related (non-political) activities. If the public at-large is invited to an RSO political event, (as opposed to only the University community being invited), the RSO will not be charged the standard facility rate charged to the public for such use. Such events are not considered "fronting" as defined herein. Standard fee schedules for RSOs as well as those fees charged to the general public may be requested of any venue.
2. Except as provided herein, RSOs may not use University facilities to promote or to oppose the campaign of a candidate for public office.
3. There may be no fundraising during the RSO political event.

VIII. Publicity

- A. Advertising must not begin until reservation, if required, of the facility has been confirmed.
- B. All advertising, promotional or informational materials using the University's trademarks, logos and tradenames must be submitted to the Student Activities Coordinator before distribution, as the Public Relations department must approve all such usage. All advertising, promotional or informational material designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval by the Student Activities Coordinator. Signage such as banners, directional signs, and anything not displayed on bulletin boards must, in addition to being approved by the Student Activities Coordinator, be installed by the Physical Plant upon consultation regarding placement.
- C. Using chalk to write on concrete sidewalks is allowed. All chalking must be approved by the Student Activities Coordinator prior to its use. The name and phone number of the responsible party should be submitted with the message. Chalking can be done 72 hours prior to an event and should be removed within 72 hours after the function. Consult the Student Organization Handbook for additional stipulations.
- D. All posters, flyers, and other printed materials to be placed on University bulletin boards or offered for free distribution must either appear in English, or the poster, flyer or other printed materials must be provided to Student Activities Coordinator, along with English translations signed and certified as accurate by a student organization officer, prior to distribution.
- E. All printed materials that announce an event or program, including invitations, news releases, fliers and newsletters, must include information to offer accommodations. An appropriate phrase to offer accommodations is: "Accommodations on the basis of a disability are available by contacting (name, address, phone) by (date)."
- F. RSOs and individual students shall not imply, infer, or otherwise state that the views it expresses are those of the University.
- G. To ensure the campus remains litter free, RSOs or individual students engaged in excessive leafleting, pamphleting, posting flyers, etc. may be asked to clean up the materials handed out or posted after activity has concluded. RSOs or students failing to do so may be charged for cleanup costs or issued a citation for littering.

IX. Solicitation

- A. Solicitation shall be prohibited on campus except for solicitation by RSOs or branches of the SGA, which may occur in conjunction with regular student activities and campus events with the approval of the Student Activities Coordinator, or where in conjunction with vendor or licensing agreements with the University.
- B. Fronting is strictly prohibited.

C. **Fronting**

1. "Fronting" is defined as permitting a non-University individual or organization to use University space/facilities and services under the guise that the activity is a University- sponsored program in order to avoid payment. Fronting is prohibited by University policy.
2. Non-University individuals/organizations are required to request use of University space through Sodexo or individual Building Wardens (see Appendix A) and pay for use of space and services in accordance with current policy and fee schedules. Any sponsoring University individual or organization that reserves space for the purpose of allowing non-University groups or vendors to advertise, hold meetings, and/or sell items without the express understanding and permission of the Student Activities Coordinator is participating in fronting for the organization.
3. Violation of this policy by an individual student or RSO may result in student misconduct charges.

X. Individual Student Use of Facilities

- A. Individual students requesting use of University facilities to demonstrate, inform, or protest should contact Student Affairs for a current list of locations. Some locations are open for demonstration without reservation as noted above; others may require advance notice or reservation depending upon the location or the use of the area as noted herein.
- B. Individual students are not permitted to use University facilities for political campaigning, solicitation or fundraising except as provided for in this policy.
- C. Individual students requesting use of University facilities must comply with the regulations defined in this policy for RSOs.

XI. Appeals Process

Should an application for use of a University facility be denied in any fashion, applicants may seek an appeal by submitting the Student Complaint/Grievance Reporting Form (www.rsu.edu/sga-forms) to the Vice President for Student Affairs or other executive officer responsible for the facility within 72 hours of the denial. A determination shall be made by that executive officer, or his/her designee, within 24 hours before the event. The decision of the executive officer, or his/her designee, shall be final and binding.

Student Inclusion and Wellness Policies

Affirmative Action

The Affirmative Action Plan at the University serves to supplement the Regents' policy on equal opportunity as it pertains to employment, and it is an integral part of the employment policies of the Board. The principal objectives are:

1. to assure all persons equal opportunity for employment and advancement in employment regardless of race, religion, disability, color, political beliefs, national origin, sex, gender identity, gender expression, age, or status as a veteran;
2. to meet institutional responsibilities under the applicable provisions of the Civil Rights Act of 1964 and commitments as a federal contractor under Executive Order 11246 and Executive Order 11375;
3. to take positive actions in the recruitment, placement, development, and advancement of diversity in University employment.

Discrimination Policy

The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including those on temporary or part-time status, who believes that he or she has been discriminated or retaliated against, should file a complaint as provided under the Racial and Ethnic Harassment Policy. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy. Complaints should be filed with the University Equal Opportunity Officer (Vice President for Student Affairs, Dr. Carolyn Taylor Center, Claremore Campus, 918-343-7599).

Equal Opportunity

Rogers State University and the Board of Regents of the University of Oklahoma, in compliance with the applicable provisions of Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, the Americans With Disabilities Act and other federal and state laws and regulations do not discriminate on the basis of race, color, national origin, sex gender identity, gender expression, age, religion, disability, political beliefs 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.

Equal Opportunity Grievance Procedure

1. *Who May Use Procedure.* The grievance procedure embodied herein shall be available to any person who, at the time of the acts complained of, was employed by, was an applicant for employment with, or was enrolled as a student at the University.
2. *Filing of Complaint.* This procedure applies to persons who have complaints alleging discrimination based upon race, color, national origin, sex, gender identity, gender expression, age, religion, disability, political beliefs, or status as a veteran or complaints alleging sexual harassment, or retaliation. Such persons may file their complaints in writing with the University Equal Opportunity Officer.
3. Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist (e.g., violation of due process and grade appeal), the complainant must specify all of the grounds of the grievance of which the complainant knows or should have reasonably known at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the complainant will be advised by the University Equal Opportunity Officer or his or her designee about the appropriate procedure(s) to utilize.
4. *Timing of Complaint.* Any complaint must be filed with the University Equal Opportunity Officer within 180 calendar days of the act of alleged discrimination, harassment, or retaliation. The University Equal Opportunity Officer may reasonably extend all other time periods.

Gender-Based Misconduct Policy for Students

The University's policy addressing sexual and gender misconduct is located at <https://www.rsu.edu/campus-life/student-resources/gender-based-misconduct/gender-based-misconduct-policy/>.

Health Related Policies

1. *Use of Tobacco.* The Board of Regents has established a Tobacco Free Policy consistent with Governor Fallin's Executive Orders 2012-01 and 2013-43. All properties and facilities of Rogers State University are tobacco, electronic cigarette and vaping device-free. See policy: https://digital.libraries.ou.edu/regents/minutes/2014_01_29.pdf
2. *University Policy on Infectious Diseases.* The University is committed to providing a safe and healthy working and learning environment. Persons with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to University facilities, programs or services unless a medically based judgment, in an individual case, establishes that exclusion or restriction is necessary for the health and safety of the infected individual or the health and safety of other members of the University community.

Students who know, or have reasonable basis for believing, that they have a communicable disease are encouraged to share that information with clinicians in the Student Health Center so that the University can respond appropriately to their health and educational needs. Faculty and staff who know, or have reasonable basis for believing, that they have a communicable disease are encouraged to share that information with their supervisor, health care provider, Human Resources, and Student Health Center, as appropriate, so the University can respond appropriately to their health and educational needs. Any such disclosure shall be treated by the recipient as strictly confidential and no further disclosure shall be made within or without the University unless such release is made pursuant to provisions of law that specifically authorize or require the release of such information or records.

Persons who know, or have reasonable basis for believing, that they have a communicable disease are expected to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the University community.

The Vice President for Student Affairs is responsible for advising the President's office of campus initiatives for addressing communicable diseases. The Vice President for Student Affairs, in concert with the Student Health Center Director, will work with other administrators, such as directors and department heads, to ensure that relevant information about communicable disease is available to all faculty, staff, and students and that more detailed information and personal consultation is available upon request.

Individuals who have knowledge of highly contagious diseases (e.g., meningitis, tuberculosis, SARS, etc.) shall notify the highest level administrator, who will initiate the communication cascade, which may include University officials and the Oklahoma State Health Department for evaluation, treatment, and preventive measures. The official University spokesperson on communicable disease shall be the President, or designee. All inquiries from the press, from elected public officials, or the public, in general, are to be referred to the University spokesperson.

No persons with a communicable disease shall, on the basis of such fact, be discriminated against in employment, admission, or other programs or services.

3. Policy On Substance Abuse.

- .1 Rogers State University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs by its students.
- .2 Rogers State University strictly prohibits the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs in the work place, on Rogers State University property, or as a part of Rogers State University-sponsored activities. Violations of applicable local, state, and federal laws may subject a student to a variety of legal sanctions, including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements.
- .3 It is important to understand the very serious risks incurred through the use of drugs. A description of the health risks associated with the use of illicit drugs can be obtained from the Student Health Center. Various treatment options, both on and off campus, are available to members of the University community who have problems with drugs.
- .4 Rogers State University will impose disciplinary sanctions on students who unlawfully manufacture, distribute, possess, or use illegal drugs on University property, or as part of an event sanctioned or sponsored by the University. Any violation of this policy can result in required participation in a substance abuse educational component, satisfactory completion of an approved drug rehabilitation program, and/or disciplinary action up to and including suspension or expulsion. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violation of this policy.
- .5 The University will review this policy and program biennially to determine its effectiveness, to make needed changes, and to review the consistency of the policy's enforcement and the imposition of required sanctions. This policy shall be interpreted consistently with the Drug-Free Work Place Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989.

5. Policy on Alcohol.

- a. **ON CAMPUS:** At no time will alcohol be served at student functions on campus. Alcohol and controlled substances are strictly prohibited in residential facilities. Strong disciplinary measures will be taken against students in possession of or who have consumed alcohol or a controlled substance on campus. **Persons who are determined to be under the influence of alcohol or a controlled substance that results in a disruption of the peace will be referred to the Director of Student Conduct & Development for disciplinary action and/or may be subject to immediate arrest.**
- b. **OFF CAMPUS:** Alcohol related activity that occurs off campus may come under the jurisdiction of Student Affairs. Use, possession, service, or consumption of alcoholic beverages off the premises of the University campus may be considered violations of the Student Code of Conduct and these Health Related Policies. Additionally, the following behaviors constitute Code violations:
 - a. **Excessive consumption of alcohol:** When a student is unconscious, experiences a loss of control, has a high Blood Alcohol Concentration, and/or needs medical attention, a charge of Excessive Consumption of Alcohol may be assigned. This may be true even in cases where students were not charged with public drunkenness or disorderly conduct.
 - b. **Furnishing alcohol to minors:** A Code of Conduct violation occurs when a student serves alcohol to or purchases alcohol for those under the age of 21.
 - c. **Driving under the influence:** A Code of Conduct violation occurs when a student is found to be operating a motor vehicle while legally intoxicated.

Additionally, recognized student organizations must abide by all local, state and federal laws with regard to the use of alcoholic beverages, including those policies and procedures stated in this handbook and the current Student Organization Handbook. Alcoholic beverages may not be served to individuals under the age of 21 at functions organized by students or registered student organizations. Registered student organizations may not purchase alcohol using funds distributed by the University for the organization's use.

Individuals with Disabilities

1. *General Statement.* Rogers State University is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Rogers State University ensures that no “qualified individual with a disability” will be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination on the basis of disability under any program or activity offered by Rogers State University.
2. *Policy on Reasonable Accommodation.*
 - .1 Rogers State University will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship, would result in a fundamental alteration in the nature of the service, program, or activity, or would cause undue financial or administrative burdens. The term reasonable accommodation is used in its general sense in this policy to apply to students.
 - .2 A student must self-identify as an individual with a disability and provide appropriate diagnostic information that substantiates the disability. The Office of Student Affairs then will assess the impact of the disability on the student’s academic program and record the required academic accommodations in a memo the student may give to appropriate faculty members. All diagnostic information is confidential.
 - .3 Individuals who have complaints alleging discrimination based upon a disability may file them with the Employment and Benefits Office in accordance with prevailing University discrimination grievance procedures. Contact the Employment and Benefits Office or the Office of Student Affairs to obtain a complete copy of the University’s Reasonable Accommodation policy.

Policy Concerning the Use of Non-Academic Criteria in the Admission of Students to Rogers State University

Rogers State University is committed to providing a safe learning and teaching environment for our students, faculty, and staff. As part of that commitment, the University reviews applications from prospective students who indicate they have a felony conviction or have been suspended or expelled from another college or university for non-academic reasons to determine their admissibility. The following policy will be used to review student applications.

1. Upon indication on the Admissions Application of a felony arrest and conviction, the applicant must sign a release to authorize review of criminal history.
2. Upon receipt of the background check, a committee will review the documentation. It should be noted that students may be requested to provide additional information such as court documents or other records from police agencies.
3. The committee will be comprised of the following: the Director of Admissions, the Vice President for Student Affairs, and the **Vice President for Enrollment Management and Marketing**. The Director of Admissions will provide the background documentation to the committee members. The Vice President for Enrollment Management and Marketing will notify the applicant in writing of the committee’s decision.
4. The committee will review the documentation and render a decision on the acceptance of the application based on the following:
 - .1 The nature of the crime committed.
 - .2 The threat of danger to the campus community.
 - .3 The amount of time between conviction and application to RSU.
 - .4 Recidivism of criminal activity of the applicant.
5. The committee may make recommendations of conditional acceptance of the applicant, accept the applicant with no conditions, or deny the applicant. If the applicant is currently on probation, suspended, or has been expelled or has other outstanding disciplinary actions at RSU or another institution, RSU may consider that status and underlying circumstances as part of its evaluation for admission. In such cases, if the applicant otherwise meets all other academic requirements, admission may be offered on a conditional basis requiring the completion of disciplinary action, including, but not limited to completing community service while attending RSU, completing alcohol or drug counseling, etc. Failure to satisfy the conditions will result in dismissal, suspension, or expulsion.
6. The committee will render a decision as to its finding after all admission documentation has been received. The Vice President for Enrollment Management and Marketing will notify the student of the committee’s decision in writing.
7. The applicant may appeal the committee’s decision by submitting an appeal in writing to the Vice President for Academic Affairs within ten (10) business days of the date of the notice outlining the findings of the committee. The Vice President for Academic Affairs will review the student’s appeal along with the admission materials and render a final decision by notifying the applicant in writing.

Applicants might also wish to consult the Oklahoma State Regents for Higher Education Academic Affairs Procedures Handbook (<https://www.okhighered.org/state-system/policy-procedures/part3.shtml>), policy 3.9.10 regarding Non-Academic Criteria for Admission.

Harassment Policy

Diversity is one of the strengths of our society as well as one of the hallmarks of a great university. Rogers State University supports diversity and therefore is committed to maintaining employment and educational settings which are multicultural, multiethnic, and multiracial. Respecting cultural differences and promoting dignity among all members of the University community are responsibilities each member must share.

Racial and ethnic harassment is a growing concern across American college campuses. It has taken various forms, from criminal acts (assault and battery, vandalism, destruction of property) to anonymous, malicious intimidation, most often directed toward persons whose race and ethnicity is readily identifiable. In employment, racial/ethnic harassment is race discrimination which interferes with an employee's ability to perform his or her duties or creates a hostile or intimidating work environment. It is prohibited by law under Title VII of the Civil Rights Act of 1964. In the educational context, racial/ethnic harassment is race discrimination which interferes with the students' opportunities to enjoy the educational program offered by the University, prohibited by law under Title VI of the Civil Rights Act of 1964.

1. This policy is premised on the University's obligation to provide a nondiscriminatory environment which is conducive to employment and learning. The University will vigorously exercise its authority to protect employees and students from harassment by agents or employees of the University, students, and visitors or guests. Specifically,
 - a. Agents or employees of the University, acting within the scope of their official duties, shall not treat an individual differently on the basis of race, color, or national origin in the context of an employment or educational program or activity without a legitimate nondiscriminatory reason, so as to interfere with or limit the ability of the individual to participate in or benefit from the services, activities, or privileges provided by the University; and,
 - b. The University shall not subject an individual to different treatment on the basis of race by effectively causing, encouraging, accepting, tolerating, or failing to correct a racially hostile environment of which it has notice.
2. Violations of this policy shall result in corrective action(s) or remedy(ies) designed to reestablish an employment or educational environment which is conducive to work or learning. Corrective actions or remedies will include disciplinary action directed by the executive officer having responsibility for the offender, where appropriate. Remedies or corrective actions will be tailored to redress the specific problem and may range from apologies, mandatory attendance at specific training programs, reprimands, suspension, or demotion, to expulsion or termination. Remedies or corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus grievance procedures.

Violations of this policy by students will be considered as violations of the Student Code and will subject student offenders to the remedy(ies) and corrective action(s) provided by the Code.

3. The University recognizes its obligation to address incidents of racial/ethnic harassment on campus when it becomes aware of their existence even if no complaints are filed; therefore, the University reserves the right to take appropriate action unilaterally under this policy.

With respect to students, the Vice President for Student Affairs or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University community. Any student so affected must be granted due process.

With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

4. Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.
5. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate University office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

- a. Complaints against students or student organizations shall be filed with the Vice President for Student Affairs, serving as the University Equal Opportunity Officer, for review and investigation. The Vice President for Student Affairs, or designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures. Complaints against faculty or staff shall be filed with the Vice President for Student Affairs. The Vice President for Student Affairs or designee may assist in the informal resolution of the complaint or in processing a formal complaint through the applicable campus procedures for faculty and staff.
- b. Complaints against visitors or guests should be directed to the Campus Police.

Academic Policies

Procedures for the Release of Student Records and Information

Rogers State University gathers two types of information about current and former students: (1) directory and (2) personally identifiable information. Any office gathering such information, and/or having custody of it, shall release it only in accordance with this policy.

When a student enters the University and furnishes data required for academic and personal records, there is an implicit and justifiable assumption of trust placed in the University as custodian of such information. This relationship continues with regard to any data subsequently generated during the student's enrollment.

While the University fully acknowledges the student's rights of privacy concerning this information, it also recognizes that certain information is part of the public record and may be released for legitimate purposes.

With these considerations in mind, the University adopts the following policy concerning the release of information contained in student records:

1. *Directory Information:* This is information that routinely appears in student directories and alumni publications and may be freely released without the student's prior written consent. Upon written request by the student, this information will be treated as personally identifiable information and released only with the student's written consent. Forms for withholding student "Directory Information" are available in the Office of Enrollment Management, second floor of Markham Hall. The University identifies the following items as directory information:
 - a. Academic classification
 - b. Student's current name
 - c. Campus or local address
 - d. Campus or local telephone number
 - e. Academic major
 - f. Student's permanent address
 - g. Student's email address
 - h. Current enrollment (verify or deny only)
 - i. Dates of attendance at RSU
 - j. Degree(s) conferred and date(s) of graduation
 - k. Participation in officially recognized sports, including height and weight of members of athletic teams.
 - l. The most recent previous educational institution attended by a student.
2. *Personally Identifiable Information:* This is all other non-Directory Information contained in the student's educational record. It can only be released upon the written consent of the student, except as noted below.

The University is permitted by the Family Educational Rights and Privacy Act (FERPA) to disclose personally identifiable information from the education record without obtaining prior written consent of the student in the following circumstances:

- a. To school officials within the University who have legitimate educational interests. School officials are defined as:
 - a person employed by the University in an administrative, supervisory, academic, research, or support staff position, including health and medical staff;
 - a person appointed to the Board of Regents;
 - a person employed by or under contract to the University to perform a special task, such as an attorney or auditor;
 - a person who is employed by the Campus Police; or

- a student serving on an official committee such as a disciplinary or grievance committee, or who is assisting another school official in performing tasks.

A legitimate educational interest exists if a school official needs to review an education record to fulfill his or her professional responsibilities for the University including:

- performing a task related to the student's education;
- performing a task related to the discipline of a student;
- providing a service or benefit relating to the student or student's family such as health care, counseling, job placement, or financial aid; or
- maintaining the safety and security of the campus.

- To officials of other schools to which the student seeks to transfer.
- To the Comptroller General of the United States, the HEW Secretary, the administrative head of an educational agency, or State educational authorities.
- In connection with a student's application for, or receipt of, financial aid.
- To state and local officials or authorities to whom such information is specifically required to be reported under State statute adopted prior to November 17, 1974.
- To organizations or educational agencies conducting legitimate research, provided no personally identifiable information about the student is made public.
- To accrediting organizations.
- To parents or legal guardians of a dependent student upon proof of dependency as defined by the Internal Revenue Code of 1954. (Parents or legal guardians of international students are excluded.)
- 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.
- In connection with an emergency when such information is necessary to protect the health or safety of the student or other persons.
- To the public, the final results of any disciplinary proceeding conducted by the University if the disciplinary hearing was related to an alleged crime of violence and if the student was found in violation of rules or policies regarding such crime. In such instances of disclosure, only the student name, the violation committed, and sanction imposed will be disclosed.
- To 'Authorized representatives' of State and local educational authorities, the Secretary, the Attorney General of the United States, and the Comptroller General of the United States, as may be necessary in connection with the audit, evaluation, or the enforcement of Federal legal requirements related to Federal or State supported education programs.
- To a victim of an alleged perpetrator of a crime of violence or non-forcible sex offense, the final results of the disciplinary proceeding, regardless of whether the University concluded a violation was committed, conducted by the University with respect to that alleged crime or offense.
- To parents of a student regarding the student's violation of any Federal, State or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled dangerous substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.
- The disclosure concerns sex offenders and other individuals required to register under section 7010 of the Violent Crime Control and Law Enforcement Act of 1994 and Oklahoma Law.

Confidential information may be transferred to a third party (University's agents, contractors or volunteers), however, only 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.

Original credentials with which a student applies for admission or readmission to the University become the property of the University, are assembled in a permanent student folder, and are made available only to those persons properly authorized to receive personally identifiable information and then only in consultation with a professional staff member in the Office of Enrollment Management.

Although the permanent academic record is a cumulative record, the Registrar is the officer of the University charged with the responsibility of its accuracy and safekeeping. Accordingly, the student folder and the permanent cumulative academic record are not available to anyone for removal from the Registrar's assigned depository.

While the release of an official transcript is limited to the student, or any party to whom the student has assigned permission to request it, the student may place a hold on the release of his/her own transcript to anyone without his/her specific permission by filing a request in writing with the Registrar.

More information concerning this policy may be obtained by contacting the Office of Enrollment Management.

Notification of Student Rights to Privacy Under FERPA

FERPA affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

Students should submit to the Registrar, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

When a record contains information about more than one student, the student may inspect and review only the records that relate to him or her.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate or misleading, or otherwise in violation of the student's privacy rights under FERPA.

Students have the right to ask to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Following are the procedures for the correction of records:

1. A student should contact the University's Office of Enrollment Management to request the amendment of a record. The student should clearly identify the part of the record to be amended and specify why it is inaccurate, misleading, or in violation of his or her privacy rights.
2. If the University decides not to comply with the request, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the amendment.
3. Upon request, the University will arrange for a hearing and notify the student reasonably in advance of the date, place, and time of the hearing.
4. The hearing will be conducted by a University official who has no direct interest in the outcome of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the student's education records. One or more individuals may advise the student, including an attorney retained at the student's own expense. Advisors may not address the University official or otherwise argue on the student's behalf. The University may be represented by University Legal Counsel.
5. The Hearing Office will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.
6. If the University decides that the information in the student's record is inaccurate, misleading, or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended.
7. If the University decides that the challenged information is accurate, not misleading, or in violation of the student's right of privacy, it will notify the student that he or she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision, that any such statements will be maintained as part of the record as long as the contested record is maintained; and that the record, when disclosed, will include the student's statement.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosures to school officials with legitimate educational concerns as those terms are defined herein.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by The University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA compliance is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW Washington, DC 20202- 5920

Limitations on Right of Access

Students are not permitted to inspect the following records:

1. The financial statement of the student's parents or legal guardians.
2. Letters and statements of recommendation for which the student has waived his or her rights of access, or which were maintained before January 1, 1975.
3. Records related to an application to attend the University or a component unit of the University if that application was denied.
4. Those records which are excluded from the FERPA definition of education records.
5. That portion of any education record containing information about another student.

Refusal to Provide Copies

The University reserves the right to deny students copies of their educational records, including transcripts, not required to be made available by FERPA in the following situations:

1. The student has an unpaid financial obligation to the University.
2. There is an unresolved disciplinary action against the student.
3. The education record requested is an exam or set of standardized test questions.

Fees for Copies of Records

Fees for transcripts and other copying charges are published by the Office of Enrollment Management.

Record of Requests for Disclosure

The Office of the Registrar maintains a record of all requests for and/or disclosure of information from a student's education record. The record indicates the name of the party making the request, any additional party to whom the University knows it may be disclosed, and the legitimate interest the party had in requesting or obtaining the information. The eligible student may review the record. Students may sign a release authorizing another party to have access to his or her educational record.

Parental Access to Student Academic Records

Parents or legal guardians of a dependent student may have access to grades and other personally identifiable academic information under guidelines provided in FERPA. Access to this information is limited to parents or legal guardians who claim the student as an exemption on their federal tax return.

Requests for specific grade or other academic information can be addressed to the Office of the Registrar which maintains that information. Each request must include a copy of the top portion of the parents' or legal guardians' most recent tax return showing the student, by name and social security number, listed as a dependent. Academic information can also be obtained by providing the Office of the Registrar with written consent of the student.

Transcripts

Official transcripts are released by the Office of Enrollment Management upon the written request of the student, except that the University reserves the right to withhold an official transcript for any student with financial indebtedness to the University or an unresolved disciplinary action.

Code of Academic Conduct

Please refer to the Academic Policies and Procedures Manual section 4.2 Code of Academic Conduct (www.rsu.edu/academic-policy pages 57-70).

Student Appeals Concerning English Proficiency of Faculty

[STUDENT APPEALS CONCERNING ENGLISH PROFICIENCY OF FACULTY](#) (pages34-35)

Final Grade Appeal Process

Please refer to the Academic Policies and Procedures Manual section 4.3 Final Grade Appeal Process (www.rsu.edu/academic-policy page 70-72).

Two-Year and Four-Year Graduation Guarantee

Students at Rogers State University may follow many diverse paths to complete the associate or baccalaureate degrees. Students may elect to complete their associate degree requirements within two years of their initial freshman enrollment and/or complete their baccalaureate degree requirements within four years of their initial freshman enrollment.

Rogers State University has developed plans to help students who wish to complete an associate degree in two years and students who would like to complete their baccalaureate degree in four years. Students who elect to participate in Rogers State University's Graduation Guarantee must work closely with their advisor(s) and faculty to ensure that courses are taken in the appropriate sequence. Students who elect to participate in the agreement outlined below can be assured that they will be able to graduate in two years or four years, depending on the appropriate degree.

By completing the appropriate documents, a student agrees to participate in the guarantee. Rogers State University assures the student that he/she will be able to enroll in courses that permit graduation in either two or four years. Graduation will not be delayed by the unavailability of courses.

Conditions the student must satisfy:

1. Enter Rogers State University as a freshman.
2. Choose a major that qualifies for the Two-Year or Four-Year Plan.
3. Have the preparation to begin either a two- or four-year plan of study in a qualified major at entry to the University.
4. Complete a minimum of one-fourth of the necessary credits per semester for the associate degree and one-eighth of the credits per semester for the baccalaureate degree.
5. Meet with his/her advisor in a timely manner to discuss progress toward registration and graduation.
6. Enroll in available courses needed for his/her selected program of study considering that any specific course may not be available at the time or semester in which the student would prefer to take it.
7. Accept responsibility for monitoring his/her own progress and understanding advice given by his/her advisor so that he/she stays on track toward graduation.
8. Change majors only if, at the time of the change, all requirements can be met within the designated two- or four-year plan.
9. Remain in good academic standing as determined by the department, school, and University.
10. Accept responsibility for timely annual applications for financial assistance.
11. In writing, notify the dean of the school that offers the student's major that graduation may be delayed due to the unavailability of a course. This written notice must be made prior to the beginning of classes during the term in which the course is needed.

In the event that the University does not satisfy the commitments made herein, and the student is unable to register for needed courses due to the unavailability of a course (or courses), the department and school will choose one of the following:

1. Allow the student to graduate in two or four years by substituting a different course (or courses), as determined by the Dean of the School that offers the student's major.
2. Allow the student to graduate in two or four years by substituting an independent study assignment, as determined by the department and the school.
3. Allow the student to graduate in two or four years by waiving the requirement to be met by the unavailable course (or courses), as determined by the department and the school.
4. Allow the unavailability of a course (or courses) to delay the student from graduating in two or four years, in which case, the University will pay the tuition for the student to take the course(s) in a later term.

These procedures shall constitute the exclusive remedy for the guarantee. Rogers State University is under no obligation to provide these adjustments unless the student fulfills his/her obligations as stated above.

Campus Public Safety and Vehicle Policies

Department of Campus Public Safety: www.rsu.edu/rsupd

Parking Permits and Vehicle Registration: www.rsu.edu/parking-permits

Traffic Regulations: www.rsu.edu/traffic

Technology Policies

Computer Use and Email Policies: www.rsu.edu/acs

Cable TV and Telephone Use Policy

1. This policy sets forth the standards for responsible and acceptable use of University cable television and telephone resources. The following is prohibited:
 - a. Altering system configurations without authorization or disrupting or interfering with the delivery or administration of cable TV and telephone resources. Line features are established by the University. Students are prohibited from attempting to change the features.
 - b. Using cable TV or telephone resources for commercial or profit-making purposes without the University's express written authorization.
 - c. Using cable TV or telephone resources for illegal activities or for conduct violating any University policy. Criminal and illegal use may include, but is not limited to, threats, harassment, copyright infringement, theft, and unauthorized access.
2. Any individual engaging in unauthorized use of cable TV, telephones, or other electronic communication systems resulting in charges or expenses to the University will be billed the amount incurred by the University, fined, and subject to disciplinary action, if deemed appropriate.
3. Suspected or known violations of this policy should be reported to the Office of Student Affairs. Violations will be processed by the appropriate University authorities and/or law enforcement agencies. Violations may result in revocation of cable TV and/or telephone resource privileges, academic integrity proceedings, faculty, staff, or student disciplinary action, or legal action.