

Oklahoma City University

Student Handbook

2006-2007

Nothing in these policies is a contract. Oklahoma City University reserves the right to change and/or replace any portion of these policies at any time. These policies supersede and replace every prior written policy.

Oklahoma City University, in compliance with federal laws and regulations, does not discriminate on the basis of race, sexual orientation, color, national origin, sex, age, religion, disability or status as a veteran in any of its educational programs, activities, policies, practices or procedures. This includes, but is not limited to admissions, employment, financial aid and educational services. The university also expects vendors who provide employment opportunities related to the university to observe these policies and practices.

The Vice President for Student Affairs, located in Room 205 of the Administration Building, serves as the university's affirmative action officer and coordinates the University's compliance with Title VI, Title VII, Title IX, Section 504 of the ADA and the ADEA. Inquiries concerning application of and compliance with these regulations should be addressed to the coordinator or to the Office of Civil Rights.

Table of Contents

I. Statement of Purpose

A. Mission Statement

B. Core Beliefs and Values

II. Academic Affairs

A. General Requirements for Degrees

B. Academic Honesty

C. Advanced Standing Credit

D. Evaluation of Academic Work, Academic Probation and Suspension

E. Graduation Procedures and Commencement

F. University Honors

G. Grievance Procedure for Grade Appeal

H. Appeal Procedure for Academic Dismissal

III. General Campus Policies

A. Bribery and Extortion

B. Classroom Usage

C. Contact Information

D. Falsification of Records

E. Financial Hold

F. Firearms, Weapons and Fireworks

G. Forgery

H. Hazardous Materials

I. Identification Card

J. Smoke-Free Campus

K. Solicitations and Advertising

L. Videotaping, Recording or Photographing Dance, Music, Theater, and Other Stage Productions and Concerts

IV. Student Assistance Services

- A. Alcohol and Other Drug Use Policy*
- B. Student Health and Disability Services*
- C. Personal Counseling*
- D. Career Services*

V. Student Services

- A. Banking Services*
- B. Automated Teller Machine*
- C. Bookstore*
- D. Check Cashing*
- E. Food Service*
- F. Student Publications*

VI. Student Code of Conduct

- A. Preamble*
- B. Article I: Definitions*
- C. Article II: Student Code of Conduct Authority*
- D. Article III: Proscribed Conduct*
- E. Article IV: Student Code of Conduct Procedures*
- F. Article V: Interpretation and Review*

VII. Dulaney-Browne Library

- A. Library Resources*
- B. Library Services*
- C. Library Hours*

VIII. On-Campus Housing

- A. Rights Regarding on-Campus Living*
- B. On-Campus Housing Regulations*
- C. Residence Hall Guidelines*
- D. Residence Hall Amenities*
- E. Emergency Procedures for Residence Halls*
- F. Fraternity House Regulations*
- G. Cokesbury Court Regulations*

IX. Extracurricular Activities

- A. Annual Activities*
- B. Ticket Policy*
- C. Varsity Athletics*
- D. Junior Varsity Athletics*
- E. Intramural Sports*
- F. Theater*
- G. Student Publications*
- H. Music*
- I. American Spirit Dance Company*
- J. Student Religious Life and Religious Life Council*
- K. Policies for Student Religious Life Organizations*
- L. University Speaker Policy for Campus Organizations*
- M. On- and Off-Campus Social Events*
- N. Student Organizations*
- O. Greek Organizations*
- P. Forming a Campus Organization*
- Q. Facilities*

X. Campus Traffic and Parking

- A. *Traffic Regulations*
- B. *General Parking Regulations*
- C. *Parking Permits*
- D. *Student Parking Regulations*

XI. OCU Campus Police

- A. *Criminal and Emergency Reporting*
- B. *Security and Access to Campus Facilities*
- C. *Campus Law Enforcement*
- D. *Information Programs*
- E. *Monitoring and Recording Through Local Police Agencies of Criminal Activities as Student Organization's Events*
- F. *Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs, Enforcement of Underage Drinking and Drugs Laws, Abuse Education Programs*
- G. *Cokesbury Court Apartments*
- H. *Policies for Reporting and Follow-Up of Sexual Offenses*
 - 1. Reporting
 - 2. Criminal Charges
 - 3. Campus Disciplinary Proceedings
- I. *Counseling Services*
- J. *Accommodations*
- K. *Students' Right to Know*
- L. *Student Rights Under the Family Education Rights and Privacy Act*

I. Statement of Purpose

Celebrating a century of scholarship and service, Oklahoma City University is a comprehensive, private United Methodist university with a liberal arts core curriculum. In a student-centered environment, men and women pursue academic excellence through rigorous curriculum that focuses on their intellectual, spiritual, moral, and physical development to prepare them to become effective leaders in service to their communities.

A. Mission Statement

Oklahoma City University embraces the United Methodist tradition of scholarship and service and welcomes all faiths in a culturally rich community that is dedicated to student welfare and success. Men and women pursue academic excellence through a rigorous curriculum that focuses on students' intellectual, moral, and spiritual development to prepare them to become effective leaders in service to their communities.

B. Core Beliefs and Values

1. Academic Excellence – We believe that a university dedicated to excellence will enable each student to acquire the critical and analytical thinking skills, broad base of knowledge, and capacity to communicate effectively required for both personal success and capacity for leadership in service to communities.
2. A Personal Approach – We aspire to treat each member of this community as an individual with distinct needs for fostering his or her success and welfare.
3. A Religious Dimension – We seek to create a university community in which every member consciously cultivates ethical and humane behavior.
4. Service to the Community and Service Learning – We believe that excellence in education and development of intellectual, moral, and spiritual capacities of students are best fostered when faculty, students, and staff actively use their knowledge and skills to assist others in our wider communities.
5. A Culturally Rich Community – We believe that a university flourishes only when it exposes the members of its community to cultural perspectives different from those of the surrounding community.
6. Student Success and Welfare – We believe that this university should consciously provide its graduates with a foundation for the acquisition of the knowledge, skills, and experience necessary for success in the vocations our graduates will pursue in the years to come.
7. Oklahoma City University pursues these beliefs and values by providing the following:

- a. Undergraduate, graduate, and professional academic programs that emphasize, examine, and encourage intellectual, moral, and spiritual experience and growth.
- b. Lifelong learning programs empowering individuals to lead productive and creative lives.
- c. Activities that enhance and support the quality of campus life.
- d. Programs that foster physical fitness and good health.
- e. Service to a global community of learners.
- f. Opportunities for worship and service in the Christian and other traditions.
- g. Cultural and aesthetic opportunities for the community.

[<Back to top>](#)

II. Academic Affairs

The following academic policies and procedures are included in the graduate and undergraduate catalogs:

- A. General Requirements for Degrees*
- B. Academic Honesty*
- C. Advanced Standing Credit*
- D. Evaluation of Academic Work*
- E. Academic Probation and Suspension*
- F. Graduation Procedures and Commencement*
- G. University Honors*
- H. Grievance Procedure for Grade Appeal*
- I. Appeal Procedure for Academic Dismissal*

[<Back to top>](#)

III. General Campus Policies

A. Bribery and Extortion

Bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe by any member of the university community is prohibited. Extortion, the act or attempt to obtain money or anything of value by violence, misuse of authority, or improper threats is also prohibited. Such conduct may result in criminal charges in addition to university disciplinary action.

B. Classroom Usage

The consumption of food and beverages is prohibited in computer labs and other teaching facilities as designated.

C. Contact Information

In order for the university to provide excellent service, it is expected that all students will maintain current contact information with the Office of the Registrar. Students may update their contact information by visiting the Office of the Registrar or logging on to their student account. The university is not responsible for correspondence not received due to inadequate contact information.

D. Falsification of Records

Students are personally responsible for the correctness and accuracy of information supplied to the university. Any student who knowingly gives incorrect information to the university is subject to disciplinary action, which may lead to suspension.

E. Financial Hold

A hold will be placed on the records of any student who has a past-due financial obligation to the university or is in default on a student loan. A hold prevents the student from receiving transcripts and other student records. In case of a default or overpayment of a student financial program, the hold will remain until the Office of Financial Aid receives notification from Student Account Services, or from the loan guarantee agency, that the student is no longer in default and owes no money to any financial program.

F. Firearms, Weapons and Fireworks

Firearms, weapons, and fireworks are not permitted on campus. No student shall have in his or her possession, including a person's motor vehicle or on-campus residence, a pistol, revolver, rifle, shotgun, blowgun, or device that has the appearance of a firearm, including toy guns and air guns while on university property, whether loaded or unloaded. Violation of this policy shall be deemed cause for suspension or expulsion from the university, pursuant to the student judicial system of Oklahoma City University.

G. Forgery

Imitating or counterfeiting signatures, works of art, university documents, enrollment forms requiring a professor's, dean's or other official's signature, or other productions with the intent to deceive, and/or the unauthorized use of names, titles, or signatures may result in suspension.

H. Hazardous Materials

The possession or use of kerosene, gasoline, benzene, naphtha and similar flammable liquid is strictly forbidden. This prohibition includes but is not limited to any substance, material, or ingredient which may potentially be used for bomb making.

I. Identification Card

The identification card issued to each student is a permanent card issued for as long as the student is enrolled in the university. It should be carried at all times while the student is on campus and should be presented to OCU Security on request.

The card allows participation in student activities and student elections. The card will admit the student to regularly scheduled home athletic events and may be presented to receive discounts at university drama and music events. The identification card is the student's meal ticket and is necessary for cashing checks at the Student Account Services and to receive refunds. The identification card is also the student's library card and is required for checking out material from the Dulaney-Browne Library.

J. Smoke-Free Campus

Campus buildings are smoke-free. Smoking is permitted outdoors, providing it is twenty feet or more away from any entrance to any campus building.

K. Solicitations and Advertising

On-campus solicitation is strictly prohibited. Oklahoma City University has specific guidelines regarding materials that may be posted on campus. The following guidelines must be followed or any material that is posted will be removed.

1. Printed Materials

- a. The Office of Student Life must approve all printed announcements and advertisements by and/or for students, student organizations, faculty or staff, and/or others, before being posted on campus.*
- b. No flyers, handbills, or other printed materials may be placed on vehicles.*
- c. Individuals and/or organizations are responsible for the timely removal and disposal of posted printed materials after the events or functions advertised have occurred.*

d. Individuals or organizations posting printed materials should utilize materials that do not damage painted, wood, metal, or glass surfaces. Individuals or organizations will be responsible for damage caused by posting announcements or advertisements with inappropriate materials such as duct tape, nails, glue, etc.

2. Sales Solicitations

Agents of off-campus organizations are not to personally solicit sales on-campus, absent express permission from the dean of students. Students are encouraged to promptly report such solicitations to OCU Campus Police.

L. Videotaping, Recording or Photographing Dance, Music, Theater, and Other Stage Productions and Concerts

In the absence of official information specifically authorizing videotaping, recording, or photography at a dance, music, theater, or other stage production or concert, students should assume that such activities are strictly forbidden.

Productions always prohibit cameras inside the auditorium and always prohibit recording of any kind.

In the event that a student violates restrictions on the presence of cameras, recording, taping, or photographing part or all of a production, the following may happen:

1. The student's camera or recording device may be temporarily confiscated;
2. The student must surrender the film or recording media immediately upon request by a university official;
3. The student may be expelled from the auditorium, theater, or concert hall without refund of any part of the admission the student paid for the ticket;
4. The student may be barred from attending future dance, music, or theater events; and/or
5. The student may be subject to disciplinary action

[<Back to top>](#)

IV. Student Assistance Services

A. Alcohol and Other Drug Use Policy

Oklahoma City University is to be a safe environment free from alcohol and other drugs. It recognizes that the use of alcohol and illegal drugs diminishes the strength and vitality of human resources and the integrity of the institution. It is the intent of the university to educate and encourage students to abstain from alcohol and other drugs. Any student

found using or distributing alcohol and other drugs on campus, in on-campus housing, or during campus-sponsored activities can face disciplinary action by the administration. The action may include a drug assessment, referral for counseling, and/or treatment as recommended by a university approved counselor or counseling service.

Alcohol and other drugs present a danger to an individual and others. The risks associated with the use of drugs, which includes alcohol, may lead to abuse or addiction causing psychological and/or physical dependence. They present a danger to others when performing a task under the influence or distributing to others.

Oklahoma City University recognizes its responsibility to help educate its students concerning alcohol and other drug use, abuse, and addiction. The following educational activities will occur:

1. Lectures, courses and workshops will be conducted by authorities in the fields of drug prevention and drug treatment each year. All students are encouraged to attend at least one event annually.
2. The Office of Student Life, Student Health and Disability Services, and the Personal Counselor will provide literature on resources, referral services and educational material on the use, abuse, and addiction to all drugs and treatment options.
3. The Office of Student Life will conduct periodic programs and publish periodic information pertaining to drug use and prevention.

The university may require any student, who is reasonably suspected of drug use, to undergo drug testing. Drug testing will be conducted in accordance with the Oklahoma Standards for Workplace Drug and Alcohol Testing Act of June 10, 1993. Any drug tests required will be done by a state certified laboratory, and will be given during, or immediately following, regular working or classroom hours. The tests will be paid for by the university. Any student who requests a retest of a sample in order to challenge the results of a positive test is required to pay all costs of additional tests.

The university will take no disciplinary action against a student, except for temporary suspension, until the first test result has been confirmed by an additional test. The university may take disciplinary action against a student who refuses to undergo drug and alcohol testing. Any student has the right to an explanation, in confidence, of the test results and may obtain all information and records related to testing. Information related to drug and alcohol tests will be kept confidential and apart from other student records.

The university may require a drug and alcohol dependency evaluation with either an in-house or contracted program that provides substance abuse counseling, treatment, or rehabilitation. A release of information form provided by the university must be signed by the student prior to any referral for testing or counseling. Students receiving sanctions requiring treatment may use any other certified program. In any case, a student must provide proof of treatment before consideration is given to his or her reinstatement.

Any university student involved in (a) the use or abuse of a controlled substance, confirmed by a second drug test; or (b) unlawful manufacture, distribution, dispensing, or possessing a controlled substance in any university owned, leased, or operated facility, may receive immediate disciplinary sanctions up to and including dismissal with cause or suspension. Students recommended for dismissal or suspension have the right to appeal the action through the university's established grievance procedures.

Additionally, the university may refer individuals to applicable local, state, or federal law enforcement authorities for prosecution. Any student who is convicted under a criminal drug statute for a violation occurring in any campus owned or leased facility must notify the university within five working days of the conviction. Within ten working days, Oklahoma City University is required to notify the Department of Education, the agency from which federal funds are received, of the disciplinary action. Within thirty days, the university will take appropriate disciplinary action. Any questions concerning this policy may be directed to the vice president for administration and finance.

B. Student Health and Disability Services

The Student Health Clinic is staffed by Registered Nurses and an Advanced Registered Nurse Practitioner and serves enrolled students, staff and faculty. Services include health assessment, diagnosis and treatment of minor illnesses and injury. Other services include gynecology care, male reproductive health and referrals to community or specialty providers. Reference materials on a variety of health topics are available in the clinic.

Disability Services is housed with the Student Health Clinic and provides classroom accommodations and assistance to undergraduate and graduate students with documented disabilities. The Disability Services provider works with University Administration to develop and implement policies and procedures regarding students with disabilities.

More information regarding the Student Health Clinic and Disability Services can be found at <http://www.okcu.edu/students/services/asp>.

A University-sponsored commercial health insurance plan is available to students. Information regarding student health insurance for domestic and international students is available on the OCU website at <http://www.okcu.edu/students/services/asp>.

C. Personal Counseling

The mission of Personal Counseling Services is to enhance human development and maximize students' problem solving and decision making capabilities so that they may more intentionally make effective and satisfying life choices. In accordance with this mission, the office acts to support and enhance the personal, social, and intellectual functioning of Oklahoma City University students. Resources provided include a broad spectrum of developmental, remedial, and preventative services.

Counseling is a confidential process designed to help students address concerns, come to a greater understanding of themselves, and learn effective personal and interpersonal

coping strategies. The university provides short-term counseling and professional referrals for problems likely to confront students. The counselor provides individual or group therapies or may refer the students to other counselors in special areas and for continued services. Students are encouraged to contact the Counseling Services Office at 208-4994 for more information.

Private counseling is also available to students through the Offices for University-Church Relations. Students can schedule appointments with the University Chaplain and Associate Chaplains by contacting the administrative assistants in these offices.

D. Career Services

It is the goal of Career Services to empower students to develop skills for lifelong career satisfaction. To accomplish this, Career Services offers the following:

1. tools for self assessment;
2. classroom seminars to educate students on the career development process;
3. design and deliver career development programs in resume writing, interviewing, job searching, and dining etiquette;
4. opportunities to meet employers on campus through ‘Info Sessions’, job fairs and other career services events;
5. experiential learning opportunities that enhance the academic experience: internships and mentoring programs;
6. website of job postings for entry-level, college graduates;
7. quality one-on-one career advising;
8. guidance for graduate school; and
9. assistance in planning for employment.

Career Services is located in Suite 200, Meinders School of Business. Call for an appointment 208-5171.

[<Back to top>](#)

V. Student Services

A. Banking Services

First Commercial Bank has a full service bank on campus for OCU students. This provides convenient access to checking, savings, and investment accounts inside the Tom and Brenda McDaniel University Center.

B. Automated Teller Machine

A cash card machine is available on the south side of the Tom and Brenda McDaniel University Center.

C. Bookstore

The University Bookstore is located on the lower level of the Tom and Brenda McDaniel University Center. Textbooks, school supplies, current paperbacks, magazines, gift items, toilet articles, and clothing are some of the items sold.

D. Check Cashing

Students may cash one personal check per day for up to \$25.00 at the Student Account Services, located in the Clara E. Jones Administration Building.

E. Food Service

Meals are served in the cafeteria located in the Tom and Brenda McDaniel University Center. All students who reside in the university on-campus housing must participate in a meal plan. There are several meal plan options from which students may choose. There are also several voluntary meal plans available for students who do not live in on-campus housing. Information about the food service can be obtained by contacting the Office of Admissions, Office of Student Life, or Sodexo Food Services of Oklahoma City University.

F. Student Publications

The Campus, Oklahoma City University's student newspaper, is distributed free to all students every Wednesday, with the exception of finals weeks and university breaks. Its online version, The Campus Online is updated daily at thecampus.okcu.edu.

The Constellation, Oklahoma City University's student yearbook, is distributed free to all students at the end of the spring semester.

Student publications are paid for by students as a part of their student fees.

[<Back to top>](#)

VI. Student Code of Conduct

The policies set forth herein do not constitute a contract. Oklahoma City University reserves the right to change and/or replace any portion of these policies at any time. These policies supersede and replace every prior written policy.

A. Preamble

The Oklahoma City University (the “University”) campus and facilities are private property. As officers of a private corporation, the Oklahoma City University Board of Trustees and designated University officials have the power to enact and enforce regulations they believe to be in the best interest and the preservation of the educational climate and the purpose of the University. Members of the campus community and visitors to the campus are expected to abide by University regulations as well as federal, state, and local laws. Any person(s) not willing or able to do so may expect disciplinary action by University and/or civil authorities.

A college or university is charged with a specialized purpose: to seek, disseminate, and use knowledge in pursuing truth. This pursuit of truth is a sensitive undertaking that flourishes only under special conditions and circumstances. To create and sustain these special conditions and circumstances, the academic community has found it necessary to create and enforce rules of an academic and nonacademic nature to maintain order and fairness on the campus and within the community. These rules are made to protect students from the improper behavior of anyone who would infringe on the rights of others. Therefore, the scope of these rules and regulations is determined by the announced objectives of the University and the extent to which it has reasonably determined that certain rules are fairly related to the accomplishment and protection of those stated objectives.

The submission of an application for admission to the University represents a personal and voluntary decision on the part of a prospective student. The University’s approval of that application represents the extension of privilege to join the academic community and to remain a part of it, as long as the student maintains the academic and behavioral expectations set forth in the policies and regulations of the University (the Student Handbook, undergraduate and graduate catalogs, and the Law School Student Handbook). In addition, the University subscribes to all federal, state, and local laws, including those governing the possession and use of controlled substances, and requires its students to obey those laws.

Certain principles have been found to have a direct impact on community living within a university setting. Each student strengthens the University when he or she lives by these principles and accepts the responsibility and freedom of self-government. These principles include, but are not limited to the following:

- Maintaining academic honesty
- Respecting University and private property
- Keeping faith with University regulations

- Showing respect for others, to include restraint from conduct that threatens the health or safety of any person

Honesty and respect for others are indispensable attributes of the members of any well-ordered society, especially a university. Also indispensable is a genuine respect for legally established laws and regulations.

Every student is expected to observe the highest standards of conduct, both on and off campus. When unacceptable behavior occurs off campus, whether at a University event or whenever such behavior may reflect adversely on the University, or affect the safety and security of persons on campus or the orderliness of the educational process, the University may implement the procedures provided for in this Code. When students are charged with violating civil or criminal laws, the University will neither request nor agree to special consideration because of their student status. The University will cooperate with any government authority or agency in connection with such charges. Further, the University reserves the right to impose the provisions of this Code and to apply sanctions before or after courts and other government agencies have imposed penalties or otherwise disposed of a case.

The administration of student discipline is a necessary part of the total educational process to assist the student in personal development and to protect the academic community. Not only must disciplinary procedures be reasonable and fair, they must also be effective. Effectiveness is particularly dependent on the overall attitude of the University community itself. In addition to assuming a widely shared commitment to the principle of institutional self-governance, such effectiveness requires that violations of the Student Code of Conduct be reported; that complaints be filed by those who have the responsibility to do so; that witnesses will report if called; that findings of responsibility be made when the information so warrants; that appropriate sanctions be imposed when responsibility is found; that disciplinary proceedings will be conducted without fear of intimidation or of retaliation against those who participate; and that students must be willing to participate in the proceedings and to respect the finality of their results.

In a university, a strong sense of mutual responsibility, respect, trust, and fairness must exist among all members of the campus community: students, faculty, staff, and administration. In this framework of cooperation, while the emphasis is on personal freedom, each student is charged with the responsibility of self-control and self-reliance. To that end, those living in the University's residence halls must to respect the rights of others and live according to approved social principles. Although personal freedom and self-control are stressed, violation of the above standards of behavior may be handled, as appropriate, by the Office of Student Life, the Student Conduct Board, or Law School Disciplinary Tribunal. Students who violate these rules may be dismissed from the University.

Since its beginning, the University has emphasized the important role it plays in Christian higher education. This emphasis has led to an increasing awareness on the part of the University of the importance of the development of certain basic values. Accordingly, the University holds its students to the highest standards of ethical conduct.

The University cannot accept responsibility for the education of any student who does not endorse its purposes and regulations, and reserves the right to dismiss any undergraduate, graduate, or law student whose conduct or academic standing it regards as unacceptable, without assigning any further reason for the dismissal. In such cases, any fees due or paid to the University will not be refunded in whole or in part, and neither the University nor its officers shall be under any liability whatsoever for such dismissal.

B. Article I: Definitions

1. The term “Appellate Board” means persons authorized by the University to consider an appeal from Student Conduct Board’s determination as to whether a student has violated the Student Code of Conduct or from the sanctions imposed by the Student Code of Conduct Administrator.
2. The term “Accused Student” means any student accused of violating this Student Code of Conduct.
3. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. Any student who believes that s/he has been a victim of another student’s misconduct will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the University submitted the charge itself.
4. The title “Dean or Assistant Dean of Students” are the persons designated by the University President to be responsible for the administration of the Student Code of Conduct.
5. The term “Faculty Member” means any person hired by the University to conduct classroom activities or teaching activities, or otherwise considered by the University to be a member of its faculty.
6. The term “may” is used in the permissive sense.
7. The term “member of the University community” includes any student, faculty member, University official, trustee, or other person employed by the University. A person’s status in a particular situation shall be determined by the Dean or Assistant Dean of Students.
8. The term “negotiated settlement” describes a mutual agreement between the accused student and the Student Code of Conduct Administrator to resolve the matter.
9. The term “organization” means any number of persons who are in the process of complying or have complied with the formal requirements for University recognition.

10. The term “policy” means the written regulations of the University as found in, but not limited to the Student Code of Conduct, the Residence Life regulations, the University web page and computer use policy, and the Law, Graduate and Undergraduate Catalogs.

11. The term “shall” is used in the imperative sense.

12. The term “student” includes all persons taking courses or receiving instruction at the University. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled but have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are those persons who are living in University on-campus housing although not enrolled at this institution. The Student Code of Conduct does not apply to campus locations in foreign countries.

13. The term “Student Conduct Board” means any person authorized by the University to determine whether a student has violated the Student Code of Conduct and to recommend sanctions that may be imposed when a rules violation has been committed. If at any time the board consists of more than one member, a chairperson shall be elected to oversee the Board’s proceedings. The Student Conduct Board shall always consist of an odd number of members to prevent the possibility of tie votes.

14. The term “Student Code of Conduct Administrator” refers to the Dean or Assistant Dean of Students or their designee serving as the administrator of a particular matter.

15. The term “University” means Oklahoma City University.

16. The term “University housing” refers to all residence halls, University Manor Apartments, Cokesbury Court Apartments, adjacent sidewalks/parking lots/structures to on-campus housing, and any future construction which provides residence living for University students, faculty, and/or staff.

17. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.

18. The term “University premises” includes all land, buildings, facilities, and other domestic property in the possession of or owned, used or controlled by the University (including adjacent streets and sidewalks).

C. Article II: Student Code of Conduct Authority

Negotiated settlements between a student and a Student Code of Conduct Administrator may be used to resolve a disciplinary matter. Both the Accused Student and the Student Code of Conduct Administrator must agree to the settlement in writing for the decision to be valid. There is no appeal of a negotiated settlement. Failure to abide by the terms of the negotiated settlement, as determined by the Student Code of Conduct Administrator,

will be grounds for additional disciplinary action. For cases not disposed of by negotiated settlement, the following policies shall apply:

1. The Dean or Assistant Dean of Students shall determine which Student Conduct Board, Student Code of Conduct Administrator and Appellate Board shall be authorized to hear each matter.
2. The Dean or Assistant Dean of Students shall develop policies for the administration of the student conduct system and procedural rules for the conduct of the Student Conduct Board hearings, and such rules shall be consistent with provisions of the Student Code of Conduct.
3. Decisions made by a Student Conduct Board and/or Student Code of Conduct Administrator shall be final, pending the normal appeal process.

D. Article III: Proscribed Conduct

The Oklahoma City University Student Code of Conduct is meant to be a guide of students and these regulations are designed to promote civility, maintain a safe and secure environment, protect the rights of individual privacy and to protect both personal and university property. The university reserves the right to make exceptions to the written discipline procedures if deemed necessary. Students may grieve policies they feel unfair by utilizing the grievance procedure outlined in the Student Code of Conduct. The list of rules and regulations is not inclusive. Action may be taken even though an infraction is not written in the policies.

1. Jurisdiction of the Oklahoma City University Student Code of Conduct

The Oklahoma City University Student Code of Conduct shall apply to conduct occurring on University premises and at University-sponsored activities, as well as to off-campus conduct, including any form of electronic transmission and the Internet that may adversely affect the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of registration or application for admission through the actual awarding of a degree, or while residing in university housing, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his/her conduct is not discovered until after a degree is awarded). The Student Code of Conduct shall apply to a student's conduct while a disciplinary matter is pending regardless of enrollment status. The Dean or Assistant Dean of Students shall decide whether the Student Code of Conduct shall be applied to conduct occurring off-campus, on a case-by-case basis, in his/her sole discretion.

2. Conduct – Rules and Regulations

Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanctions outlined in Article IV:

- a. Acts of dishonesty, including but not limited to the following:
 - i. Furnishing false information to any University official, faculty member or office.
 - ii. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - iii. Special note: Procedures related to academic honesty are found in the Oklahoma City University undergraduate, graduate and law catalogs.
- b. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public service functions on or off campus or at other authorized non-University activities, when the conduct occurs on University premises.
- c. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens the health or safety of any person or distracts from the academic environment.
- d. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
- e. Failure to satisfy University financial obligations.
- f. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other University activities, including its public service functions on or off campus or at other authorized non-University activities, when the conduct occurs on University premises.
- g. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens the health or safety of any person or distracts from the academic environment.
- h. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
- i. Failure to satisfy University financial obligations.
- j. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliations with, or as a condition of membership in, a group or organization. The express or implied consent of the victim shall not be a defense. Neither

apathy nor acquiescence in the presence of hazing is a neutral act; both are violations of this rule.

- k. Failure to comply with the directions of University officials or law enforcement officers, or with Student Code of Conduct hearing officer(s) acting in the performance of their duties, and/or failure to identify oneself to these persons when requested to do so.
- l. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
- m. Violation of any University policy, rule or regulation published in hard copy or available electronically on the University website.
- n. Violation of any federal, state or local law.
- o. Use, possession, manufacturing or distribution of any illegal or controlled substances, including pharmaceuticals, except as expressly permitted by law.
- p. The use, possession, manufacture, or distribution of alcoholic beverages, and any form of public intoxication, are prohibited on campus.
- q. Providing alcohol to minors on or off-campus is strictly forbidden, and may be punishable by expulsion.
- r. Illegal or unauthorized possession of firearms, air rifles, toy guns, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- s. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts normal operations of the University and/or infringes on the rights of other members of the University community, including leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- t. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University sponsored or supervised functions.
- u. Conduct that is disorderly, lewd, or indecent; or breaches the peace; or aiding or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community.
- v. Any form of passive or covert behavior may also be regarded as quite disruptive. Examples of passive, yet disruptive behavior are those students whose poor personal hygiene so seriously offends the sensibilities

of classmates and instructors that the classroom becomes an academic environment that is no longer tenable.

w. Use of personal portable amplification equipment (e.g. mega-phones, boom boxes, radios and tape players) in a manner that disturbs the privacy of other individuals and/or the instructional program of the University.

x. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, secretly taking pictures of another person in a gym, locker room or restroom.

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

i. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose

ii. Unauthorized transfer of a file

iii. Use of another individual's identification or password

iv. Use of computing facilities and resources to interfere with the work of another student, staff, faculty member or University official

v. Use of computing facilities and resources to send obscene or abusive messages

vi. Use of computing facilities and resources to interfere with normal operations of the University computing system

vii. Use of computing facilities and resources in violation of copyright laws.

viii. Any violation of the University Computer Use Policy.

z. Students are required to engage in responsible social conduct that reflects credit upon the University community both on and off campus.

aa. Abuse of the Student Code of Conduct System, including but not limited to

i. Failure to obey the notice from a Student Conduct Board or University official to appear for a meeting or hearing as part of the Student Conduct System

- ii. Falsification, distortion, or misrepresentation of information before a Student Conduct Board
- iii. Disruption or interference with the orderly conduct of a Student Conduct Board proceeding
- iv. Institution of a Student Code of Conduct proceeding in bad faith
- v. Attempting to discourage an individual's proper participating in, or use of the student conduct system
- vi. Attempting to influence the impartiality of a member of a Student Conduct Board prior to and/or during the Student Conduct Board proceeding
- vii. Harassment (verbal, electronic or physical) and/or intimidation of any person involved or perceived to be involved with the adjudication and/or administration of an alleged violation of the Student Code of Conduct prior to, during, and/or after a Student Code of Conduct proceeding
- viii. Failure to comply with the sanction(s) imposed under the Student Code of Conduct
- ix. Influencing or attempting to influence another person to commit an abuse of the Student Code of Conduct system.

3. Violation of Law and University Discipline

University discipline proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and this Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceeding off campus at the discretion of the Dean or Assistant Dean of Students. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because civil or criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If that alleged offense is also being processed under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the University community. The

University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

E. Article IV: Student Code of Conduct Procedures

1. Charges and Student Conduct Board hearings

a. Any member of the University community may file charges against a student for violations of the Student Code of Conduct. A charge shall be prepared in writing and directed to the Student Code of Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within thirty days.

b. The Student Code of Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by negotiated settlement of the parties involved on a basis acceptable to the Student Code of Conduct Administrator. Such disposition shall be final, and there shall be no subsequent proceedings. If charges are not admitted and/or cannot be disposed of by negotiated settlement, the Student Code of Conduct Administrator may later serve in the same matter as the Student Conduct Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanctions(s).

c. All charges not disposed of through negotiated settlement shall be presented to the Accused Student in written form, and the Accused Student shall be given a period of no less than seventy-two hours to respond to the charges. A time shall be set for a Student Conduct Board hearing not more than fifteen classroom days after the student has been notified. Maximum time limits for scheduling of Student Conduct Board hearings may be extended at the discretion of the Student Code of Conduct Administrator.

d. Student Conduct Board hearings shall be conducted by a Student Conduct Board according to the following guidelines except as provided by Article IV, 1, g.

i. Student Conduct Board hearings normally shall be conducted in private.

ii. The Complainant, Accused Student and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board hearing at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Board hearing shall be at the discretion of the Student Conduct Board and/or the Student Code of Conduct Administrator.

iii. In Student Conduct Board hearings involving more than one Accused Student, the Student Code of Conduct Administrator, in his or her discretion, may permit the Student Conduct Board hearings concerning each student to be conducted either separately or jointly.

iv. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or participate directly in any Student Conduct Board hearing before a Student Conduct Board. A student shall select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board hearings because delays will not normally be allowed due to the scheduling conflicts of an advisor.

v. The Complainant, the Accused Student and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board. At least two classroom days prior to the Student Conduct Board hearing the University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student. Witnesses will provide information to and answer questions from the Student Conduct Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.

vi. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct Board at the discretion of the chairperson.

vii. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.

viii. After the portion of the Student Conduct Board hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine by majority vote (if the Student Conduct Board consists of more than one person) whether the Accused Student has violated each section of the Student Code of Conduct which the student is charged with violating.

ix. The Student Conduct Board's determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Student Code of Conduct.

x. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code of Conduct proceedings.

e. There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board hearings before a Student Conduct Board (not including deliberations). Deliberations shall not be recorded. The record shall be the property of the University.

f. If an Accused Student, with notice, does not appear before a Student Conduct Board hearing, the information in support of the charges shall nevertheless be presented and considered.

g. The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Students and /or other witnesses during hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where appropriate, as determined in the sole by the Dean or Assistant Dean of Students.

2. Sanctions

a. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:

i. Warning – A notice in writing to the student that the student is violating or has violated institutional regulations; a copy of the notice shall be placed in the student's discipline file.

- ii. Probation – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
- iii. Loss of Privileges – Denial of specified privileges for a designated period of time.
- iv. Fines – Previously established and published fines may be imposed.
- v. Restitution – Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
- vi. Discretionary Sanctions – Work assignments, essays, service to the University, or other related discretionary assignments.
- vii. University Housing Suspension – Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- viii. University Housing Expulsion – Permanent separation of the student from the University Housing.
- ix. University Suspension – Separation of the student from Oklahoma City University for a definite period of time, after which the student is eligible to return. Conditions for readmission will be specified.
- x. Expulsion – Permanent separation of the student from Oklahoma City University.
- xi. Revocation of Admission and/or Degree – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining a degree, or for other serious violations committed by a student prior to graduation.
- xii. Withholding Degree – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in the Student Code of Conduct, including the completion of all sanctions imposed, if any.

b. More than one of the sanctions listed above may be imposed for any single violation.

c. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation and upon application to the Student Code of Conduct Administrator, student's disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, University suspension and University expulsion, or revocation or withholding of a degree cases involving the imposition of sanctions other than residence hall expulsion, University suspension, University expulsion or revocation or withholding of a degree shall be expunged from the student's confidential record three years after the student's final enrollment with the University. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student's conduct, the records of the process and of the sanctions imposed, if any, shall be considered the education records of both the Accused Students(s) and the student(s) claiming to be the victim because educational career and chances of success in the academic community of each may be impacted.

d. The following sanctions may be imposed upon groups or organizations:

i. Those sanctions listed above in article IV, 2, i-v.

ii. Loss of selected rights and privileges for a specified period of time.

iii. Deactivation: loss of all privileges, including University recognition, for a specified period of time.

e. When a Student Conduct Board determines that a student and/or group or organization has violated the Student Code of Conduct, the sanctions(s) shall be determined and imposed by the Student Code of Conduct Administrator. When persons other than, or in addition to, the Student Code of Conduct Administrator have been authorized to serve as the Student Conduct Board, the recommendation of the Student Conduct Board shall be considered by the Student Code of Conduct Administrator in determining and imposing sanctions. The Student Code of Conduct Administrator is not limited to sanctions recommended by members of the Student Conduct Board. Following the Student Conduct Board hearing, the Student Conduct Board and the Student Code of Conduct Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the victim of another

student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

3. Interim Suspension

a. In certain circumstances, the Dean of Students or Assistant Dean of Students, or a designee, may impose a University or residence hall suspension prior to the Student Conduct Board hearing before a Student Code of Conduct Board.

b. Interim suspension may be imposed only a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

c. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean or Assistant Dean of Students may determine to be appropriate.

d. The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Conduct Board hearing, if required.

4. Appeals

a. A decision reached by the Student Conduct Board or a sanction imposed by the Student Code of Conduct Administrator may be appealed by the Accused Student(s) or Complainant(s) to an Appellate Board within five (5) classroom days of the notification of the decision. Such appeals shall be in writing and shall be delivered to the Student Code of Conduct Administrator or his or her designee.

b. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Conduct Board hearing and supporting documents for one or more of the following purposes:

i. To determine whether the Student Conduct Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures shall not be a basis for sustaining an appeal unless significant prejudice results.

- ii. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Code of Conduct occurred.
 - iii. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found to have committed.
 - iv. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct Board hearing.
- c. If an appeal is upheld by the Appellate Board, the matter shall be returned to the original Student Conduct Board and Student Code of Conduct Administrator for re-opening of the Student Conduct Board hearing to allow reconsideration of the original determination and/or sanctions. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

F. Article V: Interpretation and Review

- 1. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Dean or Assistant Dean of Students or his or her designee for final determination.
- 2. The Student Code of Conduct shall be reviewed every three years under the direction of the Dean of Students.

[<Back to top>](#)

VII. Dulaney-Browne Library

A. Library Resources

Online Databases Subscriptions	40+
<i>Online Full-Text Periodical Titles</i>	<i>14,000+</i>
<i>Print Volumes</i>	<i>170,000+</i>
<i>Government Documents</i>	<i>321,000+</i>
<i>Current Periodical Subscriptions</i>	<i>500+</i>

<i>Periodical back Files</i>	32,000+
<i>Student Use Computers</i>	21

The library web page at <http://library.okcu.edu> links to almost unlimited resources in the library and through the Internet. You are encouraged to discuss your research needs with one of our librarians. Call 208-5065 or e-mail AskALibrarian@okcu.edu for an appointment.

Periodical indexes available from the library web page include EbscoHost (Academic Search Premier, ATLA Religion Database, Biological Abstracts, Business source Premier, CINAHL's nursing index, ERIC's education index, General Science Abstracts, Lexis-Nexis Academic, MEDLINE, MLA's literary criticism index, Newspaper Source, PsycINFO, PsycArticles...), Groves Music Online, JSTOR, Music Index, NewsBank, the Oklahoman Archives, and many more. Paper indexes are also available in the library.

The online library catalog <http://library.okcu.edu/catalog> is part of the library web page. It describes all titles owned by the Dulaney-Browne Library and links to many online resources available through Ebrary and the Federal Government Documents Depository program. You can search the catalog by author, title, subject, key word, journal title, or call number.

WorldCat, a database of library holdings from across the world is available through the library web page. This database will let you find out if a book exists on your topic, and if so, what library has it. If our library does not own it, the Interlibrary Loan Department can normally borrow it. (Please allow two weeks for delivery.)

First Floor: Library café, Circulation Desk, reserve books, reference/Information Desk, four library research computers, the reference collection, recent periodicals, Interlibrary Loan Office, the Foundation Center Collection, microforms, microform readers and printers, photocopy machines, paper periodical indexes, media viewing room, Director's Office, 10 student use computers, the printer for student computers on the 1st floor, and a color copier/printer.

Second Floor: The Government Documents Collection, vertical files with geographic information and maps, bound periodicals older than five years, copy machine, study room, 6 student use computers, and the printer for student computers on 2nd through 5th floors.

Third Floor: Books with call numbers from 000 through 699, the Children's Literature Collection, Curriculum materials, group study rooms, typing rooms, and 2 student use computers.

Fourth Floor: Books with call numbers from 800 through 999, group study rooms, typing rooms, and 2 student use computers.

Fifth Floor: Books with call numbers from 700 through 799, the Archives and Special Collections department (including the Oklahoma City University Archives, the Oklahoma Methodist Archives, and the George Shirk Oklahoma History Center), library classroom (room 504), Honors Study Area (room 507) and 1 student use computer.

B. Library Services

1. Reference:

- a. Librarians are available whenever the library is open at the Information Desk or through e-mail to provide assistance in using the library and finding information through the Internet. Drop by the Information Desk on the first floor of the library, call 208-5065, or e-mail AskALibrarian@okcu.edu with your questions.
- b. The librarians at the Information Desk will be happy to show you around the library and demonstrate any of the computer products. A few minutes spent with a librarian will save you a great deal of time throughout your career here at OCU.

2. Circulation:

- a. Your OCU identification card is also your library card. You should be sure to have it with you to check materials out of the library.
- b. When you graduate from Oklahoma City University, you can continue your library book check-out privileges by exchanging your identification card for a Library Courtesy Card. Cards are free to alumni association members and \$20.00 per year to residents of the Oklahoma City metropolitan area.
- c. A student may check out a total of fifteen circulating books and two items from the reserve shelves, with the exception of software. Only one software item may be checked out at a time. It is possible to renew an item two times if no one has requested the book. (You can renew at <http://library.okcu.edu/catalog> or by calling the circulation desk at 208-5065). If a book has been requested or reserved, it has to be returned on the due date and no further renewals are possible. A fine of ten cents per day per book is charged for the late return of circulating books. A fine of fifty cents per book per day is charged for overdue reserve materials and overdue interlibrary loan materials. A fine of five dollars a day is charged for the late return of software. The price of lost book and a processing fee are charged to the holder of the library card used to check the book out.
- d. It is expected that an OCU student will be mature enough to manage his or her library borrowing and to return materials on time. If a friend

loses a book after checking it out on your card, you pay for the book. Never allow your library card to be used by someone else.

e. All library materials are security protected. If the security alarm sounds as a student exits, the student should return to the Circulation Desk so that materials may be properly disarmed.

f. Library theft is a serious matter, punishable by law.

3. Interlibrary loan:

The WorldCat database provides information about materials owned by thousands of cooperating libraries and many databases include references to books and journal articles not owned by the Dulaney-Browne Library. Almost any book or journal article owned by a US library can be obtained through Interlibrary Loan. Most requests take from one to three weeks. Ask for more information at the Information Desk or Interlibrary Loan Office on the first floor.

4. OK Share cards:

Current students may request an OK Share card that will allow them to check out materials from other cooperating academic libraries in Oklahoma. For more information ask at the Circulation desk on the first floor.

5. Computing:

a. Computers for student use are available throughout the library. Students should log into access the Internet, Microsoft Word, and Excel. Guests may ask at the Information Desk to be logged into a computer.

b. In addition to wireless access throughout the building, computer ports for your laptop are available in room 304, 309, 404, and 409 as well as along the east wall of the first floor. Student should contact Campus Technology to download a security certificate before using wireless network for the first time.

c. The library also provides copies of some Microsoft software for current students to borrow and load onto their personal computers. Sometimes all of our copies may be checked out, so fines for overdue software are \$5.00 per day to encourage prompt returns.

6. Group study and typing rooms:

a. Groups are encouraged to use the group study rooms located on the second, third, and fourth floors. These rooms are for groups that need to be able to talk without disturbing other library patrons. If a group needs a room in which a single person is studying, the group may ask the individual to move and allow them to use the room.

b. Typewriters are located in rooms 309 and 409. Rooms 304,309, 404 and 409 have network ports available. Students are welcome to bring their own typewriters or laptops for use in these rooms.

c. If a person needs to type or use a network port and someone is studying in a typing room, the student may ask the person who is studying to move to another area.

7. Photocopiers and Printers:

a. The library has copier/printers for black & white and color. Photocopies and printouts cost ten cents per page for black & white and 40 cents per page for color copies. Currently enrolled students may use their technology print/copy subsidy or add personal cash to their ID cards to pay for copies and printouts. One copier/printer also accepts coins.

b. Microfiche and microfilm copiers are also available. Copies are 10 cents each and may be paid with cash or with a microformat copy card purchased from the circulation desk.

c. If you need assistance, ask any library staff member for help.

8. Services for persons with disabilities:

If special library assistance is needed because of a disability, contact the library director at 208-5072 and request an appointment to discuss your needs.

9. Food and drink:

a. Soft drinks, hot coffee, and hot tea are available in the café area on the first floor. All drinks are \$1.00 (this covers the cost of the coffee, cups, flavorings, and condiments). Please place payment for coffee and tea in the box near the cups.

b. Food and drink may be consumed in any part of the building. However, please avoid extremely aromatic foods and keep liquids away from computers. Please be considerate and report spills or any other problems to the Reference/Information Desk.

10. Tobacco:

The use of tobacco products is prohibited in the Dulaney-Browne Library.

C. Library Hours

1. The library has two schedules, the regular schedule and the interim schedule. During the interim between semesters, the library is open from 8:00 a.m. to 5:00 p.m. through the week and is closed on the weekends. Interim sessions occur in

August after the two summer sessions, in December and January after the fall semester, and in May after the spring semester.

2. The library is open extended hours for preparation for finals during the fall and spring semesters. The library closes for all university holidays. In the event of a snow day, if the university is closed, the library will be closed. Monthly calendars are available at the circulation desk and on the library's web page.

REGULAR LIBRARY SCHEDULE

Monday – Thursday 8:00 a.m. to 11:00 p.m.

Friday 8:00 a.m. to 6:00 p.m.

Saturday 10:00 a.m. to 6:00 p.m.

Sunday 1:00 p.m. to 11:00 p.m.

[<Back to top>](#)

VIII. On-Campus Housing

1. Oklahoma City University affirms the contributions of on-campus living in enhancing the academic environment and in providing satisfying personal and social experiences. The university offers numerous options for on-campus living, including traditional dormitory-style residences, apartments, and fraternity housing.

2. There are five residence halls on the OCU campus: Walker, Banning, Smith, Draper, and Harris halls. Each residence hall is directed by a head resident and three to seven resident assistants, whose function is to assist residents, answer questions and solve problems related to residence hall life. Rules that all residents and guests must obey are enforced by the head resident and resident assistants. Violation of any of the regulations may result in termination of enrollment.

3. Cokesbury Court Apartments are managed by Century Development and offer apartment living with the convenience of on-campus living. Complex amenities include the security of card-key entry and an eight-foot wrought-iron fence. Apartment options include efficiencies, two- and four-bedroom apartments, outdoor swimming pool, Jacuzzi, on-site parking and laundry, and Campus Technology computer connections in each apartment.

4. University Manor Apartments are owned and managed by Oklahoma City University. Inquiries regarding leases should be directed to the director of residence life in the Office of Student Life. Appropriate resident hall regulations apply to residents of University Manor Apartments. This complex has on-site

parking and laundry facilities. It is available to upperclassmen, graduate students, and law students only.

5. Fraternity residence facilities are available for members of the Lambda Chi Alpha, Kappa Alpha, and Kappa Sigma chapters. Each facility is operated by the chapter, and complies with university regulations. The amenities offered vary by facility.

B. Rights Regarding On-Campus Living

1. Rights of On-Campus Residents

As a resident, you have a right to:

- a. Read and study in your room free from undue interference.
- b. Have control over your personal possessions.
- c. Free access to your room and suite facilities.
- d. A clean environment in which to live.
- e. Sleep and relax in your room.
- f. Entertain guests when it does not infringe upon a roommate's or community's rights.
- g. Confront another's behavior that infringes on your rights.
- h. Seek the aid of staff in resolving possible roommate conflicts after unsuccessfully attempting to reach a resolution.
- i. Read and study in your room free from undue interference.
- j. Have control over your personal possessions.
- k. Free access to your room and suite facilities.
- l. A clean environment in which to live.
- m. Sleep and relax in your room.
- n. Entertain guests when it does not infringe upon a roommate's or community's rights.
- o. Confront another's behavior that infringes on your rights.
- p. Seek the aid of staff in resolving possible roommate conflicts after unsuccessfully attempting to reach a resolution.

2. Rights of the university

- a. The university specifically reserves the right to conduct routine or private searches of students and their on-campus premises, including residence halls, University Manor, Cokesbury Court Apartments, and fraternity housing, to ensure health and safety, or if there is reason to suspect a violation of any university policy. Violations include, but are not limited to, possession of stolen property, possession of alcohol or controlled substances, possession of firearms or explosives. The university further reserves the right of entry into quarters for general inspection, cleaning, repairs, or maintenance of order.
- b. The university specifically reserves the right to cancel or change a housing assignment in the interest of the resident group, study conditions in the enforcement of policies governing conduct, health, sanitation, and safety, and in cases of recognized emergency.
- c. The university specifically reserves the right, when necessary or practical, to close on-campus housing (excluding student apartments) during official university vacation periods, for reasons of emergency, extended periods between terms, and summer terms.

C. On-Campus Housing Regulations

The following regulations apply to all students residing in on-campus housing, including the residence halls, fraternity houses, Cokesbury Court Apartments, and University Manor Apartments:

1. Residency Requirements

- a. All single, full-time undergraduate students under the age of twenty-one not residing at home with a parent or legal guardian must live in on-campus housing. First-time freshmen will reside in the residence halls. All other students may opt to reside in any on-campus housing facility including the residence halls, fraternity houses (for fraternity members), Cokesbury Court Apartments and University Manor Apartments. Requests by special needs students under the age of twenty-one to live off-campus, even with parents, must have permission from the director of residence life. Requests must be submitted in writing to the Office of Student Life each semester two weeks before the first day of classes.
- b. Individuals living in residence halls, University Manor Apartments, and fraternity houses must be enrolled, full-time students at Oklahoma City University. Approval to reside in these facilities while enrolled less than full-time must be granted by the director of residence life. Part-time

students may reside in the other on-campus facilities without special approval.

c. All residents of on-campus housing must participate in a meal plan. Residents of residence halls must participate in a full board plan, while all other on-campus residents must participate in a partial plan. Full details about university dining services are available from the Student Account Services, Office of Student Life, and the Sodexo Food Service. Commuter meal plans are available to commuter students only.

2. General Policies for On-Campus Living

a. Residence in on-campus housing automatically confers the privilege of participation in the Residence Hall Association established by the residents and confers responsibility for cooperating with the staff and other officials on activities and policies for the benefit of the group.

b. On-campus residents are required to attend all regularly scheduled hall and/or floor meetings.

c. A resident who is suspended or expelled from the university or is removed from any on-campus residence facility for reason of improper conduct or for violation of university regulations is not entitled to a refund.

d. The university firearms and hazardous materials policy located in this Handbook applies to all on-campus housing.

e. Sexual relations are not permitted.

f. All fines will be applied to students' accounts. Grades and transcripts will not be released if any account is not cleared in accordance with the records of Student Account Services.

3. Drugs and Alcohol

a. The manufacture, presence, sale, or consumption of alcoholic beverages or illegal narcotics is prohibited on the Oklahoma City University campus, its facilities and its property, and at university activities. Violations of this policy may result in suspension or expulsion from the university. The dean of students or designee is authorized to require a student who he or she has reasonable grounds to believe is improperly using or possessing a controlled substance, to participate in a drug screening program. The university reserves the right to inspect a dorm resident's room if that individual is suspected of being in possession of a controlled substance.

- b. The possession of empty alcohol containers will be considered a violation of the alcohol policy.

D. Residence Hall Guidelines

The following guidelines and regulations pertain to students residing in University Manor Apartments and the residence halls:

1. Check-in and Check-Out Procedures

- a. Each resident will be required to complete a room inventory form when checking in. This includes transfer from one room to another during a term. The form indicates the condition of the room and allows for notation of any existing damage. Charges will be assessed based on damages reported.
- b. Check-in must be completed prior to 10:00 p.m. on the day before classes begin, unless the student provides the Office of Student Life advance written notice of late arrival.
- c. Upon check-out, rooms must be left in the same condition they were when initially occupied. Students will be charged for any damages in the rooms.
- d. All furnishings which are not property of the university must be removed by the resident prior to check-out.
- e. Residence hall rooms must be thoroughly cleaned and inspected by the head resident or resident assistant prior to vacating quarters or transferring to another room.
- f. Rent payment covers occupancy of the assigned space from the official opening to twelve hours after the official withdrawal from the university, or twenty-four hours after a student's last final examination. Residents vacating the residence halls prior to the completion of their contract will be charged their total residence hall fee if vacating after mid-semester. Residents vacating before mid-semester but prior to the completion of their contract will be billed for the length of their residence. Rent payment does not cover occupancy during official university vacation periods or extended periods between terms. The university reserves the right, when necessary or practical, to close the residence halls during these periods. Special arrangements are available for residents who must remain during such periods. Residents will incur an additional charge. Official opening and closing times will be listed in the academic calendar, and will be posted in residence halls.

2. General Rules and Regulations

- a. Students must supply bedding, including deep-pocket or extra long sheets, pillows, pillow cases, blankets, towels, and bedspread. Beds are twin size.
- b. Stereos may not be played loudly enough to be heard outside individual rooms during quiet hours.
- c. No pictures or articles that would leave permanent damage may be tacked or fastened in any way to the walls, woodwork, furniture, or electrical fixtures.
- d. No sexist, racist, or sexually explicit posters, pictures, articles or videos are permitted in the residence halls.
- e. Burning incense and candles is strictly prohibited.
- f. Residents are allowed one small artificial Christmas tree. Real or live trees and boughs are prohibited. Christmas lights are allowed in the windows if they are placed safely and do not overload the circuits. Head residents have final approval on all Christmas decorations.

3. Appliances and Cooking

- a. Cooking appliances are prohibited in the residence halls. This includes hot pots, toaster ovens, popcorn poppers, fry pots, and crock pots. Automatic shut-off coffeemakers and rice cookers are the only exceptions. Microwave ovens and toaster ovens are available in the residence hall lobbies for preparing snacks.
- b. Mini-refrigerators up to three-cubic feet, are permitted in residence hall rooms.
- c. Combination microwave/minirefrigerators (Microfridge) approved by the Office of Student Life are permitted in residence hall rooms.
- d. The possession or use of space heaters is prohibited

4. Laundry

- a. Coin-operated washers and dryers are available in all residence halls except Harris Hall.
- b. Ironing must be done in the area provided for that purpose, not in the residence halls rooms. Charges will be assessed for damage caused by irons.

5. Computers

Only residents are allowed to use computers provided in the residence hall lobbies.

6. Quiet Hours and Visitation

- a. Quiet hours are between 8 p.m. and 9 a.m.
- b. Lobbies are subject to closure for campus activities at the discretion of the Office of Student Life. Every attempt will be made to provide advance notice of lobby closings.
- c. Lobby hours are 8:00 a.m. – 12:00 p.m. (Sunday – Thursday) and 8:00 a.m. - 2:00 a.m. (Friday and Saturday). These hours may be adjusted at the discretion of the director of residence life or head resident.
- d. Unaccompanied guests are not allowed to play games in the residence hall lobbies.
- e. Opposite sex visitation in male and female residence halls is limited to during authorized visitation hours. Sunday – Thursday 11:00 a.m. – midnight.; Friday and Saturday 11:00 a.m. – 2:00 a.m.
- f. Residents must register and escort guests while in the residence halls. Residents are limited to two guests.

7. Overnight Guests

- a. Charges will be made for nonresident guests to remain in the residence halls overnight. Overnight guests must be approved by and registered with the head resident.
- b. Charges for unauthorized guests will be placed on the hosting student's university billing account.
- c. Overnight guests are not allowed during Christmas and spring breaks.
- d. Overnight guests may not sleep on the floors in the residence halls due to fire codes. A bed must be used by all guests.
- e. A limited number of guest rooms are available in the residence halls. Reservations must be made in the Office of Student Life. Guests will be charged a fee.

8. Doors and Windows

- a. Residents and guests are prohibited from being on or using the ledges outside windows in Smith and Banning halls. This includes drying clothes, sunbathing, and storage.

- b. Placing objects in dormitory doors to prop them open is forbidden.
- c. The windows at Walker Hall must remain closed at all times. Any damage to the windows will be posted to the student account. Windows cannot be covered with foil, paper, etc.
- d. Residents of Banning, Smith, Draper, and Harris halls are advised to keep their windows locked to prevent theft. Windows cannot be covered with foil, paper, etc.

9. Solicitation

Solicitation in the residence halls is strictly prohibited. This policy includes students hosting parties for Tupperware, Avon, etc.

10. Cleaning and Maintenance

- a. The university reserves the right to enter any dormitory room for inspection, cleaning, and repairs by authorized personnel.
- b. The university reserves the right to levy and collect, when appropriate, charges for improper conduct, damages to room or equipment, losses of equipment, and failures to observe published policies and procedures.
- c. Room inspection will be bi-weekly during the fall, spring, and summer semesters. If rooms and bathrooms are not kept clean, a charge will be placed on the student's account.
- d. It is the responsibility of the residents to help maintain the public areas of the residence halls. Residents should clean the lobbies as they use them.

11. Pets

- a. Head residents who permanently reside in the residence halls are permitted one small pet upon approval of the dean of students.
- b. No pets are allowed, with the exception of a fish in a fish bowl. Filters and aquariums are not allowed.

12. Holiday Breaks

- a. The residence halls are closed during Christmas and spring break; however, students may remain during holiday recesses with prior approval from the director of residence life. Thanksgiving and fall break are not considered holiday recesses for the purpose of residence hall closure. Students residing in the residence halls during closure periods will be charged a daily rate. Residence hall students may leave their belongings in their rooms during holiday recesses. Students not returning to the

university after Christmas, spring or fall breaks must remove all their possessions before leaving for the break.

- b. Dorm lobbies will be closed at the discretion of the head resident.
- c. There will be no visitation during Christmas and spring break.

13. Roommates and Assignments

- a. Assignments are made for the entire semester.
- b. Residents must have approval from the head resident before moving to another room.
- c. Room and roommate assignments are made in the Office of Student Life. Rooms are assigned on a first-come, first-serve basis.

14. Room Keys

- a. Failure to return a room key can result in a forfeit of damage deposit and additional charges to a student's account.
- b. Duplicating room keys is prohibited.
- c. Room keys must remain in the possession of the resident. Residents who allow others access to their room keys are subject to disciplinary action.
- d. Lost keys must be reported immediately. Failure to do so may result in disciplinary action. Charges will be made for lost keys and lock changes.

15. Smoking

Smoking is prohibited in the residence halls.

E. Residence Hall Amenities

Residence halls are equipped with the following services/amenities (may vary from hall to hall):

- coin-operated washers and dryers
- irons and ironing boards
- soft drink and candy machines
- currency changers
- ice machines

- microwave ovens
- television/VCRs/DVD players
- vacuums, brooms, mops, buckets, toilet paper, and trash bags
- pay telephones
- Ping-Pong and pool tables
- sports equipment
- personal mailboxes
- guest rooms
- study rooms
- computers and printers

F. Emergency Procedures for Residence Halls

1. Fire

- a. Call OCU Campus Police (208-5001).
- b. Contact the director of residence life or dean of students and follow his or her additional instructions (208-7900).
- c. Resident Assistants should go to each room on their assigned floor and instruct residents to evacuate to the designated location.
- d. All residents and staff should remain in designated locations until clearance is given by an authorized university official.

Designated Locations:

- i. Walker Hall – Watson Lounge
- ii. Banning Hall – Watson Lounge
- iii. South stairwells – Sarkeys Law School Courtyard
- iv. North stairwells – West Lawn
- v. Smith Hall – Watson Lounge
- vi. South stairwells – Sarkeys Law School Courtyard

vii. North stairwells – West Lawn

viii. Draper Hall/Harris Hall – Parking lot south of residence halls

2. Violent Crime

- a. Determine the severity of the crime.
- b. Contact OCU Campus Police (208-5001).
- c. Contact the director of residence life or dean of students and follow his or her additional instructions (208-7900).
- d. Have witnesses or victims remain until the proper authorities arrive.

3. Non-violent Crime (i.e. Theft, Property Damage, etc.)

Contact OCU Campus Police (208-5001).

4. Bomb Threats

- a. Remain calm, courteous, and professional. Do not place the caller on hold or attempt to transfer the call.
- b. Allow the caller to complete everything he or she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him or her to help you.
- c. When possible, have someone responsible quietly listen in on the conversation.
- d. Use the prepared form to record important information.
- e. Call OCU Campus Police (208-5001).
- f. Contact the director of residence life or dean of students and follow his or her additional instructions (208-7900).

5. Suicide

- a. IF AN ATTEMPT IS VERBALIZED:
 - i. Try to assess the individual's potential for committing suicide. (i.e. Do they have a plan for how they are going to do it and do they have the tools mentioned [gun, pills etc.] to follow through with it?)

- ii. Enlist the assistance of others in the immediate area, if available.
 - iii. Call OCU Campus Police (208-5001).
 - iv. Ask the individual very open-ended questions, encouraging them to tell you more about their problems.
 - v. Never be judgmental. Look for anything good in what the individual has to say and repeat it in the form of a question or kind statement.
 - vi. Never offer advice to the individual unless you have been specifically trained to do so.
 - vii. Get the individual to agree not to kill himself or herself. If the individual refuses, professional medical assistance is needed, contact OCU Campus Police (208-5001).
- b. IF AN ATTEMPT IS MADE:
- i. Call OCU Campus Police (208-5001).
 - ii. Remain calm and try to get the victim to relax.
 - iii. Get as much information as possible so you can share with emergency care providers when they arrive.
- c. If a drug overdose is involved:
- i. Try to find out what was taken and how much.
 - ii. Do not induce vomiting unless advised by medical personnel.
 - iii. Call other staff members, including the director of residence life or dean of students for assistance.
 - iv. Someone will need to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.
 - v. Stay with the victim until the ambulance arrives.

6. Medical Emergencies

- a. Remain calm and quickly assess the situation.
- b. Call OCU Campus Police (208-5001).
- c. Do not administer any type of medical treatment if you have not been specifically trained to do so. Do not move the victim unless his or her current location is causing harm or is a possible endangerment.
- d. Contact the Director of Residence Life or Dean of Students and follow his or her additional instructions.
- e. Contact other staff members for additional help.
- f. Remain calm and help the victim relax. Try to keep the victim warm and comfortable until experienced medical help arrives.
- g. Keep crowds from gathering around the victim, and keep the general area clear for emergency personnel.

7. Tornado

As signaled by Oklahoma City community alert horns that continuously sound but are loud and then soft, back and forth.

- a. Remain calm. Turn on all available televisions and radios to local weather stations.
- b. Notify all staff members that the National Weather Service has issued a tornado warning.
- c. Resident Assistants should go to each room on their assigned floor and instruct residents to evacuate to the designated location.
- d. All residents and staff should remain in designated locations until clearance is given with repetitive short blasts from the community's alert horns.

Designated Locations:

- i. Walker Hall – Walker Hall basement
- ii. Banning Hall – Banning Hall basement
- iii. Smith Hall – Smith Hall basement
- iv. Draper Hall – Draper Hall basement

v. Harris Hall – Harris Hall basement

8. Electrical Emergencies

- a. Assess the emergency.
- b. Contact ABM (208-5382). After office hours contact OCU Campus Police (208-5001).
- c. Remind all residents affected by the power outage not to use candles or any open flame as a source of light during the emergency.

9. Plumbing Emergencies

- a. Assess the immediate situation.
- b. Contact ABM (208-5382). After office hours, contact OCU Campus Police (208-5001).

G. Fraternity House Regulations

Fraternity house living is considered on-campus housing, and fraternity house residents and guests must abide by all on-campus housing regulations.

The university policies regarding alcohol and substance abuse apply to fraternities. To ensure compliance, the vice president for student affairs, dean of students, Greek advisors and university security officers reserve the right to enter the fraternity common areas and individual rooms for inspection purposes.

Only members of Oklahoma City University fraternities who are enrolled full time and have a cumulative grade point average of 2.500 or above are eligible to reside in the fraternity houses.

Male students living in fraternity houses may not have female guests in the house after midnight on Sundays through Thursdays, and not later than 2:00 a.m. on Fridays and Saturdays.

In compliance with Oklahoma State Statutes, hazing of any individual by fraternity members or their guests will not be tolerated. Fraternities are responsible for the behavior of their guests. Alumni of the fraternities will have restricted visitation in the house if they violate university policies.

The fraternities will maintain neat houses, with trash picked up both inside and outside. Lawns and flower beds are to be maintained on a regular basis. The university will have unkempt lawns mowed at the expense of the fraternity.

Upholstered furniture or furnishings intended for indoor use are not permitted on the exterior of the property. Only outdoor furnishings in good repair are permitted outside fraternity houses.

Loud music will not be tolerated. The fraternities are expected to be good neighbors. Theft of property, intoxication, and other antisocial behavior will be dealt with promptly and may include suspension of all members living in the fraternity house. It may also result in the termination of the fraternity on the Oklahoma City University campus.

1. Emergency Procedures for Fraternity Houses

a. Fire

i. Call OCU Campus Police (208-5001).

ii. Evacuate the area to the designated location.

iii. Everyone should remain in the designated location until clearance is given by an authorized university official.

Designated Location:

a. Kappa Alpha House – Courtyard south side of Harris Hall

b. Kappa Sigma House – Courtyard south side of Harris Hall

c. Lambda Chi Alpha House – Sidewalk on the north side of Harris Hall

H. Violent Crime

1. Determine the severity of the crime.
2. Contact OCU Campus Police (208-5001).
3. Have witnesses or victims remain until the proper authorities arrive.

I. Non-violent Crime (i.e. Theft, Property Damage, etc.)

Contact OCU Campus Police (208-5001).

J. Bomb Threats

1. Remain calm, courteous, and professional. Do not place the caller on hold or attempt to transfer the call.
2. Allow the caller to complete everything he/she has to say. Never argue with or ridicule the caller. Let the caller know you want to save lives and urge him/her to help you.
3. Where possible, have someone responsible quietly listen into the conversation.
4. Use the prepared form to record important information.
5. Call OCU Campus Police (208-5001).

K. Suicide

1. IF AN ATTEMPT IS VERBALIZED:
 - a. Try to assess the individual's potential for committing suicide. (i.e. Do they have a plan for how they are going to do it and do they have the tools mentioned [gun, pills etc.] to follow through with it?)
 - b. Enlist the assistance of others in the immediate area, if available.
 - c. Call OCU Campus Police (208-5001).
 - d. Ask the individual very open-ended questions, encouraging them to tell you more about their problems.
 - e. Never be judgmental. Look for anything good in what the individual has to say and repeat it in the form of a question or kind statement.
 - f. Never offer advice to the individual unless you have been specifically trained to do so.

g. Get the individual to agree not to kill himself or herself. If the individual refuses, professional medical assistance is needed, contact OCU Campus Police (208-5001).

2. IF AN ATTEMPT IS MADE:

- a. Call OCU Campus Police (208-5001).
- b. Remain calm and try to get the victim to relax.
- c. Get as much information as possible so you can share with emergency care providers when they arrive.

3. If a drug overdose is involved:

- a. Try to find out what was taken and how much.
- b. Do not induce vomiting unless advised by medical personnel.
- c. Call other staff members, including the director of residence life or dean of students for assistance.
- d. Someone will need to receive emergency personnel near the entrance and direct them to the location of the suicide attempt.
- e. Stay with the victim until the ambulance arrives.

L. Medical Emergencies

- 1. Remain calm and quickly assess the situation.
- 2. Call OCU Campus Police (208-5001).
- 3. Do not administer any type of medical treatment if you have not been specifically trained to do so. Do not move the victim unless his or her current location is causing them harm or is a possible endangerment.
- 4. Contact the director of residence life or dean of students and follow his or her additional instructions.
- 5. Contact other staff members for additional help.
- 6. Remain calm and help the victim relax. Try to keep the victim warm and comfortable until experienced medical help arrives.
- 7. Keep crowds from gathering around the victim, and keep the general area clear for emergency personnel.

M. Tornado

As signaled by Oklahoma City community alert horns that continuously sound but are loud and then soft, back and forth.

1. Remain calm. Turn on all available televisions and radios to local weather stations.
2. Notify all staff members that the National Weather Service has issued a tornado warning.
3. Resident Assistants should go to each room on their assigned floor and instruct residents to evacuate to the designated location.
4. All residents and staff should remain in designated locations until clearance is given with repetitive short blasts from the community's alert horns.

Designated Location:

- i. Kappa Alpha House – Kappa Alpha basement
- ii. Kappa Sigma House – Kappa Sigma basement
- iii. Lambda Chi Alpha House – Lambda Chi Alpha basement

N. Cokesbury Court Regulations

Guidelines and emergency procedures specific to Cokesbury Courts Apartments are available from Cokesbury Courts management.

[<Back to top>](#)

IX. Extracurricular Activities

Students are encouraged to take advantage of the wide variety of extracurricular activities offered by Oklahoma City University. The university believes academic success to be only one component of quality education. It is the intent of Oklahoma City University to provide various programs and opportunities to enhance and enrich the educational experience for its students. Further, it is also the intent of the university to present these programs in the most effective way possible and under the best possible leadership.

Consequently, the university has selected professional leaders to supervise specific areas related to student life. These programs are funded by a percentage of the Student Activity Fees and are charged with providing strong programs, initiating new programs and maintaining accurate accounting of expenditures. Programs receiving apportionments of this fund include Student Senate, Student Health and Disability Services, Career and Counseling Services, Intramural Sports, Student Activity Committee, and the Cheerleading Squad.

A valuable part of college training takes place outside of formal classes. Class work should come first, but students are encouraged to participate in extracurricular activities.

A. Annual Activities

A number of events occur annually on the OCU campus and are a part of the traditions of the university. Prior to the beginning of the fall semester, New Student Orientation is held for all entering freshmen and new transfer students. The activities of the orientation period are planned and coordinated by the Office of Student Life and student orientation leaders. Matriculation Convocation is a special religious service designed to welcome new students to the institution. The Vice President of University-Church Relations plans and coordinates this event.

During the academic year, a speaker outstanding in his or her field is obtained to address the student body in the Willson Lectures, a series of lectures made possible by an endowment given by Mr. and Mrs. J.M. Willson of Floydada, Texas.

The Chapel Office sponsors a number of programs for Student Religious Life. Special convocations, small group meetings, seminars, dramatic presentations, and small group discussions are among the activities of this program.

A number of groups from off-campus visit the campus each year. Alumni return to their alma mater for Alumni Weekend and Homecoming. Parents are invited to spend a day with their sons and daughters in the college atmosphere on Parents Day. Stars 101, Preview Day, Spotlight Day, Junior Visit Day, United Methodist Youth Day, and Native American United Methodist Youth Day bring groups of future collegians to OCU for campus tours, information, and counseling sessions.

Near the end of the school year, Blue Key National Honor Fraternity sponsors Spring Sing. All campus organizations may enter musical ensembles in the competition.

During the last month of the spring semester, each college has an awards assembly at which individuals and organizations receive recognition for accomplishments in scholarship, leadership, and activities.

Baccalaureate and Commencement exercises conclude the regular academic year in May.

B. Ticket Policy

Students attending concerts, recitals, stage performances, and athletic events for which admission is charged and tickets are required, must have a valid ticket to be inside the event facility. A valid ticket must be presented to ushers and university officials on request. Failure to present a valid ticket as requested will result in expulsion from the event facility, loss of privilege to purchase a ticket for the event, and possible disciplinary action.

C. Varsity Athletics

Oklahoma City University sponsors twelve varsity sports programs, including men's and women's basketball, women's softball, men's baseball, men's and women's golf, men's and women's soccer, men's and women's crew, volleyball and wrestling. Oklahoma City University is a member of the National Association of Intercollegiate Athletics (NAIA) and the Sooner Athletic Conference. The tradition of our sports programs is known nationwide.

D. Junior Varsity Athletics

Oklahoma City University sponsors five junior varsity sports programs, including men's and women's basketball, men's soccer, and men's and women's golf.

E. Intramural Sports

The Intramural Sports program at OCU offers a full selection of sports. Awards and prizes are given for both placement and participation. The program is designed to accentuate and enhance the interaction that students have with one another, as well as with faculty and staff. The Intramural Sports program offers individuals an opportunity to maintain physical fitness while communicating with friends. OCU has a variety of league and tournament events designed for both the competitive and the recreational player.

Events are scheduled so that the majority of students can participate without taking away from opportunities to get involved with other university programs. All students are required to register in the Intramural Sports Office for their particular sports of interest. The office is located in the Henry J. Freede Wellness and Activity Center. Registration does not obligate participation.

F. Theater

All OCU students are eligible to audition for Department of Theater productions. Audition schedules are posted on the Theater callboard in the Kirkpatrick Fine Arts Building. The Department of Theater also offers opportunities in the area of Technical Theater to university students regardless of major. Contact the Department of Theater for more information.

G. Student Publications

All students, regardless of their major fields of study, are invited to work on The Campus (the university student newspaper) and the Constellation, (the university yearbook). Students may also submit original poetry, fiction, artwork, and photography to the university's student and faculty literary journal, The Scarab.

H. Music

The Bass School of Music encourages participation from non-music majors. All OCU students are eligible to audition for Bass School of Music performing ensembles--Wind Philharmonic, Symphony Orchestra, Choral Ensembles and Pep Band. Auditions are held at the beginning of each semester. Applied (private) music lessons in all instruments and voice are available for academic credit. Auditions for the Oklahoma Opera and Music Theater Company are also open to all OCU students. Interested students should contact the Bass School of Music Dean's Office for additional information.

I. American Spirit Dance Company

Full-time OCU students who wish to experience the rewards of working in a professional dance company are invited to audition for the American Spirit Dance Company. This organization is operated along guidelines followed by Equity Theater companies. Dancers must be available for rehearsal Monday through Thursday from 4 to 6 p.m. Auditions occur at the beginning of each semester. Dancers gain experience in all forms of the entertainment business.

J. Student Religious Life and the Religious Life Council

The Religious Life Council primarily exists to help nurture the personal and communal spiritual life of students during undergraduate and graduate school. The council is committed to providing opportunities for spiritual growth, rewarding friendships, and intellectual inquiry into matters of faith in a supportive environment.

The Religious Life Council is pledged to promote the moral and spiritual growth of the university community, to advocate the university's steady exercise of free inquiry and its pursuit of the highest standards of intellectual and moral excellence to help students be servant-leaders.

The council is composed of two advisory committees. Members are composed of undergraduate and graduate students, faculty, staff, and clergy of officially recognized religious organizations on campus:

1. Interfaith Network – Representatives of the faith traditions on campus form this committee. The members promote inter-religious dialogue, share calendars and resources of their faith groups, and plan campus wide programs addressing particular issues from an interreligious perspective. Opportunities are made available to focus on the histories, traditions, beliefs, observances and practices of faith groups represented on the council.
2. The United for Christ Ecumenical Network - Representatives of Christian groups on campus form this committee. The members foster healthy relationships and conversations with other Christian organizations and churches that have an officially recognized campus presence. They develop and coordinate opportunities for service, education, and worship with students, faculty, and staff recognizing the common cause of the Christian faith.

The University Chaplain, Associate Chaplain and Director of Ministries with Students work with students, faculty, and staff representing various religious traditions on the OCU campus to develop a diverse program of religious life. All student religious/spiritual life functions conducted on campus will be coordinated through the Religious Life Council.

All recognized religious organizations on campus are required to have a delegate on the Religious Life Council in order to report and coordinate on-campus activities so a calendar of events can be prepared for campus distribution.

The Director of Ministries with Students, the University Chaplain, and the Associate Chaplain are available to students for pastoral care.

K. Policies for Student Religious Life Organizations

It is acknowledged that Oklahoma City University is an institution of higher education affiliated with the Oklahoma Annual Conference of the United Methodist Church. Therefore, it is recognized that the principal sponsorship and administration of religious life experiences for students, faculty, staff, and administrators of Oklahoma City University will be through the Offices of the Chapel and University-Church Relations at Oklahoma City University. It is also recognized that the Dean of the Wimberly School of Religion at OCU will be a part of the comprehensive awareness and functions of religious life on the campus.

1. The recognized functions of religious life supported and administered by the United Methodist Church in association with the administration of Oklahoma City University include:

- a. The Office of University - Church Relations
- b. The Office of the Chapel
- c. The Office of Ministries with Students
- d. United Methodist Student Fellowship
- e. Kappa Phi
- f. Sigma Theta Epsilon
- g. Wesley Foundation
- h. International Disciple Fellowship
- i. The Office of the Wimberly School of Religion and Graduate Theological Studies and all functions of these named offices and groups
- j. Religious Life Council, Interfaith Network, and United for Christ Ecumenical Network

2. In the event other religious groups, not of the United Methodist Church, wish to be represented on the campus of Oklahoma City University, the following policies and practices must be followed:

- a. Complete an application form to become an approved student religious group on campus.

i. Application form is given to the Office of University Church Relations.

ii. Applicant receives a copy of the Policy for Student Religious Life Organizations.

iii. Applicant signs agreement to follow all the policies provided to them.

iv. Office of University – Church Relations will review application and a visit with organization leaders/faculty sponsor will be held with the vice president of university-church relations.

v. Application will be presented to the University Campus Life Committee for final approval, and the applicant will be notified of the decision.

- b. All approved student religious organizations will have delegates on the Religious Life Council and at least one member each on the Interfaith Network and United for Christ Ecumenical Network.
- c. No religious groups, other than those directly sponsored and administered by the United Methodist Church, will be permanently housed on campus or in any way funded by Oklahoma City University.
- d. No religious groups will be allowed to go to students' dormitory or apartment rooms on campus to promote religious philosophies or conduct meetings.
- e. All religious groups desiring to publicize their activities must adhere to the following:
- i. Contact the Office of University – Church Relations.*
 - ii. Take any printed on-campus posters to the Office of Student Life for approval.*
 - iii. Post notices of prescribed size and number only where allowed by the Office of Student Life.*
 - iv. Set up a “publicity table” at the location designated by the Office of University – Church Relations and Student Services, which is generally located in front of the Tom and Brenda McDaniel University Center.*
 - v. Any on-campus fund raising for the organization must get preapproval by the Vice President of University/Church Relations and Student Senate Officers.*

Posted notices will be allowed no more than seven days before a scheduled event and must be removed the day after the event. “Publicity tables” will be located on the sidewalk on the south side of the Tom and Brenda McDaniel University Center, with the awareness of OCU Security. A “publicity table” will be allowed for a period determined by the vice president for university-church relations or the Office of Student Life.

Persons representing the religious groups at the “publicity table” will be allowed to:

- give printed material to persons who stop and are interested;
- answer questions which are asked;
- provide information about the religious groups activities, location off campus and scheduled events.

Persons representing the religious group at the “publicity table” will not be allowed to:

- harass persons walking by,
- pressure anyone to stop and visit, or
- in any way intimidate persons who walk by or stop to visit.

A sign identifying the group must be visible at the “publicity table” for information to the public (students and others) who approach the table.

3. In the event an off-campus religious group wishes to have a meeting (or meetings) scheduled on campus, the following procedure must be followed:

- a. Submit a request to the Office of University-Church Relations.
- b. Schedule meeting rooms with the Office of Student Life (in some instances a charge for room use will be made in accordance with university policy). (Insurance may be required).

4. No evangelizing, proselytizing, or recruiting will be allowed in any form, either by personal contact or through publicity and/or meetings on the OCU campus. Approved off-campus religious groups must abide by all the policies as stated herein.

All groups requesting the posting of publicity, having a “publicity table,” and scheduling a meeting must have a chairperson or representative leader and a faculty sponsor registered with the Office of University-Church Relations (request forms will be provided by this office). All request forms will be reviewed by a committee, which includes the following:

- The director for ministries with students,
- Two representatives of the Religious Life Council,
- The vice president for university-church relations,
- The associate for university-church relations, and
- The dean of students or representative.

If necessary, for the well being of students on the campus, the review committee has the authority to limit a groups’ activities and revoke privileges at any time in consultation with the off-campus religious group. Nevertheless, it is the intention of the review committee to be responsive and helpful within the guidelines that are established.

Information and application are available from the Offices of University-Church Relations and the Bishop W. Angie Smith Chapel (405) 208-5060.

L. University Speaker Policy for Campus Organizations

In its pursuit of truth, Oklahoma City University acknowledges the need to examine a variety of ideas and opinions. In order to enable and support the mission of the university, this policy is made in the spirit of providing an open atmosphere for the exchange of ideas, the nurture of crucial inquiry, a commitment to value-conscious education, and a maximization of benefit for the university community.

The concern of this policy relates to activities or programs sponsored by authorized campus student organizations. This policy will act as a guideline when planning and executing programs.

1. Campus groups that invite speakers to their regularly scheduled meetings will seek prior approval of their faculty/staff sponsor.
2. Campus groups scheduling speakers for a special meeting, in which the entire campus community is invited to participate, will seek the prior approval of the dean of students.
3. Campus groups inviting speakers to appear on-campus, with an invitation to the general public, must have prior approval of the dean of students and/or the president of the university.
4. A written request is required for 1. and 2. Forms are available in the Office of the President and the Office of Student Life. Request forms will include name(s) of speaker(s), topic of presentation, format of presentation, and a brief statement as to the way in which the event will add to the quality of university life. Introductions and time frame will be at the discretion of the sponsoring group. It is recommended that the format include a question-and-answer period.

M. On- and Off- Campus Social Events

All on- and off-campus social events must be scheduled through the Office of Student Life. The events include any function for an individual organization or function for the entire student body. All events must be submitted to the Office of Student Life twenty-one days prior to the date the event is scheduled to occur and are subject to approval if no other university event is scheduled on that date and time.

1. When Social Events May Be Scheduled

On-campus social events must terminate by 1:00 a.m. on Friday and Saturday, and by midnight Sunday through Thursday. Termination times for off-campus events may be set at the discretion of the individual organization and must be approved by the Office of Student Life. Social events include dances, hay-rides, picnics, concerts, luncheons, dinners, and open houses.

2. Number of Events Which May Be Scheduled

It is recommended that no more than one formal dance event per semester per organization is held. It is also recommended that only one formal event per night be scheduled on the calendar of events.

3. Scheduling of Events

University facilities are reserved for the use of student organizations and university sponsored programs. All events to be scheduled in university facilities are arranged through the Office of Student Life. Facility utilization forms are available in the Office Student Life and should be completed twenty-one days in advance of the scheduled event. A written confirmation will be returned to the contact person as the event is entered on the calendar. Scheduled events are subject to review by appropriate university officials.

Though the physical arrangements and security needs will be requested on the form, it is strongly suggested that the contact person confirm these arrangements twenty-four hours prior to the event. Arrangements for food service must be made by the sponsoring organization through Sodexo.

Repeated violations of scheduling procedure will be subject to review by the University Campus Life Committee, which could lead to the cancellation of all events of the organization.

4. Where events may be scheduled:

a. Tom and Brenda McDaniel University Center

Location Occupancy:

- i. Alvin's - 250
- ii. Alvin's Snack Bar – 40
- iii. Cafeteria – 600
- iv. Scarab Room – 280
- v. Gold Bug Lounge – 100
- vi. Fireside Lounge – 25

b. Residence hall lounge areas may be used after working out details with the housing staff.

c. Bishop W. Angie Smith Chapel

Location Occupancy:

- i. Watson Lounge – 150
- ii. Wesley Room – 25
- iii. Asbury Room – 12
- iv. Allison Room – 10

5. All-University Events

The university community supports events that bring a variety of campus organizations together for a common purpose, perpetuate university tradition and serve to forward the institutional mission. Events or activities including auditions and athletic competitions in conflict with the following all-university events should not be scheduled without approval from the dean of students. All-university events include:

- Admission/Recruitment events (Fall Preview Day, Spotlight Day, Junior Visit Day and STARS 101)
- Matriculation/Convocation
- New Student Orientation
- Homecoming
- Big Event
- FACES
- Parents Day
- Distinguished Speaker Series
- Spring Sing
- Commencement
- Martin Luther King Jr. Celebration

The date and time of all-university events should be established by the sponsoring organization and approved by the Office of Student Life no later than March 1 preceding the next academic year. The approved list of all-university events will be distributed to the campus community by the Office of Student Life no later than March 20 preceding the next academic year.

N. Student Organizations

1. Student Organization Responsibilities to OCU

The following rules apply to organizations sponsoring events:

- a. The function must be sponsored by a student organization approved by the University Campus Life Committee.
- b. The faculty sponsor, organization officers, and members of the student organization accept full responsibility for sponsoring the function.
- c. The sponsoring organization is responsible for adequate security, crowd control, and clean-up.
- d. Violation of the above regulations or any OCU rules and regulations may result in the sponsoring organization being placed on probation and being prohibited from scheduling any events on- or off-campus for a minimum of three calendar months. Violations or complaints shall be referred to the Office of Student Life. Organizations who fail to leave university property neat and orderly following a function under their responsibility may be fined. These funds will be used to pay for necessary clean-up services. Violations or complaints will be referred to the Office of Student Life.
- e. The dean of students may ask that the organization provide a faculty sponsor to oversee the event. Failure to comply would be subject to review by the University Campus Life Committee.
- f. All student organized productions and presentations (e.g. Spring Sing, New Student Talent Show, or Mr. OCU) must be reviewed and approved by the Office of Student Life as to the appropriateness of the content prior to presentation. All productions must be consistent with the mission of a Christian university and devoid of sexually explicit and ethnic reference.
- g. The Office of Student Life must be notified seven days in advance of any rehearsals so staff may be present to preview the proposed presentation.
- h. Any group presenting material not approved by Student Life staff will jeopardize their status as a recognized campus organization and all privileges that recognition allows.
- i. The university prohibits any discriminatory harassment (defined as oral, written, graphic, or physical conduct) that has the purpose or reasonably foreseeable effect of creating an offensive, demeaning, intimidating, or hostile environment directed against any person or group.

2. Students at Oklahoma City University play a large role in determining and regulating activities. Good student-faculty-administration relations are maintained through cooperative, responsible student leadership in the following governmental organizations:

- a. Students' Association – All students at OCU are members of the Students' Association. The governing structure of the OCUSA will be vested in the Student Senate. This organization shall have the powers as defined in their constitution and bylaws, as approved by the students and the administration.
- b. Interfraternity Council – IFC is composed of representatives from each of the active fraternity chapters who, under the guidance of the Interfraternity sponsor, have the power to regulate all interfraternity matters, subject to administrative approval.
- c. Panhellenic Council – The Panhellenic Council is composed of representatives from each of the active sorority chapters who, under the guidance of the Panhellenic sponsor, have power to regulate all inter-sorority matters subject to administrative approval.
- d. Oklahoma City University offers many opportunities for students to become involved in campus life. We suggest that students be involved in any groups in which they have an interest.

3. The following organizations are now, or within the last year have been active on the Oklahoma City University campus:

- a. Department Organizations:
 - i. Accounting Club
 - ii. Beta Beta Beta
 - iii. Financial Management Association
 - iv. Omicron Delta Epsilon
 - v. Phi Alpha Delta Pre-Law
 - vi. Phi Alpha Theta
 - vii. Psychology Club
 - viii. Sigma Tau Delta
 - ix. Student Oklahoma Education Association
 - x. Student Nurses Association

- xi. Students of Arts Management
 - xii. TESOL Association of Graduate Students
 - xiii. Student Government Organizations
 - xiv. Board of Governors (Law School)
 - xv. College Republicans
 - xvi. Graduate Student Association
 - xvii. Oklahoma Intercollegiate Legislature
 - xviii. Student Senate
 - xix. Young Democrats
- b. Other Organizations
- i. Black Student Association
 - ii. Catholic Student Union
 - iii. Chinese Student Association
 - iv. Fellowship of Christian Athletes
 - v. Habitat for Humanity
 - vi. Hispanic Student Association
 - vii. Indian Student Association
 - viii. Indonesian Student Association
 - ix. International Disciple Fellowship
 - x. International Student Association
 - xi. Korean Student Association
 - xii. OCUSERVES
 - xiii. Student Ambassadors
 - xiv. Taiwanese Student Association
 - xv. Thai Student Association

O. Greek Organizations

Specific information about Greek organization activities may be obtained from the recruitment manuals, from individual members of the organizations or from the Office of Student Life. Oklahoma City University is proud to host three sororities, Alpha Chi Omega, Alpha Phi, and Gamma Phi Beta; and three fraternities, Lambda Chi Alpha, Kappa Alpha, and Kappa Sigma.

In order to be eligible for membership, students must have carried at least twelve hours in the last semester enrolled and made a GPA of 2.50 to be in good standing, and have met all requirements of pledgship of their respective organizations.

All students wishing to participate in sorority or fraternity recruitment must register at the specified time and abide by the rules prescribed by the Panhellenic and Interfraternity Councils. The sororities and fraternities conduct formal recruitment early in the school year.

OCU has a dry recruitment policy. This is a prohibition against all alcoholic beverages being served at all recruitment events on- or off-campus. Furthermore, alcoholic beverages are not to be consumed at any Greek house or at any Greek event. This prohibition also includes the use of all illegal narcotics.

P. Forming a Campus Organization

The following guidelines should be followed to establish a campus organization:

1. Any student group wishing to become an official organization on the OCU campus must present a written constitution (20 copies) to the Office of Student Life. A sample constitution is available in the Office of Student Life.
2. The proposed organization must have a faculty member who has agreed to sit on a fact-finding session with the University Student Life Committee and to meet regularly with the proposed organization.
3. The objectives of the organization (as stated in its constitution) must be in overall harmony with those of the University.
4. The membership of the proposed organization must be composed entirely of enrolled Oklahoma City University students.
5. Upon review of the constitution, the dean of students may grant the proposed campus organization “provisional status.” The conditions of the provisional status will be determined by the dean of students.
6. A proposed organization not granted provisional status may appeal the decision to the University Student Life Committee. The dean of students will

convene the University Student Life Committee within fifteen school days of the appeal.

7. Officers and sponsors of the petitioning organization must agree to sit in a fact-finding session with the University Student Life Committee.

8. The University Student Life Committee will meet formally once during the academic year, on the first Thursday in April. At this time, all groups granted provisional status must agree to appear before the committee.

9. Each organization, if recognized, is required to file a membership activity report with the Office of Student Life. Failure to file membership and activity reports in any semester will nullify official recognition, and the organization will become inactive through suspension.

10. Any group of a religious nature or background must have clearance from the Dean of the Chapel prior to their petition to the dean of students.

11. Any organization who receives funds from dues or other sources must obtain an agency account from the Oklahoma City University Business Office.

Q. Facilities

Oklahoma City University occupies a campus of seventy-eight acres in the geographic and population center of Oklahoma City.

The Tom and Brenda McDaniel University Center houses the cafeteria, private dining rooms, a snack bar, faculty and student lounges, Bookstore, Post Office, Student Government Offices and Campus Technology.

The Kirkpatrick Fine Arts Center houses the Margaret E. Petree School of Performing Arts School of Music. It contains classrooms, studios, practice rooms, a workshop, and three auditoriums.

The Methodist Gold Star Memorial Building, with its 286-foot tower, houses the Linn-Helms Law Library, offices, and classrooms.

OCU's Dulaney-Browne Library is described in another section of this Handbook.

The Dawson-Loeffler Science and Mathematics Center houses offices, science laboratories, and classrooms.

The Bishop W. Angie Smith Chapel contains a 650-seat sanctuary, a smaller chapel seating sixty, the office of the associate chaplain and the director of the Wesley Foundation, Vivian Wimberly Center for Ethics and Community Service, general purposes meeting rooms, classrooms, and the Wimberly School of Religion.

The Clara E. Jones Administration Building houses the offices of the president, provost and vice president for academic affairs, CFO, vice president for student affairs, and university-church relations. Also located in the building are Financial Aid, Student Account Services, the Registrar, the 4th floor dance studio, and the Business Offices. East of the Administration Building is the George C. Jones Jr. Memorial Plaza.

The 82,000 square-foot Meinders School of Business is located on the northeast side of the campus. It houses undergraduate and graduate business classes, the accelerated MBA program, the Love Entrepreneurial Center and Career and Counseling Services.

The Edith Kinney Gaylord Center houses the Ann Lacy School of American Dance and Arts Management.

The Ann Lacy Visitor and Admissions Center, located on Blackwelder across from the administration building, houses undergraduate, graduate, and international student admissions as well as the office of institutional advancement and visitor services.

The Norick Art Center, a 20,000-plus square-foot state-of-the-art facility, is located at NW 26th and Blackwelder. It houses all art related classes, studio and lab space, a computer center, a climate-controlled storage vault and the Nona Jean Hulsey Gallery.

Walker Hall, a seven-story residence hall for women, provides housing for 238 in suites with connecting baths. Four other resident halls, Irminda and Sophia Banning Hall, Bess Owen Smith Hall, Stanley C. Draper Hall, and Vernon Harris Hall, house a significant number of students.

Nellie Melton Pan-Hellenic Quadrangle, named in honor of a former dean of women, contains meeting space for three Panhellenic sororities and the Student Health Services.

Walker Center for Arts and Science Building houses the humanities, education, and mass communication divisions of the university, including the KOCU television studio, the Learning Enhancement Center and The Campus and Constellation student newspaper and yearbook office.

Sarkeys Law Center, constructed in 1993, houses classrooms, moot court rooms, and seminar rooms for the Oklahoma City University School of Law. It is also the location of the Law Admissions Office, the Dean's and Associate Dean's suite and the Native American Legal Resource Center.

The Kramer School of Nursing houses the School of Nursing.

The Henry J. Freede Wellness and Activity Center houses the Abe Lemons Arena. This \$11.2-million building contains a reunion center, multiuse recreational space, badminton courts, indoor jogging track, weight room and locker rooms.

Other buildings include the Children's Center for the Arts, Farmer International House, the maintenance plant and the costume storage facilities.

[<Back to top>](#)

X. Campus Traffic and Parking

The university reserves the right to change the allocation of parking spaces at any time to meet overall university community needs, including but not limited to, visitor parking for university special events. OCU is not required to announce temporary changes in allocation or enforcement of these regulations. OCU Campus Police will make a reasonable effort to notify beforehand any user group that may be affected by temporary changes in allocation or availability.

A. *Traffic Regulations*

1. Oklahoma State statutes and City of Oklahoma City municipal ordinances governing registration, licensure, and/or operation of motor vehicles are applicable on campus.
2. The speed limit on university streets and parking lots is ten miles per hour unless posted otherwise.
3. Pedestrians have the right-of-way at all times.
4. Except for university vehicles, motor vehicles (including mopeds with engine engaged) may be driven only on roadways and must observe applicable statutes and ordinances. Only certain university-owned vehicles may be driven on sidewalks.
5. All on-campus accidents must be reported to the OCU Campus Police Department at once and before the vehicles are moved.
6. Bicycles:
 - a. When ridden on streets or in areas intended for use by motor vehicles, bicycles shall observe the “rules of the road” applicable to those vehicles.
 - b. Bicycles may be ridden on campus sidewalks but must always be under control, operated at a safe speed, and yield the right-of-way to pedestrians.
 - c. Bicycles may not be ridden inside any university building.
 - d. When parked outdoors, bicycles must be in bicycle racks. Bicycles found unsecured may be secured for safekeeping. Bicycles parked other than in bicycle racks may be issued a parking citation and are subject to impoundment.
7. In-Line Skates, Roller Skates, Skateboards, and Scooters
 - a. In-line skates, roller skates, and skateboards may only be used on campus sidewalks by students, but must always be under control of the

user, operated in a safe manner compatible with the flow of pedestrian traffic, and yield the right-of-way to pedestrians.

b. “Stunting” of any kind is strictly prohibited.

c. In-line skates, roller skates, skateboards, and scooters may not be used inside any university building.

8. Emergency vehicles are exempt from university traffic regulations.

B. General Parking Regulations

1. Only parking permits issued or authorized by OCU Campus Police are valid and will be honored. Such substitutes as signs or decals made or issued by others, handwritten notes left on the exterior of a vehicle, etc., will not be honored. Clergy passes will be honored.

2. All parking spaces are allocated to a specific user group and parking permits are available for each category of user.

a. Parking is on a first-come, first-serve basis.

b. The issuance of a parking permit merely constitutes authorization to park if space is available.

c. The responsibility for finding a legal parking space rests with the vehicle operator.

d. Lack of space in a particular lot is not a valid excuse for violating parking regulations and will not be considered as a valid basis for appeal.

e. The operator must park only in those spaces or areas allocated and designated for the permit type displayed on his/her vehicle.

3. Motor vehicles must be parked within the boundaries of the single parking space used. The fact that other motor vehicles may have parked improperly does not constitute an excuse for parking any part of your motor vehicle outside the space boundaries.

4. Double-parking or parking in any position that prevents other vehicles from entering or existing their legal parking spaces is prohibited.

5. Vehicles parking on a street must be parked the same direction as the flow of traffic in the adjacent lane.

6. Motorcycles must use those spaces designated specifically for motorcycles, and may not use spaces intended for full size vehicles. Motorcycles must also be within the boundaries of the single parking space used.

7. The owner of record or the individual registering a vehicle with the university is responsible for university parking citations written against that vehicle regardless of the identity of the driver at the time of the violation. If a university employee, student, or other individual affiliated with OCU is identified with a vehicle cited for parking violations, that person will be held accountable for the citations and NOT any visitor who may be operating or parking the vehicle on campus.

8. Parking on campus is prohibited in areas other than those established for parking and marked by sign or other devices controlling their use.

a. Any vehicle parking in a yellow zone, driveway, travel lane, or any area not specifically marked as legal parking space will be subject to citation and may be impounded.

b. Spaces identified by a sign or pavement marking bearing the international pictographic symbol for a wheelchair are reserved for use only by vehicles displaying a state issued physical disability permit that must be issued to either the driver or a passenger of the vehicle.

c. Spaces identified by signage for use by visitors or Admissions guests are reserved for their use between 8:00 a.m. and 5:00 p.m., Monday through Friday. Persons affiliated with the university as employees, students, office occupants, or tenants shall not park any vehicle, registered with the university or not, in a visitor/admissions guest parking space during those hours.

9. All vehicles parking on campus should be secured against theft or burglary. Doors should be locked and windows rolled up.

10. All parking permit restrictions are applicable during exam weeks, enrollment periods, and unscheduled class cancellations.

11. A standard color-code is used on curbing, edge-striping, and other parking space identification to indicate certain restrictions as follows:

a. Yellow means No Parking Any Time.

b. White means parking is reserved for fifteen minute service or loading use.

c. Blue means parking is reserved for use with a physically disabled permit.

d. Red means Fire Lane: No Parking Any Time.

12. Motor vehicle maintenance, such as washing with a hose, changing oil, or repair work involving removal of major parts of the vehicles, is not permitted on campus.

13. Vehicles with flat tires or other evidence of nonuse, left in the same space for more than one week, will be considered derelict or abandoned and are subject to ticketing and/or impoundment.

14. Persons who park near the athletic fields do so at their own risk. The university is not liable for damage caused to vehicles by stray balls.

C. Parking Permits

1. No motor vehicle may be parked on campus without a valid parking permit or other authorization from OCU Campus Police, except between the hours of 5:00 p.m. Fridays and 7:00 a.m. Mondays.

2. No vehicle is considered “legal” for parking purposes until the permit/decals has been properly and visibly displayed in/on the vehicle.

a. Permanent permits shall be hung from the rear-view mirror with the permit number visible from the front of the vehicle.

b. Temporary permits shall be affixed to the lower left-hand corner of the driver’s side windshield glass by means of the adhesive on the permit or as otherwise indicated by OCU Campus Police.

c. Motorcycle permits shall be affixed to the left-hand fork.

3. Permits are available for purchase at the OCU Campus Police office, room 320, Clara Jones Administration Building 24 hours a day, 7 days a week.

a. Anyone desiring a university parking permit must complete an application/registration form, which will be reviewed for legibility and completeness before processing. The vehicle tag *must* be provided when completing the application/registration form.

b. Residents of University Manor and Cokesbury will need a copy of their lease and vehicle registration papers.

c. Any person who gives false information on the application/registration form may be subject to fines and/or university disciplinary action.

d. The cost of a regular 2006-2007 vehicle parking permit is as follows:

Purchase Dates	Cost	Expires
Fall	\$60	August 31, 2007

Spring	\$40	August 31, 2007
Summer	\$20	August 31, 2007

e. The cost of a motorcycle permit is the same price as for a vehicle per year, regardless of when purchased.

f. Payments for parking permits may also be made either at Student Account Services, Room 340 of the Clara Jones Administration Building, during their regular hours, or at the OCU Campus Police Office. Parking permit applicants may use a credit card at Student Account Services and take the receipt to security department (room 320) to obtain a parking permit.

4. Except for motorcycles owners, to whom a nontransferable decal will be issued, each person purchasing/obtaining a permanent parking permit will be issued only one permit that is transferable to any vehicle driven by the permit owner. If regular permit is lost or stolen, another permit may be purchased.

a. Permits may not be resold, loaned, or given to a second party.

b. Permits determined to be in use by other than the purchaser are void and subject to confiscation. Any vehicle in which such permit is displayed is subject to impoundment.

c. The cost of a motorcycle permit is the same price as for a vehicle per year, regardless of when purchased.

d. Payments for parking permits may also be made either at Student Account Services, Room 340 of the Clara Jones Administration Building, during their regular hours, or at the OCU Campus Police Office. Parking permit applicants may use a credit card at Student Account Services and take the receipt to security department (room 320) to obtain a parking permit.

5. Except for motorcycles owners, to whom a nontransferable decal will be issued, each person purchasing/obtaining a permanent parking permit will be issued only one permit that is transferable to any vehicle driven by the permit owner. If regular permit is lost or stolen, another permit may be purchased.

a. Permits may not be resold, loaned, or given to a second party.

b. Permits determined to be in use by other than the purchaser are void and subject to confiscation. Any vehicle in which such permit is displayed is subject to impoundment.

c. Each person may only purchase one permanent permit, unless a subsequent permit is intended to replace a permit reported to OCU

Campus Police as lost or stolen, not shall any vehicle display more than one permanent OCU parking permit.

6. Temporary Permits. Students, faculty, staff and visitors may receive up to three free temporary parking permits a year. Each temporary permit shall only be valid for a maximum of two weeks. Temporary permits may be obtained from the OCU Campus Police Office 24 hours a day, seven days a week.
7. Lost or stolen permits must be reported regardless of the location at which the loss or theft occurred. Any vehicle displaying a parking permit that has been reported lost or stolen will be issued a parking citation and may be impounded.
8. Owners are responsible for removing university parking permits or decals prior to the disposal of any vehicle, and for reporting the change in ownership status to OCU Campus Police.

D. Student Parking Regulations

1. General Student Restrictions/Provisions

- a. Parking permit restrictions in student parking areas are enforced from the first day of class through the last day of finals each semester.
- b. Student parking areas are not enforced for permit restriction during intersession periods.
- c. Resident, Cokesbury, and University Manor permitted motor vehicles may park in Commuter and Faculty/Staff lots as follows: a) weekdays from 9:00 p.m. to 7:00 a.m.; b) between 5:00 p.m. Fridays and 7:00 a.m. Mondays.

2. Student Employees

Students holding university employment in student positions are not eligible for employe parking privileges. Students appointed as full-time university employees may choose to be designated either as a student or as faculty/staff regarding parking, but may not be designated as both.

3. Commuter Students

Commuter students with parking permits may park in the following parking lots: Noble Drive (excluding resident designated parking), Draper Drive, Fredrickson Fieldhouse parking lot, Sutton Baseball Complex parking lot, Van Horne parking lot (north of Cokesbury Apartments), Loeffler parking lot, Wellness Center parking lot (north of the Freede Wellness and Activity Center), Nursing School parking lot, Arts and Sciences parking lot, Goldbug (north of Dulaney-Browne Library), West Fine Arts parking lot, Norick Art Center parking lot, Children's

Art Center parking, Save-a Stop parking (northeast corner of Blackwelder and N.W. 23rd Street), and the lots north and south of Meinders School of Business.

4. University Manor and Cokesbury Court Residents

Residents of Cokesbury Court and University Manor apartments must purchase parking permits for vehicles they wish to park there.

[<Back to top>](#)

XI. OCU Campus Police

Oklahoma City University adheres to the following policies with respect to OCU Campus Police:

- Procedures and Facilities for Reporting Criminal Acts or Emergencies.
- The Oklahoma City University Campus Police Department is charged by the university with responsibility for maintaining conditions necessary for a safe and secure learning environment, and strives for a crime-free campus, to the extent possible. The OCU Campus Police office is located in room 320 of the Administration Building and is open 24 hours a day, 7 days a week (208-5001).

A. Criminal and Emergency Reporting

Any criminal act or emergency occurring on or in the immediate vicinity of the campus may be reported in person or by telephone to the dispatcher or in person to any OCU Security officer on duty.

Students, faculty, staff, campus guests and others are requested to cooperate fully with OCU Security and to report promptly a crime or suspicious activity of any nature to OCU Security. Failure to do so, making a false report, or obstructing an investigation may result in sanctions, fines, or other disciplinary action by the university.

B. Security and Access to Campus Facilities

For the safety of its students, faculty, staff, and guests, Oklahoma City University seeks to maintain a closed campus and discourages trespassers. Students, faculty, and staff must carry university identification cards at all times and must present them to security officers upon request. While the university strives to maintain adequate evening lighting, individuals are discouraged from walking unaccompanied during the evening and late night hours. A call to the dispatcher for an escort will enhance individual safety. It is a major violation to “prop” doors open without authorization.

C. Campus Law Enforcement

Officers of the Campus Police Department are armed and are authorized to stop, question, detain and, if appropriate, to arrest persons engaged in criminal activity,

trespassing, or suspicious behavior on or in the vicinity of the campus. In the event of an arrest, the Oklahoma City Police Department is promptly notified and the person arrested is delivered to the Oklahoma City Police. The Campus Police Department maintains regular contact with local, state, and federal law enforcement agencies concerning known or suspected criminal activity likely to infringe upon the university, its students, faculty, staff, or guests.

D. Information Programs about OCU Campus Police Procedures and Practices in Crime Prevention

Several university programs exist to inform students, faculty, and staff about OCU Campus Police and to educate them regarding methods of crime prevention. One entire session of the annual New Student Orientation is devoted to this area. Rape prevention seminars are offered to all interested campus organizations. At various times during the year, Oklahoma City University security officers participate in programs to inform individuals of the need to secure their rooms and vehicles and to protect their valuables.

E. Monitoring and Recording Through Local Police Agencies of Criminal Activities at Student Organizations

The university maintains continuing contact with local police agencies to monitor and report any criminal activity at off-campus student functions and any off-campus student organizations which are recognized by the university and that engage the participation of students attending the university. This includes those students and organizations with off-campus housing facilities.

F. Possession, Use, and Sale of Alcoholic Beverages and Illegal Drugs, Enforcement of Underage Drinking and Drug Laws, Abuse Education Programs

According to established Oklahoma City University policy, the use, possession, or sale of alcoholic beverages, illegal drugs, firearms, or other dangerous weapons on university owned or controlled property is strictly prohibited. A student or employee found to be in violation of this policy is subject to university discipline, up to and including suspension or expulsion from the university. In addition, OCU Campus Police cooperates fully with local, state and federal law enforcement agencies, and may refer violations to the applicable authority for prosecution. Oklahoma City University provides drug and alcohol abuse education, information, and counseling.

G. Cokesbury Court Apartments

Any person making entry into Cokesbury Court Apartments by any means other than the pedestrian gate or vehicular gate will be fined \$100.00. Any unauthorized person inside the pool area after hours shall be fined \$100.00. Unless there is written permission from management. Suspicious persons should be reported to OCU Campus Police.

H. Policies for Reporting and Follow-Up of Sexual Offenses

Sexual offenses are defined as rape, acquaintance rape, or other forcible or nonforcible sexual offenses.

1. Reporting – Students are encouraged to report all instances of sexual offenses against them. Where sexual offenses have occurred on campus, reports should be made to the Oklahoma City University Campus Police Department. Sexual offenses committed off-campus by an Oklahoma City University student should be reported to the Office of Student Life.
2. Criminal Charges – Students wishing to press criminal charges for sexual offenses committed against them must report the sexual offenses to proper law enforcement authorities, and OCU Campus Police personnel, upon request, will assist them in doing so. It is important that such reports are timely and that every effort be made to preserve necessary evidence. Students must ultimately inform the security department of all sexual offenses including sexual harassment or indecent sexual proposals.
3. Campus Disciplinary Proceedings – Disciplinary proceedings, when appropriate, are to be imposed by the dean of students in accordance with established university policies.
 - i. The accuser and the accused are entitled to the same opportunities to have others present during any hearing.
 - ii. Both the accuser and the accused shall be informed in writing of the outcome of any campus disciplinary proceeding brought about as a result of a sexual offense.
 - iii. The dean of students reserves the right to notify parents of disciplinary action at his or her discretion.
 - iv. Penalties for students found to have committed sexual offenses shall be consistent with other disciplinary sanctions outlined in this Handbook.

I. Counseling Services

The counselor, school nurses and staff in the Office of Student Life are available to counsel with any students and to refer the student to other counselors in more specialized areas. The University Chaplain is also available for counseling.

The YWCA Crisis Hotline, 943-7273, has counselors available twenty-four hours a day. These counselors can also recommend area support groups and other services.

J. Accommodations

If requested by the victim and if reasonably available, the dean of students or the director of residence life will assist in changing academic or living arrangements.

The OCU Campus Police Department employs fourteen armed full-time officers for round-the-clock campus protection.

The statistical report represents the most accurate reflection of crime on the OCU campus that can be developed using the information reported to OCU Campus Police by citizens or observed and reported by personnel of OCU Campus Police. You can help prevent, deter, or detect crime by reporting suspicious persons or actions and crime hazards before they become crimes and by reporting criminal acts of which you are aware or informed. If you are uncertain as to whether to notify the security department, always err on the side of safety and make the call.

K. Students Right to Know

Oklahoma City University compiles the following reports. As a student, you have the right to review any of the information. You may request a copy any time.

1. Student Right to Know Report: This report discloses graduation or completion rates and transfer out rates for the general population of full-time, first-time degree or certification-seeking, undergraduate students, and students who receive athletically related student aid, broken down by race and gender within sports this report is available at <http://starport/ad/registrar> or at the Registrar's Office.
2. Jeanne Clery Disclosure of OCU Campus Police and Campus Crime Statistics Act: This report discloses data on crimes committed on campus and campus safety policies and procedures. This report is available in this Handbook.
3. Equity in Athletics Disclosure Act: This report discloses data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at coeducational schools. This report can be obtained in the Athletic Office.

L. Student Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. Student Right to Know Report: This report discloses graduation or completion rates and transfer out rates for the general population of full-time, first-time degree or certification-seeking, undergraduate students, and students who receive athletically related student aid, broken down by race and gender within sports this report is available at <http://starport/ad/registrar> or at the Registrar's Office.

2. Jeanne Clery Disclosure of OCU Campus Police and Campus Crime Statistics Act: This report discloses data on crimes committed on campus and campus safety policies and procedures. This report is available in this Handbook.
3. Equity in Athletics Disclosure Act: This report discloses data on participation rates and financing of men's and women's sports in intercollegiate athletic programs at coeducational schools. This report can be obtained in the Athletic Office.

M. Student Rights Under the Family Educational Rights and Privacy Act

1. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:
 - a. The right to inspect and review the student's educational records;
 - b. The right to request the amendment of a student's educational records to ensure they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
 - c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorized disclosure without consent;
 - d. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Oklahoma City University to comply with the requirements of FERPA;
 - e. The right to obtain a copy of Oklahoma City University's student records policy. A copy of the policy may be obtained from the Office of the Vice President of Student Affairs.

2. Student Records, Policies and Procedures

a. Definitions

For the purposes of this policy, Oklahoma City University has used the following definition of terms:

- i. Student – Any person who has attended Oklahoma City University.
- ii. Educational Records – Any record (in handwriting, print, tapes, film or other medium) maintained by Oklahoma City University, or an agent of the University, which is directly related to a student, except:

b. A personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to another person except a temporary substitute for the maker of the record.

i. Records created and maintained by the Oklahoma City University security staff for law enforcement purposes.

ii. An employment record of an individual whose employment is not contingent on the fact that he/she is a student, provided the record is used only in relation to the individual's employment.

iii. Records made or maintained by a physician, psychiatrist, psychologist, or other treatment of a student and made available only to those persons who provided the treatment.

iv. Alumni records which contain information about a student after she/he is no longer in attendance at the University, and which do not relate to the person as a student.

c. Procedure to Inspect Education Records

Students may inspect and review their educational records upon request to the appropriate records custodian.

i. Students should submit to the records custodian, or appropriate University staff person, a written request which identifies as precisely as possible the record or records he/she wishes to inspect.

ii. The records custodian, or appropriate University staff person, will make the needed arrangements for access as promptly as possible, and notify the student of the time and place where the records may be inspected. Access will be given in 45 days, or less, from the date of receipt of the written request.

iii. When a record contains information about more than one student, the student may inspect and review only the records which related to him/her. (Revised 1/9/96)

d. Right of Access Limitations

Oklahoma City University reserves the right to refuse to permit a student to inspect the following records:

i. The financial statement of a student's parents.

ii. Letters and statements of recommendation for which the student has waived his/her right of access, or which were maintained before January 1, 1975.

iii. Records connected with an application to attend OCU or a component of the University, if the application was denied.

iv. Those records which are excluded from the Family Educational Rights and Privacy Act definition of education records.

e. Refusal to Provide Copies

Oklahoma City University reserves the right to deny copies of records, including transcripts, not required to be made available by the Family Education Rights and Privacy Act in any of the following situations:

i. The student has an unpaid financial obligation to the University.

ii. There is an unresolved disciplinary action against the student.

iii. There is an unresolved security investigation involving the student.

iv. The education record requested is an exam or set of standardized questions which is not directly related to the student.

v. Documents submitted by or for the student in support of the application for admission (including letters of reference) will not be returned to the student.

N. Types, Locations and Custodians of Education Records

The following is a list of types of record locations and custodians of records that the University maintains:

<u>Type of Record</u>	<u>Location</u>	<u>Custodian</u>
Admissions Records	Registrar's Office	Registrar's Office
Cumulative Academic Records	Registrar's Office	Registrar's Office
Health Records	Student Health Services	Director
Financial Records	Comptroller Office	Comptroller
Placement Records	Career Planning and Placement	Director
Disciplinary Records	Office of Student Life	Vice President of Student Affairs
Financial Aid Records	Financial Aid Office	Director

1. Disclosure of Education Records

Oklahoma City University will disclose information from a student's education records only with the written consent of the student, except that records may be disclosed without consent when the disclosure is:

- a. to University officials who have a legitimate educational interest in the records;
- b. a University official is:
 - i. a person employed by the University in an administrative, supervisory, academic research or in a support staff position including health or medical staff;
 - ii. a person elected to the Board of Trustees;
 - iii. a person employed by, or under contract to, the University to perform a special task such as the University's legal counselor or auditor;
 - iv. a person who is employed in the Oklahoma City University Security Department;

- v. a student serving on an official committee, such as a disciplinary grievance committee, or who is assisting another school official in performing his/her tasks.
- c. a school official has a legitimate educational interest if the official is:
- i. performing a task that is specified in his/her position description or contract agreement;
 - ii. performing a task related to a student's education;
 - iii. performing a task related to the discipline of a student;
 - iv. providing a service or benefit relating to the student or student's family, such as financial aid, counseling, job placement or health care;
 - v. maintaining the safety and security of campus.
- d. to officials of another school, upon request, in which a student seeks or intends to enroll;
- e. to certain officials of the U.S. Department of Education, the comptroller General, and state and local education authorities, in connection with audit or evaluation of certain state or federally supported education programs;
- f. in connection with a student's request for, or receipt of, financial aid to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the financial aid, or to enforce the terms and conditions of the aid;
- g. to state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974;
- h. to organizations conducting certain studies for, or on behalf of, the University;
- i. to officials of another school, upon request, in which a student seeks or intends to enroll;
- j. to certain officials of the U.S. Department of Education, the comptroller General, and state and local education authorities, in connection with audit or evaluation of certain state or federally supported education programs;
- k. in connection with a student's request for, or receipt of, financial aid to determine the eligibility, amount or conditions of the financial aid, or to

enforce the terms and conditions of the financial aid, or to enforce the terms and conditions of the aid;

l. to state and local officials or authorities if specifically required by a state law that was adopted before November 19, 1974;

m. to organizations conducting certain studies for, or on behalf of, the University;

n. to accrediting organizations to carry out their functions;

o. to parents of an eligible student who is claimed as a dependent for income tax purposes;

p. to comply with a judicial order or a lawfully issued subpoena;

q. to appropriate parties in a health or safety emergency;

r. to individuals requesting directory information, so designated by the University;

s. the result of any disciplinary proceeding conducted by the University against an alleged perpetrator of a crime or violence to the alleged victim of that crime.

2. Record of Request for Disclosure

Oklahoma City University will maintain a record of requests for and/or disclosure of information from any student's educational records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record is available to be reviewed by the student.

Directory Information

Oklahoma City University designates the following items as directory information:

- *Classification*
- *Dates of attendance*
- *Date and place of birth*
- *Degrees and honors received*
- *Major Field of study*

- *Most recent previous school attended*
- *Participation in officially recognized activities and sports*
- *Parent's name and address*
- *Photograph*
- *Student's name and address*
- *Telephone number*
- *Weight and height of student athletes*

The University may disclose any of the above without prior written consent, unless notified in writing to the contrary.

3. Correction of Education Records

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 correction of records.

- a. A student must ask, in writing, of the appropriate University official, to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his/her privacy rights.
- b. The University may comply with the request, or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and advise the student of his/her right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy.
- c. Upon written request, the University will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.
- d. A student must ask, in writing, of the appropriate University official, to amend a record. In so doing, the student should identify the part of the record to be amended and specify why the student believes it is inaccurate, misleading or in violation of his/her privacy rights.
- e. The University may comply with the request, or it may decide not to comply. If it decides not to comply, the University will notify the student of the decision and advise the student of his/her right to a hearing to

challenge the information believed to be inaccurate, misleading or in violation of the student's privacy.

f. Upon written request, the University will arrange for a hearing and notify the student, reasonably in advance, of the date, place and time of the hearing.

g. The hearing will be conducted by an impartial hearing officer from the University community. The hearing officer will be appointed by the President. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records.

h. The University will prepare a written decision based solely on the evidence at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

i. If the University decides the information 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.

j. If the University decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student that he/she shall have 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.

k. The statement will be maintained as a part of the student's education records as long as the contest portion is maintained. If the University discloses the contested portion of the record, it will also disclose the statement.