



NORTHEASTERN STATE UNIVERSITY

NSU Student Handbook



The Behavioral Intervention Team (BIT)

The Behavioral Intervention Team (BIT) is a resource for faculty, staff, students, or other community members to confidentially report concerns. The team's purpose is to provide support and intervention to individuals displaying varying levels of disruptive, disturbed, distressed, and/or irregular behaviors.

Examples of behaviors to report may include:

- Concerning behaviors, statements, or written work
- Disruptive classroom or workplace behaviors
- Threats of harm to self or others
- Possession or suspected possession of weapons
- Angry/hostile behaviors or threats
- Concerning posts on Social Media accounts– Facebook, Instagram, Snapchat, etc.
- Odd or bizarre behaviors
- Reports of hazing, assault, rape, or any other form of violence or coercion
- Homelessness, or lack of necessities/resources

Anyone can make a report through the [Report a Concern](https://www.nsuok.edu/ReportConcern.aspx) link under Behavioral Concerns:

<https://www.nsuok.edu/ReportConcern.aspx>

Table of Contents

Focused Mission Statement:	9
Vision Statement:	9
Core Values.....	9
Integrity:	9
Collaboration	9
Creativity.....	9
Leadership	9
Excellence:	9
Communication:	10
Diversity:	10
Blackboard.....	11
Tutoring.....	11
Absences.....	11
Advertising and Posting	12
Behavioral Intervention Team	12
Mission.....	12
Purpose.....	12
Procedure for Reporting.....	13
Misrepresentation upon Application to University, College, or Program.....	13
Campus Parking	13
Permits.....	13
Disabled Parking	14
Motorcycles	15
Bicycles	15
Parking Citation	15
Parking Citation Appeal	15
Computing Resources	15
Light the Way Emergency Fund	15
Light the Way Criteria	16

Application Process	16
Review and Award Process.....	17
To Contribute to the Light the Way Emergency Fund:.....	18
Student Email.....	18
Expressive Activity.....	18
General Expressive Activity Information	18
Space Reservations.....	19
Guidelines for Expression	20
Compliments and Complaints	21
Student Employment.....	22
Talon Charge.....	22
Tobacco Free Campus	23
University Policy and State Law.....	23
Definitions.....	23
Procedures.....	23
Tobacco Cessation Programs.....	24
JD Young Print, Copy, and Mail Services.....	24
Dining Services.....	25
Market Café	25
Essentials/Pizza Hut Express.....	25
River’s Edge Coffee Shop	25
Underground Food Court	25
Seminary Suites Grill.....	25
Hawk’s Nest Café – Broken Arrow Campus.....	25
Fitness and Sports	26
Athletics	26
The RiverHawk Fitness Center	26
Intramural Sports	26
RiverHawk Shoppe.....	26
Housing and Residence Life	26

Enrollment.....	27
University Advising	27
Financial Aid.....	27
Scholarships	28
Medical/Emergency Withdrawal	28
Purpose	28
Medical Withdrawal.....	28
Emergency Withdrawal.....	29
A Medical or Emergency Withdrawal is not intended to:	29
Major Benefits.....	29
Documentation	29
Of Special Importance	31
PREAMBLE	32
ARTICLE I: DEFINITIONS	33
ARTICLE II: STUDENT CODE AUTHORITY	34
ARTICLE III: PROSCRIBED CONDUCT	35
ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES	41
ARTICLE V: INTERPRETATION AND REVISION	54
Hazing.....	55
Student Engagement.....	56
Registered Student Organizations	56
Leadership and Community Engagement	56
Northeastern Activities Board (NAB).....	56
Fraternity and Sorority Life.....	57
Northeastern Student Government Association	57
Diversity and Inclusion.....	57
Students Right to Know	57
Americans with Disabilities Act (ADA)	57
Drug Free Campus and Community.....	58
Standards of Conduct: Drugs and Alcohol.....	58

Sanctions.....	58
Health Risks	59
Treatment Options and Educational Resources.....	60
Campus Safety, Crime Awareness, and the Campus Security Act	60
Emergency Communication	61
Northeastern State University Emergency Notification System	61
Cable Channel Notification	61
Outdoor Public Announcement System	61
Indoor Public Announcement System	62
Campus-wide Email Messaging System	62
University Police and Northeastern State University Facebook and Website	62
Bb Connect Emergency Alerting System	62
Emergency Procedures.....	62
Severe Weather	62
Tornado:.....	62
Lightning:.....	62
Avoid:	62
Evacuation or Shelter-In Plans	63
Violent or Criminal Behavior	64
Handling of Bomb Threats	65
Chemical or Radiation Spill	66
Explosion, Aircraft Down (crash) On-Campus.....	67
Earthquake.....	67
Non-Discrimination Policies.....	68
University Statement on Harassment and Discrimination	68
Title IX	69
Discrimination Based on Race	70
Student Records (FERPA).....	70
Purpose and Scope.....	70

Policies	71
Procedure.....	72
Student Support Services.....	74
Career Services	74
HawkReach	74
HawkReach Counseling Services.....	74
HawkReach Internship/Counselor in Residence Program	75
HawkReach Disability Services/Educational Access	75
Health Services	76
NEO Health.....	76
Arkansas Verdigris Valley Health Center Coweta Clinic.....	76
Outreach & Prevention.....	76
Health Education.....	76
Immunizations	76
Alcohol and Drug Education	77
Student Health Insurance	77
TRIO: Student Support Services.....	77
Veterans.....	77
Important Phone Numbers.....	78



NORTHEASTERN STATE UNIVERSITY



Welcome to Northeastern State University

You have come to an awesome and beautiful place where our enthusiastic students energize the entire campus community. Faculty members are engaged in student learning and focus their efforts on guiding you to degree completion, and the staff is committed to providing the best experience possible through genuine customer service. You are not the first to start this journey at NSU nor are you walking alone. From our origins as the Female Seminary of the Cherokee Nation in 1846 to becoming a college to train teachers in 1909, generations of students found their way here guided by a desire to learn and supported by loving families. NSU is the bridge that links dreams with accomplishments, and we are committed to your success.

We are honored to provide the ultimate college experience at our campuses in Tahlequah, Broken Arrow, and Muskogee. Although each campus has its own unique personality, together we are NSU. Our campuses provide access for those pursuing degree programs and support the region through community stewardship and economic development. We encourage you to experience RiverHawk Pride, visit the scenic Illinois River where our students have gathered for swimming and float trips for over 100 years, and live at a historic campus majestically decorated with the greatest variety of trees of all the universities in Oklahoma.

You have an incredible opportunity to participate in co-curricular opportunities that are open to all students. Please come and join us, wear our school colors, experience our commitment to student success, and complete your degree at Northeastern State University.

I want to personally invite you and your family and friends to experience NSU. We will help you turn your dreams into accomplishments. Gather here. Go far.

Steve Turner, Ph.D.
President

Northeastern State University Mission

Founded on the rich educational heritage of the Cherokee Nation, the campuses of Northeastern State University provide its diverse communities with lifelong learning through a broad array of undergraduate, graduate, and professional doctoral degree programs. With high expectations for student success, the University provides quality teaching, challenging curricula, research and scholarly activities, immersive learning opportunities, and service to local and professional communities. The institution's dedicated faculty and staff offer a service-oriented, supportive learning environment where students prepare to achieve professional and personal success in a multicultural and global society.

Focused Mission Statement:

We empower students, faculty, staff, and the community to reach their full intellectual and human potential by creating and expanding a culture of learning, discovery, and diversity.

Vision Statement:

Northeastern State University shapes the future of its region as the educational partner of choice, setting a standard of excellence by serving the intellectual, cultural, social, and economic needs of the University's diverse communities.

Core Values

Integrity:

NSU models integrity through ethical and intellectual behaviors and practices by advancing honesty, human dignity, and accountability.

Collaboration:

NSU engages in collaboration through partnerships to create learning opportunities and promote educational and economic success.

Creativity:

NSU advances creativity through exploration, innovation, critical inquiry, and intellectual freedom.

Leadership:

NSU inspires leadership through its commitment to prepare and serve others.

Excellence:

NSU pursues excellence by continually improving individually and as a community.

Communication:

NSU advocates communication through the free flow of information and ideas.

Diversity:

NSU values diversity and empowerment by promoting the rights of individuals and equal access to educational and enrichment experiences, respecting cultural differences, and ensuring equal opportunity.

Academic Services

Blackboard

Blackboard is a web-based course management system that allows students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Using Blackboard, instructors can provide students with course materials and tools like discussion boards, online quizzes, and an academic resource center. Blackboard use at NSU varies by course: instructors may supplement face-to-face classes with online materials in their course sites, or courses may be conducted entirely through Blackboard without any on-campus sessions. Contact your instructors to find out how Blackboard will be used in your courses.

Tutoring

On-campus and online tutoring is available for most subjects and is free to currently enrolled NSU students. Students may visit any tutoring lab on any NSU campus regardless of the campus they primarily attend. Tutoring lab hours may vary by semester.

- Cappi Wadley Reading and Technology Center – Bagley Hall 3rd Floor
- Communication Lab – Journalism 2nd Floor Landing
- Computer Science Labs – BASC 151 and Webb 307 & 329
- Math Lab – SC 264
- Science Labs – BASC 151 and SC 163
- Tutor.com Online Tutoring – Accessible through Blackboard for all courses in which you are enrolled.
- TRIO – Haskell Hall South Entrance
- University Writing Centers – BALB 226 and SH 135

(Buildings beginning with BA are located on the Broken Arrow campus.)

*Additional tutoring resources are available by semester. Go to NSU tutoring at www.nsuok.edu/tutoring for a complete list.

Administrative Services

Absences

Regular attendance in classes is required. Excessive absences may reflect the grade assigned for a course. Class attendance policies that impact grades must be included in the course syllabus. Instructors should keep a record of daily attendance for each student.

Absences for University-approved functions may be permitted only after the activity sponsor has received authorization. This approval does not excuse students from fulfilling assignments and tests in the course, but authorizes them to receive reasonable accommodations from the instructor in fulfilling the assignments. It is the student's responsibility to contact the instructor **prior** to the event to make arrangements for the classes and information missed.

Notice to faculty of absences for three or more consecutive class periods due to medical reasons or death of an immediate family member may be initiated through Student Affairs. Proper documentation must be provided at the time of the request to verify absences. Notification will be sent to the student's faculty members. **This notice does not excuse a student's class absences.** The notice is to assist students with interim communication prior to returning to campus. It is the student's responsibility to contact the instructor to make arrangements for the classes and information missed.

Advertising and Posting

All posters, including signs, fliers, handouts, etc., must have prior approval from Student Affairs before they are placed on or about the campus of Northeastern State University. A list of the regulations regarding all posting/advertising locations on the NSU Tahlequah campus can be obtained in the Office of Student Engagement. The Student Affairs office in Broken Arrow and Dean's office in Muskogee can also provide additional resources.

Behavioral Intervention Team

Mission

To serve as NSU's central point of contact regarding behaviors of concern in order to determine what intervention or support resources are needed, and to connect students with those resources.

Purpose

The Behavioral Intervention Team (BIT) is a function of the division of Student Affairs and is charged with the responsibility of identifying, investigating, assessing, and monitoring concerning behaviors and/or threats to the University community.

The Team provides referrals to resources and services in an effort to enable individuals or groups to remain successful members of the community. After a report is received, the BIT will determine an individualized course of action, implement the plan, follow-up and track outcomes, and adjust the plan as needed.

The Behavioral Intervention Team reviews cases that are reported for behaviors ranging from seemingly minor classroom disruptions to behavior that holds the potential of threatening the University community or individuals in the community. Some examples of behaviors that warrant a report may include:

- Concerning behaviors, statements, or written work
- Disruptive behaviors in the classroom or living community
- Threats of harm to self or others
- Possession or suspected possession of weapons
- Angry/hostile behaviors
- Concerning posts on social Media – Facebook, Instagram, Snapchat, etc.
- Odd or bizarre behaviors
- Homelessness or lack of necessities

Procedure for Reporting

Any reports of concerning events or behaviors will be investigated by the team. A report can be made by contacting any of the following:

- Student Affairs 918-444-2120
- University Police 918-444-2468
- Counseling Services 918-444-2042
- By clicking “Report a Concern” found at the bottom of all pages of the NSU website.

Misrepresentation upon Application to University, College, or Program

Students who fail to disclose complete and accurate information on their application, or during the admissions process and/or processes for a college or program, are subject to immediate rescission of admission to the university and/or program, and/or referral to the student conduct process.

Campus Parking

Permits

All vehicles parking on any NSU Campus must obtain a valid parking permit. Permit types include visitor, student, faculty, and staff. One-day visitor permits may be obtained at the Parking Services office located on the Tahlequah campus. All permits allow you to park in the designated parking spaces according to your purchased permit type. Employees and students must park only in the parking areas reserved for your type of parking permit. A valid parking space is defined by parallel lines on both sides of the vehicle, and a line, curb, parking block, or other type of barrier in front of the vehicle.

Any person who persists in repeating violations of the Northeastern State University Parking Regulations, damages property, or commits any act detrimental to the safety of others or to the best interests of the University community, will be subject to cancellation and confiscation of his/her parking permit and revocation of all parking privileges, as well as other actions.

Only parking permits issued or authorized by NSU University Police and Parking Services are valid and will be honored. Such substitutes as signs or decals issued by others, hand-written notes left on the exterior of a vehicle, etc., are unacceptable and will not be honored by enforcement personnel.

Students who park vehicles on-campus are required to immediately purchase and display a parking permit. Students must register their vehicles by the first week of class. Housing residents must register their vehicle upon moving in. All parking permits expire on August 31 of each year. Parking permits are to be displayed on the driver's side windshield, on the inside, lower left corner. Only one permit per student.

Students should obtain their parking permit at the Parking Services office located in the University Center lower level. Students must present their NSU ID card with NSU ID number at the time of permit registration. Permits are the responsibility of the purchaser and must be removed prior to sale or transfer of the vehicle. Student permits are not transferable to any other vehicle. Only one current permit shall be displayed on a vehicle. A permit must not be altered or defaced.

Students will be issued a parking permit that allows parking in any area signed and designated for student parking or multipurpose parking. On-campus Family Housing Apartment residents will be issued a parking permit that allows parking in lots signed and designated for students, resident and multipurpose parking.

Disabled Parking

Vehicles displaying a state issued Physical Disability Permit, along with a valid NSU parking permit, may park in any legal parking space in designated faculty/staff, students, and visitor parking lots or any physical disability space with the exception of spaces reserved for other uses. Short-term temporary physical disability permits will be issued only to persons who have purchased and displayed a valid NSU permit. Short-term temporary physical disability permits will be valid for two weeks only. The temporary physical disability parking permits allows persons to park in any legal parking spaces only. Temporary physical disability parking permits are not valid to park in designated physical disability spaces. The temporary permits can be obtained at Parking Services. Temporary disabled permit for a longer period of time, not to exceed 30 working days, will be issued only with a letter from a physician stating a need for a disabled permit and the length of time it is needed. Persons needing a temporary disabled permit for a period longer than 30 working days will need to apply for a state issued permit. Temporary disability permits will allow persons to park in any legal parking space, other than Physical Disability marked space. By law, Physical Disability marked spaces are reserved for state issued permits only.

Motorcycles

Motorcycles will receive a decal to be placed on the front left fork. Permit must be placed where it can be easily seen. Motorcycles must park in designated motorcycle parking.

Bicycles

NSU does not require that bicycles be registered with University Police. However, University Police will register your bicycle free of charge and provide a decal for ID purposes. Operators of bicycles must abide by all applicable state and municipal ordinances concerning movement across campus. Students, faculty, and staff must park bicycles in designated bicycle areas.

Parking Citation

Parking citations may be given for violation(s) of any parking guidelines.

Parking Citation Appeal

An appeal for a citation must be made in writing at the Parking Services Office within 20 business days from the date the citation was issued. Appeals will not be accepted after the 20 business day period. A parking citation appeal form may be obtained at University Police or Parking Services or download the form at:

offices.nsuok.edu/publicsafety/ParkingServices/Forms. Complete form and mail or deliver to Parking Services.

Computing Resources

As a campus community member, students are able to utilize University-owned computer equipment, software and communications networks in accordance with policies outlined in all applicable sections under Computing and Telecommunications in the NSU Manual of Administrative Procedures.

<https://policies.nsuok.edu/BusinessFinance/InformationTechnologyServices/AcceptableComputerandNetworkUse.aspx>

Northeastern State University retains the right to deny any or all future computing privileges in the event that a violation of the Computer and Network Use policy occurs. Any violation of this policy may be subject to disciplinary action through the Student Conduct Code and/or any applicable federal, state and local laws.

For more information on computer use policies, or for assistance with technical issues, please contact the ITS Service Desk at 918-444-5678.

Light the Way Emergency Fund

In celebration of the 125th anniversary of Seminary Hall, President Steve Turner issued a challenge to the Northeastern State University Centurions and President's Circle donors to establish an emergency fund for NSU students in need. This new funding source is designed to

assist students (undergraduate and graduate) during times of crisis in order for them to maintain their enrollment. It is designed to enable a student to meet a short-term financial hardship and is maintained by the Northeastern State University Foundation.

The Light the Way Emergency Fund is not a loan, however, **students who receive support are strongly encouraged to repay the amount back to the NSU Foundation Light the Way Emergency Fund** in order for other students to also benefit in times of need.

Please note: Funds may be counted as income and may be subject to federal and/or state taxes. There may also be additional impacts on current or future financial aid awards. Students should be sure to understand these implications prior to applying for Light the Way Emergency Funds.

Light the Way Criteria

The Light the Way Emergency Fund may be used to assist students with unexpected emergency expenses such as:

- Replacement of necessary items following fire, theft, or natural disaster
- Travel costs related to a death or illness of immediate family member
- Unanticipated and/or extraordinary child expenses, including, but not limited to, child-care, formula, and diapers
- Medical Bill(s) or Medications
- Sudden emergency moves, a change in living conditions, the prevention of homelessness
- Safety needs (i.e., lock changes)
- Car repairs and operation in excess of typical wear and tear usage issues

Expenses **NOT** covered by the Light the Way Emergency Fund:

- Tuition, fees, books
- Normal vehicle maintenance costs
- Basic housing and living expenses such as rent, utilities, or deposit
- Food expenses

Application Process

All applicants must be in good standing with the university and be enrolled in at least six credit hours at the time of application.

A student may only receive funds once during their academic career at Northeastern State University. Other resources must be unavailable or have been exhausted or insufficient in order to qualify for Light the Way Emergency Fund. A student must be able to provide documentation to support the request for funds such as as bills, medical documents, receipts, estimates for repairs, photographs, letters of support, newspaper articles, court documents, police reports, etc.

Applicants may complete the application and turn it in, along with supporting documentation, to the Office of Student Affairs located on the second floor of the Administration Building on the Tahlequah campus. Once an application is received, Student Affairs designee(s), in partnership with the Foundation and Financial Aid office, will review applications, reach a decision regarding whether or not a student qualifies for the award, and will then contact the student regarding their decision. Light the Way Emergency Funds are limited and awards are subject to availability.

Applicants may be required to meet with one or more members of the review committee to discuss their application.

Review and Award Process

Students may apply for Light the Way Emergency Fund at any time, however, a student may only be awarded Light the Way Emergency Funds once during their time as a student at Northeastern State University.

Award amounts will typically not exceed \$500.00. Should a student require a greater amount, a team composed of trained staff familiar with financial aid and other resources available at Northeastern State University will evaluate the circumstances and determine if the student is eligible to receive the funds and provide additional support.

If approved, a student will be notified of that approval. Funds will then be distributed through NSU's Way2Go debit card or through electronic disbursement to a student's bank account in keeping with the student's refund information logged through the "Manage Bursar Account" icon on goNSU. In most cases, funds will be distributed within two business days of funding approval. Notification of disbursement will be provided to the student via email. If banking information or the NSU Way2Go are not set up, please contact the business office for assistance. If needed, production and receipt of an NSU Way2Go card will add an additional 7-10-day processing time.

Eligibility will be in part determined by a student's current Financial Aid status. Only when Financial Aid options are exhausted will a student be considered for Light the Way funding. The Emergency Fund Application reviewers will determine the appropriate funding amount should a student meet criterion for the award.

Awards are subject to the availability of funds. Decisions regarding funding will be made on a case-by-case basis and are considered final.

A follow-up meeting may be required in order for you to provide documentation regarding the use of funds and/or to connect you with other resources as needed.

To Contribute to the Light the Way Emergency Fund:

Please contact the NSU Foundation

918-458-2143

1-800-722-9614, ext. 4200

www.nsugiving.com

For more information: Please contact the Division of Student Affairs Office:

918-444-2120 phone

918-458-2340 fax

Located on the Second floor of the Administration Building Tahlequah

Applications may also be submitted to:

Broken Arrow – Student Affairs Administrative Office

2nd Floor Administration Building

Muskogee – Dean’s Administrative Office

1st Floor Administration Building

offices.nsuok.edu/studentaffairs/Resources/LighttheWayEmergencyFund

Student Email

NSU email includes unlimited storage and fully integrated calendars that you can share with anyone at NSU. It includes web-based documents, spreadsheets, presentations and much more. NSU email is accessed through the NSU website and is an official method of university correspondence. Students are expected to read university email and respond, as appropriate.

Expressive Activity

General Expressive Activity Information

Northeastern State University is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. Northeastern State University encourages the free exchange of ideas. The University will protect the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution. Northeastern State University maintains its right to regulate a reasonable time, place, and manner restrictions concerning acts of expression and dissent.

As a public institution of higher learning, Northeastern State University provides forums for the expression of ideas and opinions. These include:

- A. ***Traditional public forums*** include the University’s public streets, sidewalks, parks, and similar common areas. These areas are generally available for expressive activity,

planned or spontaneous, for the individual or small groups (generally where a crowd of 25 or less will be present, and/or where an event is not promoted in advance, and/or when an event is not sponsored by a student organization) at any time without the need for reservation, or prior approval. (Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited.)

- B. **Designated public forums** include other parts of campus that may become temporarily available for expressive activity as designated by the University. These temporary locations, while in existence, will be treated similar to public streets, sidewalks, and parks in terms of access and availability for expressive activity. (Obstructing or impeding the flow of vehicular or pedestrian traffic is prohibited.)
- C. **Limited public forums** have limited open access for public expression, or they may be limited to particular groups or to particular topics. Creation of, and access to, limited public forums for student publications may be requested through the office of the Vice President for Student Affairs.
- D. **Non-public forums** are areas that are not traditional public forums or designated public forums. These forums will be restricted to use for their intended purpose and are not available for public expressive activity. Examples include, but are not limited to, classrooms, residence hall rooms, faculty and staff offices, academic buildings, administration buildings, medical treatment facilities, libraries, and research and computer laboratories.

Additionally, there are areas such as residences, utility buildings, research labs, etc., that have distance requirements, crowd placement restrictions, and security concerns that may vary depending on security needs, terror alerts, and other factors. Additionally, security needs, terror alerts, local and national events may affect the availability of spaces that would otherwise be routinely available. All overnight camping is strictly prohibited unless formally approved by the University Expressive Activity Committee. Information about existing requirements, restrictions, or security concerns will be discussed at the time the reservation request is processed.

Those who choose to observe and/or listen to expressive activities, bear the responsibility of recognizing and honoring the right of free speech. Any acts that are disruptive to the normal operations of the university, including classes and university business, or that invade the rights of others will not be tolerated. Faculty, staff, and students engaging in a disruptive activity may be subject to disciplinary action. Any participant in a disruptive activity may face criminal charges.

Ideas or expressions put forth in expressive activities are not necessarily the views of Northeastern State University, its officers, administrators, or leaders, unless otherwise noted.

Space Reservations

Gazebo, Second Century Square, Centennial Plaza, Beta Field, Broken Arrow Courtyard, Broken Arrow Entryway Fountain, Broken Arrow Gazebo, and Muskogee Administration Building Front Lawn are reservable free speech areas at the request of students and non-students for expressive

activity. The act of confirming a reservation will ensure the availability of space. A reservation may be made by contacting Auxiliary Services: 918-444-2500.

Gazebo – space between Seminary Hall and the Library. No sound equipment is permitted in this area.

Second Century Square – space between the University Center and Business and Technology Building. Sound equipment is allowed and is available for use in this area. The volume of any sound equipment must be kept at a level that would not interfere with any academic or other program taking place in nearby buildings.

Centennial Plaza – space south of Seminary Hall around the Sequoyah statue. No sound equipment is permitted in this area.

Beta Field – space southwest of Seminary Hall. Sound equipment is allowed and is available for use in this area. The volume of any sound equipment must be kept at a level that would not interfere with any academic or other program taking place in nearby buildings.

Broken Arrow Courtyard – space in the center of academic buildings, Library, and Administration building. No sound equipment is permitted in this area.

Broken Arrow Entryway Fountain – space between the entry circle drive and Administration building. Sound equipment is allowed and is available for use in this area. The volume of any sound equipment must be kept at a level that would not interfere with any academic or other program taking place in nearby buildings.

Broken Arrow Gazebo – space and structure northwest of the academic buildings. The volume of any sound equipment must be kept at a level that would not interfere with any academic or other program taking place in nearby buildings.

Muskogee Administration Building Front Lawn – open lawn space in front of the Muskogee Administration building. The volume of any sound equipment must be kept at a level that would not interfere with any academic or other program taking place in nearby buildings.

Guidelines for Expression

- A. Disruptive Activity–Obstruction, disruption or interference with classes, research, administrative functions or other University activities is not permitted. Likewise, infringement on the rights of others is prohibited. (RUSO Policy Manual 4.4.3 f)
- B. Reasonable Access–It is important to provide reasonable access to, and exit from, any office, classroom, laboratory or building. Likewise, vehicular and pedestrian traffic should not be obstructed.
- C. Picketing–Picketing in an orderly manner outside of University buildings may be permitted. Such activities should not become disruptive nor should they impede access. Picketing is not permitted inside campus buildings.

- D. Literature may be distributed in traditional and designated free speech areas. (Distribution of commercial literature requires separate approval through Student Affairs.) Such activities should not become disruptive, nor should they impede access.
- E. Symbolic Protest–Displaying a sign, gesturing, wearing symbolic clothing or otherwise protesting silently is permissible unless it is a disruptive activity or impedes access. In addition, such acts should not block the audience’s view or prevent the audience from being able to pay attention.
- F. Noise–Making sustained or repeated noise in a manner that substantially interferes with a speaker’s ability to communicate his/her message is not permitted. Noise levels should not interfere with classes, meetings or activities in progress or the privacy of residence hall students.
- G. Force or Violence–Any attempt to prevent a University activity or other lawful assembly by the threat or use of force or violence is not permissible.
- H. Presenting Identification–In accordance with Oklahoma State Law, it is unlawful for any person on any property either owned or controlled by the University to refuse to identify him/herself to a University official in response to a request. For the purpose of these rules, a person identifies him/herself by presenting student or faculty/staff ID card or valid governmental issued ID card. (RUSO Policy Manual)
- I. Damage to Property–Any damage to University or personal property in the course of, or as a result of, an expressive activity is prohibited. Care should be taken to ensure that University and personal property is not damaged or destroyed. This includes the campus lawns, shrubs and trees. (RUSO Policy Manual 4.4.3 f). Any damages found will be reported immediately to University Risk Management office or University Police Department. Costs arising from the repair of damages will be reported to the user and/or their insurance carrier for collection purposes.
- J. Other University Rules–All applicable University policies should be followed whenever engaging in activities on-campus. Consult the University Student Conduct Code for further information.

All individuals participating in expressive activity are expected to comply with state and federal law, municipal ordinances, Northeastern State University’s student conduct code and all the above guidelines. Failure to do so may result in immediate removal from the campus and any other appropriate action by University officials and/or University Police.

Compliments and Complaints

Anyone may submit a compliment or complaint (report). A report should be submitted as soon as possible after the event takes place.

A submitted report will be reviewed to determine merit, need for further investigation, appropriate referral, if necessary, and/or dismissal. Reports will be referred to the appropriate parties/offices for review/further action.

- For example: A report about students will be directed to Student Affairs and/or the Behavioral Intervention Team.
- A report about Faculty/Staff may be directed to Academic Affairs and/or Human Resources
- A report about Staff may be directed to a Department Head and/or Human Resources.

In the case of a complaint, Northeastern State University has developed procedures to adequately address concerns. Clarification and advice regarding procedures may be obtained by contacting Student Affairs.

A Compliment or Complaint may be submitted online at:

www.nsuok.edu/ReportConcern

Student Employment

All student employment at NSU is coordinated through Student Financial Services. Work-study and institutional student positions are available here:

<https://offices.nsuok.edu/careerservices/Jobs-Internships/Handshake>

The Federal Work-Study program allows undergraduate and graduate students with financial need to work part-time on or off-campus to earn money to help pay for educational expenses. The program encourages on-campus work related to your course of study and a flexible work schedule. If awarded work-study, you may work up to 13 hours a week, depending on your class schedule and academic progress. Work-study earnings are at least minimum wage. To apply for work-study, complete the Free Application for Federal Student Aid (FAFSA) and indicate your interest in work-study.

Institutional employment assists undergraduate and graduate students to find part-time employment on-campus. Average hours are 15 to 20 per week at minimum wage. Student Financial Services will post job opportunities and assist you in finding a part-time job on-campus that will work around your class schedule. All jobs pay at least minimum wage, and you do not have to be on financial aid to apply.

Talon Charge

Students attending NSU are provided a charge account (Talon Charge) to be used at the NSU RiverHawk Shoppes on-campus. Talon Charge can only be used to purchase textbooks, educational supplies, and book bags from the RiverHawk Shoppes either at the Tahlequah or Broken Arrow campuses. Our goal is to keep Bursar account balances lower by focusing Talon on items supporting academic success.

Tobacco Free Campus

University Policy and State Law

It is the intent of Northeastern State University to promote the health, well-being, and safety of all students, faculty, staff, and visitors. As such, Northeastern State University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

This policy applies to all non-leased buildings and grounds owned or under the control of Northeastern State University on the Tahlequah, Muskogee, and Broken Arrow campuses, including any housing or residential facility owned, operated, or managed by the University.

Tobacco “use” is prohibited in personal vehicles on-campus and all vehicles owned, leased, or under the control of Northeastern State University. Possession of tobacco products does not constitute “use”.

Definitions

Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, other lighted smoking devices, or the use of smokeless tobacco including snuff, chewing tobacco, smokeless pouches, or any other form of loose-leaf, smokeless tobacco, and electronic nicotine delivery devices.

Procedures

Northeastern State University will not accept donations, gifts, money, or materials intended to promote the use of tobacco, nor participate in any type of services that promote the use of tobacco.

It is prohibited to sell tobacco products or advertise the sale of tobacco products on University property.

Littering the campus with the remains of tobacco products or other disposable products is prohibited.

Organizers and attendees at events (meetings, conferences, lectures, cultural events, and sporting events) using NSU facilities are required to abide by the tobacco policy. Organizers of such events are responsible for communicating the policy to attendees and enforcing this policy.

Courtesy and consideration will be exercised when informing others unaware of and/or in disregard of this policy. No retaliation will occur to any person for doing so.

Compliance with this policy by all students, faculty, and staff is expected based on NSU’s commitment to a healthy culture, free of tobacco, and should be a cooperative effort, encouraged by all students, faculty, and staff.

A complaint against an offender, who fails to respond to a request by another, as noted above, may be referred to University Police, Human Resources, or the Office of Student Conduct and Development.

1. Students – NSU students shall be directed to and handled by the Office of Student Conduct and Development. Violations occurring within University Housing shall be directed to and handled by the Housing Office. University Housing may refer complaints to the Office of Student Conduct and Development.
2. Faculty – NSU faculty shall be directed to and handled by the department chair and/or college dean, as deemed appropriate by Academic Affairs and Human Resources policies.
3. Staff – NSU staff shall be directed to and handled by immediate supervisor or director, as deemed appropriate by Human Resources policies.
4. Visitors – Visitors shall be directed to and handled by the University Police Department. The visitor may be asked to leave University premises for failure to comply.
5. Fines – University Police may issue a misdemeanor citation to violators. Upon conviction, the fine range is \$10 to \$100. (Oklahoma Statute Title 21, Chapter 50, Section 1247)
6. Northeastern State University reserves the right to update policies and procedures or any portion thereof at any time without prior notice.

Tobacco Cessation Programs

Students may contact Outreach and Prevention 918-444-4735 for cessation assistance.

Employees may contact Human Resources at 918-444-2230 for cessation assistance.

Auxiliary Services

JD Young Print, Copy, and Mail Services

JD Young Print, Copy and Mail Services provides mail and print business on the Tahlequah campus. They are located on the lower level of the University Center.

Retail products, packaging services, and customer services include, but are not limited to:

- Printing
- Binding
- Wide format printing (posters, banners, etc.)
- Stamp sales
- Special mail processing (Certified; Insured; Express, etc.)
- Priority Mail Services and supplies
- Outgoing domestic mail services
- International mail services

- The receipt and processing of all incoming mail and packages for students living on-campus
- Boxes, padded envelopes and letter-sized envelopes
- Package wrapping (for a small fee)
- Courier service each day between campuses (Tahlequah, Broken Arrow, and Muskogee)

Hours of operation: Monday-Friday 8 a.m.-5 p.m. Telephone: 918-444-2599

Dining Services

Market Café

Market Cafe' is located on the ground floor of the University Center and offers a variety of entrees in a semi-traditional cafeteria setting.

Essentials/Pizza Hut Express

Essentials is a convenience store combined with a Pizza Hut Express. Make a quick stop for sodas, candy, chips, pizzas and wings! Located in the Leoser complex.

River's Edge Coffee Shop

Located on the first floor of the University Center, River's Edge offers a "sidewalk café meets coffeehouse" menu with a more upscale feel than the normal sandwich shop.

Underground Food Court

Located in the University Center basement, the Food Court provides NSU students, faculty and staff with fast food alternatives to the more traditional atmosphere of the Market Café. You can enjoy options such as Chick-fil-A, Miss Annie's, WOW (World of Wings) Cafe, SEÑOR SABROSO, and the Freshens Smoothie Company.

Seminary Suites Grill

Seminary Suites Club House offers a convenience store and grill to serve the northwest side of campus. Traditional convenience store items are available, as well as a nice little grill concept offering burgers, hot and cold sandwiches, soups, and pizza. With indoor, outdoor, or even poolside dining, The Grill is calling your name.

Hawk's Nest Café – Broken Arrow Campus

Located in the Broken Arrow Administration Building, the Hawk's Nest Café offers a diverse menu with breakfast, lunch, and dinner choices and accepts meal plans.

Fitness and Sports

Athletics

Northeastern State University fields NCAA teams in basketball, baseball, football, golf, soccer, softball, and tennis. For further information on game schedules, events, rosters, etc., refer to the Athletics website, goriverhawksgo.com.

The RiverHawk Fitness Center

The Fitness Center's mission is to help you accomplish your health and fitness goals in a challenging yet comfortable atmosphere. Our staff is comprised mainly of undergraduate and graduate students who are studying to be fitness professionals. We strive to offer the best in services while creating an immersive learning environment for our student staff. The center offers a variety of amenities and activities, including: group fitness classes, a heated swimming pool, free weights, cardio machines (treadmills, elliptical, stair climbers, bikes), indoor track, basketball/volleyball courts, and a large variety of other exercise equipment. Fitness assessments and personal trainers are available by appointment for an additional fee.

Intramural Sports

The intramural program offers a diverse variety of team and individual sporting events, which are open to all full-time NSU students, faculty, and staff. For more information on rules, procedures, schedules, and rosters, visit the intramurals website, offices.nsuok.edu/fitnesscenter/intramurals.aspx.

RiverHawk Shoppe

The NSU Bookstore is called the RiverHawk Shoppe and is located in the University Center on the Tahlequah campus and the Administrative Services Building on the Broken Arrow campus. The RiverHawk Shoppe is managed by Barnes and Noble. Textbooks, trade books, apparel, and gift merchandise are sold in the RiverHawk Shoppe.

Housing and Residence Life

All first time freshmen students, under the age of 21, are required to reside in on-campus housing their freshmen year (or until they have accumulated 30 credit hours). All exceptions must be granted by the Director of Housing and Residence Life or their designee. This requirement is founded on the belief that living on-campus provides students with the educational and social groundwork necessary for continued personal academic success. All first time freshmen must sign up to live in the residence halls or submit a request for exemption or to commute through the online housing portal. Students requesting an exemption or a request to commute from this policy should contact Housing and Residence Life before classes begin. **You must be currently enrolled at Northeastern State University to be eligible to live in residential facilities.**

University Housing and Residence Life administrative offices are conveniently located in Leoser Center. The office is open from 8 a.m. until 5 p.m., Monday through Friday. Housing and Residence Life consists of administrative staff whose responsibilities include reviewing housing contracts, making room assignments, meal plan supervision, hall activities, staff supervision, student well-being and discipline, policy information & enforcement, housing accounts, and much more.

Enrollment Services

Enrollment

Students may register for classes through the goNSU student portal during the times listed in the schedule of classes each semester or enroll in person at the beginning of the semester. For more information on enrollment, please read the Undergraduate or Graduate Catalog.

University Advising

Each student is assigned an Academic Advisor upon initial enrollment at NSU; the Academic Advisor assists students with understanding degree requirements, reading the degree audit, academic policies, planning a class schedule each semester, and can help with overall acclimation to college. Even with an advisor's help, the student is ultimately responsible for the correctness of classes selected to meet degree program requirements.

Students who are undeclared, have no preference, or are ineligible to declare their major are advised by Academic Advisors in the University Advising Center. Students are eligible to declare a major early in their academic career, and those interested in pursuing careers in pre-professional health, computer science, engineering or music should declare their intent as soon as possible to ensure proper advisement. Students with declared majors are advised in one of the four college advisement centers by Academic Advisors.

Faculty Advisors/Mentors for declared undergraduate students support the advising process by offering information about the discipline, focusing on career advice, internship opportunities, research opportunities, and future academic pursuits. All Broken Arrow campus students declare their major upon intake with an Academic Advisor.

Students can find their assigned Academic and/or Faculty Advisor/Mentor listed on their Degree Works audit or under the Student tab in goNSU.

Financial Aid

NSU's financial aid program is designed to recognize outstanding achievement and leadership potential and to assist those who otherwise would be unable to attend the University. NSU has its own scholarship and work programs and also participates in all traditional types of financial assistance available through the state and the federal government.

Students at NSU receive funds from a variety of sources to pay for their education, including scholarships, grants, part-time jobs, and educational loans. This money comes from federal and state agencies, private donors, and lending institutions. Most federal and state educational assistance is based on financial need as determined by the information you provide on the Free Application for Federal Student Aid (FAFSA). Financial need is the difference between the cost of attending NSU and the Estimated Family Contribution (EFC) calculated using formulas prescribed by federal regulation. Students should annually complete the FAFSA as soon as possible. The most efficient method for students to apply for financial aid is to complete the FAFSA using the myStudentAid app (available for download on iPhone and Android devices) or online at www.fafsa.gov.

It is very important for students to check their NSU email accounts regularly, to avoid missing important information, updates, and reminders. The Office of Student Financial Services sends most correspondence via email. Students can keep track of their financial aid through their goNSU account.

Scholarships

Our goal at NSU is to seek the best and brightest students in the area. Each year we award many of these students with scholarships based on merit, talent, and financial need. The NSU scholarship programs are extensive and offer many competitive awards. NSU offers a variety of scholarships for students. Visit the Office of Scholarships in the Center for Admissions and Student Enrollment (CASE) Building.

Medical/Emergency Withdrawal

Purpose

A Medical or Emergency Withdrawal may be an option for students who are unable to continue courses or benefit from the learning environment due to an unexpected medical or emergency situation.

Approved Medical or Emergency Withdrawals will remove students from ALL classes they are enrolled in during the designated semester. No partial withdrawals will be permitted. Special considerations may be made when a class has been completed (such as a weekend seminar) prior to the determined withdrawal date, or in some cases when a student is enrolled in second 8 week classes that begin after the determined withdrawal date. Medical or Emergency Withdrawals are considered a one-time option. Further requests may require additional justification.

Medical Withdrawal

A Medical Withdrawal is an option for students experiencing serious injury or illness, including but not limited to physical and mental health difficulties, as well as pregnancy related issues. The medical issues may create an inability to complete or make satisfactory progress towards

academic or behavioral requirements. Students may also qualify for medical withdrawals when providing direct medical care for a child, parent, family member, or spouse.

Emergency Withdrawal

An Emergency Withdrawal is appropriate when a situation prevents a student from attending class or benefiting from the learning environment, but is not medical in nature. For example, an Emergency Withdrawal may be warranted for the following:

- Significant impairment in the ability to function as a student
- Behaviors that pose significant risk to the health or safety of one's self or others
- Behaviors which prevent others from benefiting from the learning environment and/or experiencing a safe living and learning environment
- A situation which incapacitates the student to the point they are unable to personally withdraw from the University
- A crime, which may or may not result in medical care, such as a sexual assault, stalking incident, dating or domestic violence incident

A Medical or Emergency Withdrawal is not intended to:

- Serve as a solution to unsatisfactory progress or other academic or behavioral concern
- Assist a student in avoiding disciplinary actions related to potential misconduct
- Assist a student who reports lack of knowledge or misunderstanding of the refund deadline and/or policy
- Remove charges from a student's account

Major Benefits

Failing grades may be changed to "W"s or removed from the transcript (depending on the date of withdrawal).

Withdrawing from Northeastern State University may impact a student in a number of ways. Students should check with any health insurance company, scholarship office, international programs official, faculty, athletic director, veteran's benefits coordinator, financial aid, and/or other entity where enrollment may impact status or benefits. Withdrawal dates are used to calculate tuition and fees that may be refunded (if any), and may impact financial aid awards and/or initiate repayment of all or part of the award amount.

Documentation

All applicants will be required to submit documentation as it pertains to the withdrawal request, which may include, but is not limited to:

- Medical documents such as hospital discharge summary
- Treatment records
- Newspaper articles

- Court documents
- Police reports
- Or other documentation outlining the nature of the request

Documentation will vary according to individual circumstances and should serve to support and clarify the request. Faculty and staff may be contacted regarding the withdrawal request. The date of withdraw will be determined by the documentation received.

If a student provides a letter from his/her health care provider to serve as documentation to support the application, the letter should include:

- Date of illness onset
- Dates of professional care
- General information regarding the condition and how it prevented completion of coursework and/or class attendance
- Follow-up or after-care plan if applicable

Other information may include:

- Date of anticipated return to school
- Last date of class attendance

Requests for Medical and Emergency Withdrawals must be made within one year of the semester from which a student wishes to withdraw.

Consultation with Student Affairs may assist a student in examining his/her options and deciding if a Medical or Emergency Withdrawal is the best option.

Student Affairs will notify the student through his/her NSU email address (or alternate email address, if not an active student) of the decision to deny or approve the request. All decisions are final.

Medical and Emergency Withdrawal requests and documentation are retained by Student Affairs for five years and are filed separately from other educational records.

The following arrangements/accommodations may be considered before a medical or emergency withdrawal is approved or as a suggestion for students returning from leave:

- Referral to or participation in on and off-campus resources and services
- Housing relocation
- Utilization of Student Disability Services
- Lighter or adjusted course load
- Incomplete Grades
- Academic Forgiveness

Of Special Importance

Every semester, NSU publishes withdrawal deadlines for students to drop a course or withdraw without grades. These deadlines provide students with time to decide if they will be able to complete the course successfully. All students are expected to adhere to University policy and procedures. Once these deadlines have passed, the student has made a commitment to complete his/her courses. Further questions regarding withdrawal dates can be directed to the Office of the Registrar in Tahlequah: 918-444-2228 or Enrollment Services in Broken Arrow: 918-449-6134.

Medical or Emergency Withdrawals do not eliminate a student's obligations or debt to the University or to other parties such as Financial Aid. Withdrawal dates determine the extent of refund (if any) and/or financial aid repayment in accordance with University policy, federal guidelines, and scholarship policies. A student may still be responsible for charges accrued through parking services, student organization dues, University charge accounts, housing charges, and/or fees.

Any questions related to a student's account may be directed to Business Affairs (Tahlequah/Muskogee: 918-444-2160 or Broken Arrow: 918-449-6251). Students from ALL campuses should contact the Division of Student Affairs at (918) 444-2120 or <mailto:studentaffairs@nsuok.edu>.

International Students should also consult with the Office of International Programs to discuss potential immigration consequences.

Approved Medical or Emergency Withdrawals will remove students from ALL classes they are enrolled in during the designated semester. No partial withdrawals will be permitted. Special considerations may be made when a class has been completed (such as a weekend seminar) prior to the determined withdrawal date or in some cases when a student is enrolled in second eight week classes that begin after the determined withdrawal date. Medical or Emergency Withdrawals are considered a one-time option. Further requests may require additional justification.

University staff may apply an Administrative Hold to the student's account following a medical or emergency withdrawal to prevent future registration until the hold is removed. To remove the hold, the student may be required to attend a meeting and/or provide additional documentation supporting the student's readiness to return to the University. To maximize future academic success, a student seeking Medical or Emergency Withdrawal should actively work to alleviate, treat, or otherwise address the complications related to the withdrawal prior to re-enrolling.

Prior to requesting a withdrawal, students should consult with all funding or financial assistance representatives regarding the impact of a withdrawal.

To ask questions and/or request a Medical or Emergency Withdrawal:

Students from ALL campuses should contact the Division of Student Affairs at 918-444-2120.

NOTE: some specially accredited programs such as Optometry (optometry.nsuok.edu) and other professional programs, may have their own medical withdrawal policies and guidelines that should be consulted. In addition to Student Affairs, students enrolled in these programs should consult the program director.

Documentation must be on file with Student Affairs for a Medical or Emergency Withdrawal to be reviewed.

Complete the Medical/Emergency Withdrawal form at:

https://cm.maxient.com/reportingform.php?NortheasternStateUnivOK&layout_id=25

Student Conduct and Development

Student Conduct Code

PREAMBLE

Northeastern State University's Student Conduct Code is designed to set forth standards necessary to provide a learning environment conducive to the preparation of students for success in an increasingly challenging, diverse, and global society. The University is, first and foremost, a community where the academic standards are strictly upheld and where the rights, responsibilities, safety, and dignity of every individual are respected and paramount to the achievement of academic excellence.

The Student Conduct Code serves not just as a disciplinary system but also as a part of the educational process. The student conduct process is administrative in nature and is separate from any civil or criminal processes. The purpose of the Student Conduct Code is to teach students to live and act responsibly in a community setting and to encourage the development of good decision-making and personal integrity. University community members are expected to respect the rights of fellow community members, property, common resources, Student Conduct Code, and laws associated with the broader community (e.g., city, state, nation and world).

Any potential Student Conduct Code violation, including academic misconduct, may be submitted to the Office of Student Conduct and Development; all reports should be made as soon as possible after the incident takes place or after becoming aware of the incident. Reports may be submitted online <https://www.nsuok.edu/ReportConcern>, in person (Tahlequah, Admin 209), or by fax 918-458-2340.

In order to encourage reporting, NSU practices limited immunity for students who are attempting to assist another individual(s) during a medical emergency, who are seeking help for themselves,

or who are reporting a sexual misconduct offense. The fear of “getting in trouble” should not be a deterrent to reporting.

ARTICLE I: DEFINITIONS

- A. **University** – The term “University” means Northeastern State University.
- B. **Student** – The term “student” includes all persons enrolled at the university, both full-time and part-time, pursuing undergraduate, graduate, or professional studies. Persons who are not officially enrolled for a particular term, but who have a relationship with the university, are considered “students.” This definition includes, but is not limited to, incoming freshmen, transfer students, non-student residents, anyone participating in university sponsored programs and activities, persons who enroll for courses from time to time, and participants in third-party programs. (RUSO 4.4.3)
- C. **University Official** – For the purpose of this document, the term “University official” includes any person employed by the University, performing assigned academic, administrative, or professional responsibilities.
- D. **Member of the University Community** – includes any person, group, or organization, be they a student, employee of the University, or any other person directly affiliated with the University. A person’s status in a particular situation shall be determined by the VPSA or designee.
- E. **University Premises** – The term “University premises” includes all land, buildings, facilities and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- F. **Organization** – The term organization means any number of persons who have or have not complied with the formal requirements for University registration.
- G. **Registered Student Organization** – is a group that has complied with the Student Registration process as outlined by the Office of Student Engagement. Registered Student Organizations (RSOs) are required to have a Constitution and a faculty/staff advisor.
- H. **Vice President of Student Affairs (VPSA) or designee** – The term VPSA means the person designated by the University President to be responsible for the administration of the Student Conduct Code.
- I. **Student Conduct Administrator(s)** – The term “Student Conduct Administrator(s)” means a University official authorized, on a case-by-case basis by the VPSA or designee, to determine whether student(s) have violated the Student Conduct Code. The VPSA or designee may authorize the same Student Conduct Administrator to impose sanctions in all cases.
- J. **Appeal’s Administrator(s)** – The term “Appeal’s Administrator(s)” means any person(s) authorized by the VPSA or designee to consider an appeal from a Student Conduct Conference.
- K. **Student Conduct Conference** – The term “Student Conduct Conference” means a meeting between Student Conduct Administrator(s) and student(s) who potentially violated the Student Conduct Code.

- L. **Student Conduct Appeals Committee** – The term “Student Conduct Appeals Committee” is a committee consisting of faculty, staff, and students created to consider an appeal in student cases resulting in suspension, expulsion, degree revocation, or rescission of credit.
- M. **Policy** – The term “policy” means the written regulations of the University as found in, but not limited to, the Student Conduct Code, Residence Life Handbook, the University website, the Student Organization Handbook, computer and network use policy, and Graduate/Undergraduate Academic Catalogs.
- N. **Cheating** – The term “cheating” includes, but is not limited to:
1. use of any unauthorized assistance in taking quizzes, tests, or examinations;
 2. use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;
 3. the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; or
 4. engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- O. **Plagiarism** – The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- P. **Individual** – The term “Individual” includes any student, employee, resident, or guest of the University.
- Q. **Complainant** – any party who reports a crime or policy violation by another party. As necessary, NSU reserves the right to initiate a student conduct complaint, to serve as complainant, and to initiate conduct proceedings with or without a formal complaint.
- R. **Respondent** – The term “Respondent” includes any party/parties accused of violating the Student Conduct Code or other policy.
- S. **Academic Integrity** – Academic Integrity is the understanding and respect for scholarship through learning and teaching. As defined by the University’s core value of integrity, “we model ethical and intellectual development by advancing honesty, human dignity, and accountability.”

ARTICLE II: STUDENT CODE AUTHORITY

- A. The Student Conduct Administrator shall:
1. coordinate investigations, as deemed necessary;
 2. determine if a potential Student Conduct Code violation has occurred;
 3. impose sanctions, if necessary; and/or
 4. refer appeals as necessary.
- B. The VPSA or designee shall develop policies for the administration of the student conduct system and procedural guidelines of Student Conduct conference(s).

- C.** Decisions made by Student Conduct Administrator(s) shall be effective immediately.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the University Student Conduct Code

1. The Student Conduct Code shall apply to conduct that occurs on University premises (including on-line), at University Affiliated/Sponsored activities, at events hosted or affiliated with RSOs, and/or off-campus conduct (including on-line) that adversely affects the University Community and/or its member(s), the pursuit of its objectives, and/or as required by law or policy.
2. Each student shall be responsible for their conduct from the time of initial enrollment through the actual awarding of a degree, 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 their conduct is not discovered until after a degree is awarded.
3. The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.
4. The Student Code of Conduct shall apply to RSOs or other organizations.
5. The VPSA or designee shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case-by-case basis.

B. Conduct—Rules and Regulations

Any student or organization found to have committed or to have attempted to commit the following violations is subject to the disciplinary sanctions outlined below.

1. **Acts of dishonesty** – (RUSO Student Policy 4.4.3 Students' Obligations and Regulations)
Acts of dishonesty may include, but are not limited to, the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false, misleading, or distorted information to any University official, faculty member, office, or law enforcement officer acting in the performance of their duties.
 - c. Assuming an identity other than your own.
 - d. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
 - e. Falsifying or participating in the falsification of any University record.
 - f. Unauthorized possession of examinations or other course materials.
 - g. Academic Misconduct as defined in the University Undergraduate and Graduate Catalogs.
 - h. Any other act of dishonesty which adversely affects the University or the pursuit of its objectives.
2. **Disruption or Obstruction** – Disruption or obstruction of teaching, administration, disciplinary proceedings, other University activities or functions on or off campus, or of

other authorized non - University activities when the conduct occurs on University premises.

3. **Abuse** – Abuse may include, but is not limited to, acts of verbal abuse, threats, intimidation, dating violence, domestic violence, coercion, and/or other conduct which threatens or endangers the health or safety of any person(s). Planning, conspiring, and/or threatening to commit any act of violence is considered a violation of this policy. Methods of abuse may include, but are not limited to verbal, written, electronic, and/or visual displays.
4. **Physical Violence:** An intentional act or acts, that has caused, is intended to cause, or threatens bodily harm. Engaging in physical violence of any nature against any person, on or off campus, includes, but is not limited to, fighting, assaulting, battering, using a weapon; restraining or transporting someone against their will; or acting in a manner that threatens or endangers the physical health or safety of any person or causes reasonable perception of such harm.
5. **Harassment:** Harassment includes patterned or repetitive conduct that is sufficiently severe and/or pervasive and that adversely affects or interferes with the educational program and/or creates an intimidating, hostile, or offensive environment within the University community. Forms of harassment may include, but are not limited to: physical, mental, sexual, racial, ethnic harassment, and/or may be based on national origin, religion, gender identity, or sexual orientation or perception of such.
6. **Sexual Harassment (for Title IX Cases):** Sexual Harassment Offenses Include, but are not Limited to: Quid Pro Quo Sexual Assault, Domestic Violence, Dating Violence, and Stalking. Sexual Harassment consists of behaviors which are:
 - a. unwelcome, verbal, nonverbal, or physical conduct of a sexual nature that is,
 - b. severe, pervasive and objectively offensive denies or deprives a person equal access to NSU's educational program and/or activities, and is
 - c. based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include, unwelcome sexual advances, requests for sexual favors, acts of sexual violence, attempts to coerce an unwilling person into a sexual relationship, repeatedly subjecting a person to egregious, unwelcome sexual attention, punishing a refusal to comply with a sexual based request, making a benefit conditional upon submitting to sexual advances, sexual violence, intimate partner violence, stalking, sex-based bullying.

A. Domestic Violence

Domestic violence is a pattern of abusive behaviors and tactics used to inflict power and control over another person. This includes felony or misdemeanor crimes of violence committed by a current or former spouse/intimate partner of the victim.

- a. By a person with whom a person shares a child in common

- b. By a person who is cohabitating with, or has cohabitated with the victim as a spouse/intimate partner
- c. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime occurred.
- d. By any other person, against an adult or youth victim, who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime occurred

B. Dating Violence

Dating violence is violence committed by a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim. And, the existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of the relationship, and/or the frequency of the interactions between the persons involved in the relationship. Dating violence includes, but is not limited to: Sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under Domestic Violence.

C. Stalking

Stalking is a pattern of behavior directed at as specific person that would cause a reasonable person to:

- a. Fear for one's safety or the safety of others
- b. Suffer substantial emotional distress

Examples include but are not limited to: 2 or more acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Stalking: Stalking is a pattern or repetitive behavior that involves willfully and/or maliciously following or harassing another person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, or harassed.

7. **Hazing:** Any act which endangers the mental or physical health or safety of an individual for the purposes of initiation, admission into, affiliation with, status in, or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not considered a neutral act; they are violations of this rule. Methods of hazing may include, but are not limited to: physical, verbal, written, electronic, and/or visual displays.
8. **Bullying and/or Heckling:** Bullying is considered repeated behavior by a group or individual that is intended to harm, intimidate, offend, degrade, or humiliate another person, possibly in front of others, whereas heckling is considered to be any behavior that badgers, embarrasses, harasses, disempowers, or challenges people or processes in a manner that undermines their integrity. Methods of bullying and/or heckling may include, but are not limited to: physical, verbal, written, electronic and/or visual displays.
9. **Sexual Misconduct (when not Title IX):** Sexual Misconduct includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Sexual misconduct expressly or implicitly imposes

conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment. These behaviors may impact an individual's academic pursuits; University employment; participation in activities sponsored by the University, organizations, or groups related to the University; or opportunities to benefit from other aspects of University life. This includes, but is not limited to, on-campus residence.

10. **Theft and/or Damage** – Includes the unauthorized use, removal, or damage of University, community, or other personal or public property.
11. **Failure to Comply** – Any action or failure to act which disregards reasonable requests or directions of University officials or law enforcement officers acting in performance of their duties.
12. **Identification**- You are required to carry your NSU I.D. card while on University property or at University sponsored events and activities (including registered student organization events). An I.D. may not be used by any person other than the person to whom it was issued. I.D. cards being used by someone other than the card owner will be confiscated by University officials. Students are required to present their I.D. upon request of any University employee. If an I.D. card becomes missing, it is the responsibility of the card owner to promptly report the card lost or stolen to University police or I.D. services. Students should not deface, alter, or use IDs for anything other than their intended purpose.
13. **Unauthorized Entry** – Includes entry to or use of University-controlled property, including locations situated off campus, without permission. Unauthorized entry also includes, but is not limited to, unauthorized possession, duplication or use of keys (or any other such devices) to access University premises.
14. **Controlled Substances** – The use, consumption, possession, manufacturing, distribution and/or being under the influence of any controlled substance(s) is prohibited, except as expressly permitted by law and/or University policy. Possession of drug paraphernalia and the inappropriate use or abuse of prescription or over-the-counter medications is also prohibited.
15. **Alcohol** – The use, possession, manufacturing, distribution, and/or being under the influence of alcoholic beverages is prohibited, except as expressly permitted by law and/or University policy. This includes, but is not limited to, having alcohol or being under the influence of alcohol in the residence halls. Being under the influence includes, but is not limited to: acting noticeably out of character, impaired motor skills, or otherwise disorderly or belligerent conduct.
16. **Firearms and Weapons** – The use, possession and/or distribution of firearms, explosives, bomb-making materials, other weapons, imitation weapons, or dangerous chemicals on University premises is prohibited except as expressly permitted by law and/or University policy. This includes, but is not limited to, bows, knives, lasers or laser sights, guns, water guns, paintball guns, or air-soft weapons.

17. **Disturbing the Peace** – Disturbing the peace includes, but is not limited to, participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; and/or leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. Refer to [University policy on Expressive Activities](#) for more information.
18. **Traffic Obstruction** – Traffic obstruction includes, but is not limited to, obstruction of the free flow of pedestrian or vehicular traffic (including emergency response vehicles).
19. **Disorderly Conduct** – Conduct that is disruptive, lewd or indecent, a breach of peace, or which aids, abets, or encourages another person to breach the peace on University premises, at university sponsored functions, or participated in by members of the University community. This may also include participating in or hosting parties or gatherings that disturb the peace and or violate the law and/or policy.
20. **Technology Theft and/or Abuse** – (RUSO Student Policy 4.4.3d) Technology theft or other abuse of computer facilities and resources includes, but is not limited to, the following:
- a. unauthorized entry into, transfer of, or use of a file;
 - b. use of another individual's identification and/or password or allowing the use of yours;
 - c. use of computing facilities and resources to interfere with the work of another student, faculty member, or University Official;
 - d. use of computing facilities and resources to send obscene or abusive messages;
 - e. use of computing facilities and resources to interfere with normal operation of the University computing system;
 - f. use of computing facilities and resources in violation of copyright laws;
 - g. attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled;
 - h. any violation of University policy on Computer and Network Use;
 - i. use of computing facilities to willfully publish, distribute, or exhibit any obscene expression.
21. **Abuse of Student Conduct, Academic, and/or Administrative Process(es)** – Abuse of the Student Conduct, Academic, and/or Administrative Process(es) includes, but is not limited to:
- a. failure to obey the notice from a Student Conduct Administrator(s) or University official(s) to appear for a meeting or conference as part of the Student Conduct Process;
 - b. attempting to discourage or interfere with an individual's proper participation in, or use of, any student conduct, academic, or administrative process;

- c. attempting to influence the impartiality of a Student Conduct Administrator(s) or University Official prior to and/or during the course of the Student Conduct meeting or conference or other Academic or Administrative process;
 - d. harassment (verbal or physical) and/or intimidation of Student Conduct Administrator(s) or University Official(s) prior to, during and/or after a student conduct meeting or conference or other Academic or Administrative process or any other disruption or interference with the orderly conduct of a student conduct meeting, conference, and/or other Academic or Administrative process;
 - e. failure to comply with the sanction(s) imposed under the Student Conduct Code;
 - f. influencing or attempting to influence another person to commit an abuse of the student conduct, academic, and/or administrative process;
 - g. retaliation: A direct or indirect action taken against a person or organization as a response to their involvement or affiliation with the conduct, academic, and/or administrative process.
 - h. filing a false report or issuing a false complaint
 - i. otherwise obstructing or attempting to obstruct any administrative process, such as through falsification, distortion, or misrepresentation of information.
22. **Passive Participation** – Passive participation includes, but is not limited to, the following: complicity in the violation of a policy such as when a student or organization is present for or aware of a violation of policy but takes no action to confront, prevent, or report the violation to a university official or a failure to intervene as a bystander to an incident involving a violation of University policies.
23. **Violation of any University Policy** – Violation of University Policy shall include any University policy, rule, or regulation published in hard copy or available electronically on the University website (i.e., residence hall policies, Student Organization Handbook, Tobacco Free Campus, Drug Free Campus and Community Act, NCAA policies).
24. **Violation of Law** – Violation of Law shall include violation(s) of any federal, state, or local law.

C. Concurrent Law and University Policy Violations

1. A University conduct meeting or conference may be held with a student and/or organization whose actions potentially violate both criminal law and the Student Conduct Code. The Student Conduct process is separate from civil or criminal litigation proceedings. Meetings or conferences under the Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the VPSA or designee. Determinations made or sanctions imposed under the Student Conduct Code shall not be subject to change due to criminal charge dismissal, reduction, or resolution in favor of or against the criminal law defendant.
2. When a student and/or organization is arrested and/or charged by federal, state, or local authorities with a violation of law, and if the alleged offense is also being processed under the Student Conduct Code, the University may advise off-campus authorities of the

existence of the Student Conduct Code 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/organization violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students, organizations, and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: STUDENT CONDUCT CODE PROCEDURES

A. Administrative Summons

1. An Administrative Summons may be issued by the administrative officers of the University and is to be honored by students. Failure to answer the summons could result in immediate temporary suspension from the University until the issue is resolved.

B. Submitting Reports/Allegations

1. Any person(s) may submit a report of a potential Student Conduct Code violation. A report shall be directed to Student Affairs, University Police, Student Engagement, or Residence Life. Any report should be submitted as soon as possible. Reports may be submitted here:
<https://www.nsuok.edu/ReportConcern.aspx>
2. A submitted report will be reviewed to determine merit, need for further investigation, appropriate referral if necessary, and/or dismissal.

C. Investigations

1. When a formal investigation is deemed necessary, the VPSA or designee will assign investigators. All formal investigations will be conducted by at least two investigators who have received appropriate training. The investigators must be free from conflicts of interest or bias for or against complainants or respondents. Investigators may include (but are not limited to) the Student Conduct Administrators, Title IX Coordinator; other appropriate NSU faculty/staff/administration; or contracted, external investigators. The investigation shall be concluded within a reasonable amount of time. The investigation will be conducted in a manner so that it is adequate, reliable, and impartial.
2. Informal investigations may be conducted by the VPSA or designee but will not require two investigators.
3. The investigation may include but is not limited to interviews of the parties involved, including witnesses, and the gathering of other relevant information.
4. Parties to the complaint may present witnesses and other evidence. At any time during the investigation, the investigators may recommend that interim protections or remedies for the parties involved, including witnesses, be provided by

appropriate NSU officials. These protections or remedies may include but are not limited to, separating the parties, placing limitations on contact between the parties, temporary suspension, or making alternative, classroom, workplace or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation(s) of the Student Conduct Code.

5. Once a formal investigation is concluded, a written investigative report shall be submitted within a reasonable timeframe. The investigation report is a written report describing the factual findings gathered from the investigation with description of all the interviews and any other documents reviewed. The VPSA or designee will determine whether further action is needed pursuant to NSU policy and/or state or federal law, and respond accordingly. If further action is deemed necessary resolution processes or disciplinary procedures will be initiated.

* For Title IX investigations, see the Title IX policy

D. Notifications of Allegations/Conduct Conferences

1. All allegations shall be presented to the Respondent(s) in written form. A time shall be set for a Student Conduct Conference, not less than three (3) University business days from the issue date of the letter. The Respondent may choose to waive the three (3) University business day requirement. Scheduling of the Student Conduct Conferences may be extended at the discretion of the Student Conduct Administrator(s).
2. All allegations and time/location of the Student Conduct Conference shall be presented to the Complainant(s), in cases of a Title IX allegation or act(s) of violence, simultaneously, and in writing, with the written notification to the Respondent(s).
3. Complainant(s) and/or Respondent(s) are considered “notified” when an email is sent to their NSU email address. Failure to open/read the email does not excuse participation in the conduct process.

E. Interim Safety or Preventative Measures: Interim Measures may be appropriate for respondent(s) and/or complainant(s) pending the outcome of a student conduct conference, University Investigation, or other administrative process. Interim measures may be put into place without a formal complaint, conduct process, or a finding of responsibility. Interim Measures may include, but are not limited to:

1. Temporary Suspension/Cease and Desist

- a) A Temporary suspension/Cease and Desist may be imposed:
 - i. to ensure the physical or emotional safety and well-being of members of the University community
 - ii. to ensure preservation of University property;
 - iii. To prevent ongoing threats to, disruption of, or interference with, the normal operations of the University.

- b) During the temporary suspension/cease and desist, access may be denied to the residence halls and/or to other campus locations (including classes), and/or to other University activities or privileges for which the student or organization might otherwise be eligible. In the case of an organization this may include functions such as, but not limited to, meetings and events.
- c) The temporary suspension/cease and desist does not replace the conduct process outlined below.
- d) The student and/or organization shall be notified in writing of this action and the reasons for the temporary suspension/cease and desist.
- 2. **Alteration in Living Arrangements:** This may include being relocated to a different room/floor within the same building, a different room/floor in a different building, or removal from University housing altogether.
- 3. **Class Change/Academic arrangement:** This interim measure may involve, but is not limited to, a change in class section, location, delivery modality, or other appropriate accommodation.
- 4. **No Contact Order:** A no contact order is the termination of any and all communications between two or more parties in order to establish and maintain the safety of the campus community and its individuals. This includes using third parties to facilitate communication.
- 5. **Loss of Privilege:** Loss of privilege is denial of specified benefits, for a designated (consecutive) period of time. For organizations, this includes being placed on limited operations.
- 6. **Restricted Access:** May include restricting entry to, or use of, University controlled property including locations situated off campus.
- 7. **Change of Student Employment:** This interim measure may involve, but is not limited to, a change in student work location, hours, duties, or other appropriate accommodation(s).
- 8. **Escort Arrangements:** In circumstances where an escort to and/or from classes, meetings, or other University functions may be arranged as long as doing so does not put undue burden on University resources.

F. Student Conduct Conferences for Individuals

Student Conduct Conferences may be conducted by a Student Conduct Administrator or designee and/or a conduct panel according to the following guidelines:

- 1. Student Conduct Conferences shall be conducted in private.
- 2. During a Student Conduct Conference involving more than one Respondent, the Student Conduct Administrator(s), may permit the Student Conduct Conference concerning each student to be conducted either separately or jointly.
- 3. Advisors:
 - a. For cases other than Title IX: The Respondent and Complainant may be accompanied by one advisor each (may be an attorney at the student's

expense) so long as the availability of the advisor does not hamper the timeliness of the conference. The selected advisor may not be an individual who may be accused as a result of the same incident. The advisor is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings. The mere presence of a University attorney does not indicate representation.

- b. For Title IX cases: The Respondent and Complainant must be accompanied by one advisor each (may be an attorney at the student's expense) so long as the availability of the advisor does not hamper the timeliness of the conference. The selected advisor may not be an individual who may be accused as a result of the same incident.
4. The Respondent(s) and their advisor, if any, shall be allowed to attend the entire portion of the Student Conduct Conference at which information is received (excluding deliberations). Admission of any other person to the Student Conduct Conference shall be at the discretion of the Student Conduct Administrator(s).
5. The Respondent, Complainant, and/or the Student Conduct Administrator(s) may arrange for witnesses to present pertinent (case specific) information to the Student Conduct Administrator(s). Witnesses will provide information to and answer questions from the Student Conduct Administrator(s). Questions may be suggested by the Respondent and/or Complainant to be answered by other witnesses. These questions shall be directed to the Student Conduct Administrator(s) rather than to the witness directly. Questions of whether potential information will be received shall be resolved at the discretion of the Student Conduct Administrator(s). It will be at the discretion of the Student Conduct Administrator(s) to determine if a student conduct conference will be delayed due to the unavailability of a witness.
6. Cross Examination: In Title IX cases, cross-examination must be conducted orally, directly, and in real time by the advisor, but never by a party directly. Advisors from each party must be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those challenging credibility. Decision-makers must determine relevance of each individual question before the party answers. Any question deemed not relevant must be explained to the advisor of the party asking. If any party or witness does not submit to cross-examination at the live hearing, the decision-maker must not rely on any statement of that party or witness in reaching a determination of responsibility. Questions are considered irrelevant if asked about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
7. Relevant records, exhibits, and written statements (including Student Impact Statements) may be accepted as information for consideration. Character references/letters of support are not considered relevant information for consideration.

8. The Student Conduct Administrator(s), at his or her discretion, may stop a Student Conduct Conference to evaluate new information obtained during a Student Conduct Conference and reevaluate the accusations (add or eliminate) against the respondent.
9. The Student Conduct Administrator(s) may choose, at their discretion, to end a Student Conduct Conference (to be reconvened at a later time) for reasons such as: disruptive, threatening, or disorderly conduct; emergency situation; or procedural issue.
10. After the portion of the Student Conduct Conference concludes in which all relevant information has been received, the Student Conduct Administrator(s) shall determine whether the Respondent is found to be responsible for the conduct code violation(s) of which they were accused.
11. The Student Conduct Administrator(s) determination shall be made based upon whether a preponderance of the evidence (more likely than not) indicates that the Respondent violated the Student Conduct Code.
12. In cases involving acts of violence and/or Title IX violations, complainant(s) will be notified of the time, date, and location of the conduct meeting. Additionally, simultaneous notification will be provided to complainants and respondents about the outcome of the student conduct meeting.
13. All procedural questions during the course of the Student Conduct Conference are subject to the final discretion of the Student Conduct Administrator(s).
14. For Title IX Cases: An audio or audio/visual recording or transcript will be created. No other recordings shall be permitted by other parties. For other cases: An audio or audio/visual recording may be created.
15. For non-title IX cases if a Respondent, with notice, does not appear before a Student Conduct Administrator(s), the information shall be presented and considered **even if the Respondent is not present**. Should an emergency or other compelling circumstance arise, the Student Conduct Administrator may provide an alternate time and date of the conduct meeting as long as requests are made at least 24 hours in advance of the scheduled meeting.
16. The Student Conduct Administrator may also approve/arrange for further reasonable accommodations that may be needed in order for respondent(s) and/or complainant(s) to participate in the conduct process as long as doing so does not put undue burden on University resources or hamper the timeliness of the process.
17. For Title IX cases, if either party or witness does not appear for the live hearing the hearing will be conducted in their absence but will not rely on any statement of that party or witness in reaching a determination regarding responsibility.
18. For non-Title IX cases, The Student Conduct Administrator(s) may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Respondent, Complainant, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen and/or by permitting participation by

telephone, video conferencing, written statement, or other means, as determined by the sole judgment of Student Conduct Administrator(s) to be appropriate.

G. Student Organization Conduct Process:

An organization and its members may be held collectively and/or individually responsible for violations of the Conduct Code for the actions of those associated with the organization, including guests and alumni of the organization.

1. The following guidelines may be utilized when determining individual vs. organizational responsibility (however, determination is not limited to these guidelines).
 - a. When individual members, in the name of the organization, represent themselves as members in the planning, organizing, or preparing of the event/activity
 - b. When a venue is utilized that is associated with the organization
 - c. When electronic communication is sent out that a reasonable person would view as an organizational contact list
 - d. When the group completes a type of admission process such as recruitment, intake, guest lists, tickets, and/or selection process
 - e. When the organization's logos, markers, or other identifying information (identifiers) are used in advertising the activity/event or when displayed at the activity/event.
 - f. When the event/activity is supported using organizational funds or is compelled as a part of individual membership

Note: When group members participate in an event/activity, and a reasonable person would view the group as an organization, the organization may be held accountable.

When an organization is named as Respondent/Responding Party, the group's presiding officer and/or designee may participate in the conduct process as a representative of the group. The University allows organizations to have one representative present, plus an advisor, during the conduct process. An advisor may not be an individual who may be, accused as a result of the same incident. The advisor is limited to advising the student representative and may not present the case, question relevant parties, or make statements during proceedings. The mere presence of a university attorney does not indicate representation.

Initial reports will be evaluated for severity and complexity in order to determine the appropriate process. Cases that are not likely to result in an organizational suspension may be referred to a single Conduct Administrator for adjudication. However, if new information arises that alters the severity or complexity of the case (or changes the likelihood of suspension) then the case may be redirected as needed.

Cases that may result in organizational suspension or contain allegations that are complex, sensitive, require a number of witnesses, or involve an alleged victim, may be referred for a conduct meeting by a panel of Conduct Administrators.

If the case requires further investigation, the investigation will be conducted using the process described above.

2. Student Organization Conduct Meetings Conducted by a Panel

- i. When cases are referred to a panel for adjudication the panel will be made up of the Senior Coordinator of Student Conduct and Development or designee and two additional panel members.
- ii. A representative from the investigation team may attend and participate in the conduct meeting in order to elaborate on the findings, provide clarification, and answer questions.
- iii. Appeals may be conducted by a panel made up of the VPSA or Designee from the Student Affairs Leadership Team, the AVPSA or Designee, plus a student representative. Appeals will be file review only. See Appeal Guidelines for additional information.

H. Individual and/or Organizational Sanctions

1. One or more of the following sanctions may be imposed upon any student(s) or organization(s) found to have violated the Student Conduct Code. Sanctions include but may not be limited to:
 - a. **Warning** – A warning is a written reprimand indicating a violation of the Student Conduct Code has occurred. (RUSO Student Policy 4.4.5)
 - b. **Conduct Review** – Conduct Review is severe enough in nature to warrant the monitoring of behavior for a specified (consecutive) amount of time. Conduct review rises to the level of conduct probation; however, is slightly less due to mitigating circumstances. If there is a finding of responsibility for subsequent violations of the Student Conduct Code during this period of time, more severe sanctions may be administered. A student or organization on Conduct Review remains in good standing with the University.
 - c. **Conduct Probation** – Conduct Probation is for a designated (consecutive) period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional policies during the probation period.
 - i. A student on Conduct Probation is not in good standing with the University. An individual not in good standing: (RUSO Student Policy 4.4.5)
 - a) may not officially represent the University in any University sponsored event,
 - b) may not hold any leadership position in any University recognized organization, and/or
 - c) may affect receipt of institutional scholarships and/or financial aid.
 - ii. An organization on Conduct Probation is not in good standing with the University. An organization not in good standing may be restricted in their ability

to represent the university or receive benefits afforded to registered student organizations.

- d. **Student Account Hold** – A hold may be placed on a student’s account as part of the outcome of a conduct conference. This may be done as a result of failure to complete additional sanctions or as a sanction on its own.
- e. **Loss of Privileges** – Loss of privileges is denial of specified benefits for a designated (consecutive) period of time. For organizations this includes being put on limited operations.
- f. **Restitution** – Restitution is the compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- g. **Educational Requirements** – The imposing of educational sanctions includes, but is not limited to: letter of apology, presentation of a workshop, preparation of a research paper or project, community restitution, counseling, assessment, or evaluation. (RUSO Student Policy 4.4.5)
- h. **Residence Hall Review**- Residence Hall Review is notice to the resident that their behavior is unbecoming of a resident and NSU student. If the resident is found responsible for another Residence Life Policy violation, then previous conduct will be taken into consideration at the time of sanctioning.
- i. **Residence Hall Probation**- Residence Hall probation serves as written notification that a behavior was unacceptable. In addition, the resident ineligible to hold an elected or appointed office in any affiliated residence hall organization, though involvement is encouraged. Future violations of the University or Residence Hall policies could likely result in removal from housing with penalties.
- j. **Residence Hall Suspension** – Residence Hall Suspension is the separation of the student from the residence halls for a designated (consecutive) period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- k. **Residence Hall Expulsion** – Residence Hall Expulsion is the permanent separation of the student from the residence halls.
- l. **Residence Hall Transfer** – Administrative room reassignment for a determined or indefinite period of time.
- m. **University Suspension (Student)** – University Suspension is the separation of the student from the University for a designated (consecutive) period of time, after which the student is eligible to return. Conditions for readmission may be specified. A suspension hold will be placed on the transcript during the period of suspension. (RUSO Student Policy 4.4.5)
- n. **University Suspension (Organization)** – University Suspension is the separation of the organization from the University for a designated (consecutive) period of time after which the organization may be able to return. Conditions for readmission may be specified.
- o. **University Expulsion** – University Expulsion is the permanent separation of the student from the University. When a student is expelled, a record of this action will be made a part of the student’s permanent record. (RUSO Student Policy 4.4.5)

- p. **Determination or Reduction of Grade(s)** – Grade(s) for a specific course, assignment, paper, project, or other academic work, may be determined, or reduced should a student be found responsible for academic or other misconduct.
 - q. **Removal from Class(es) or Program(s)** – May be permanent or for a designated (consecutive) period of time.
 - r. **Revocation of course credit** – Credits awarded for a specific course or courses may be rescinded.
 - s. **Revocation of Admission and/or Degree** – Admission to the university or its programs and/or degree(s) awarded by the University may be revoked for fraud, misrepresentation, or other violations of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation. (RUSO Student Policy 4.4.5)
 - t. **Withholding Degree** – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.
 - u. **Parental Notification** – When students, who are under the age of 21, are found responsible for violating the Student Conduct Code, or local, state, and federal laws in regards to alcohol and/or controlled substances the University reserves the right to notify a parent or legal guardian.
 - v. **No Contact Order** – Any and all communications between two or more parties may be imposed in order to establish and maintain the safety of the campus community and its individuals. This includes using third parties to facilitate communication.
 - w. **Deferred Residence Hall and/or University Suspension** – University Suspensions and/or Residence Hall Suspensions may be deferred for a pre-determined period of time, however, the suspension may be automatically enforced for any subsequent violations of university policy and/or law. More than one of the sanctions listed above may be imposed for any single violation.
- 2. Other than University expulsion, revocation or withholding of a degree, disciplinary sanctions shall not be made part of the permanent academic record, but shall become part of the disciplinary record.
 - 3. A student may request in writing to expunge a disciplinary record for low-level, non-violent, non-Title-IX related violations, no less than one academic year after completion of sanction(s). An expunged disciplinary record is the process in which student's disciplinary record is cleared for disclosure purposes only; however, the disciplinary record will remain on file. Such written request shall be made to the VPSA or designee. The decision will be made through file review.
 - 4. In cases where a student or organization is found responsible for or accepts responsibility for violation(s) of the Student Conduct Code, the sanctions shall be determined and imposed by the Student Conduct Administrator(s).

5. Following the Conduct Meeting, the Student Conduct Administrator(s) will advise the appropriate parties of the outcome.

I. Conduct Conference Outcomes

1. All outcomes shall be presented to the Respondent(s) in written form (by NSU email, postal service, and/or campus mail) following the Conduct Conference.
2. All outcomes shall be presented to the Complainant(s), in cases of a Title IX allegation or act(s) of violence, in writing, simultaneously with the written notification to the Respondent(s).
3. A student is considered notified of the outcome as of the date the written notification is sent.

J. Separation Procedures

1. Any student suspended from NSU (excluding temporary suspension) will be withdrawn from both current and future classes in which they are enrolled. The date of the withdrawal will be determined as the last date of the conduct process including appeal or the last date they could have appealed if the student had chosen to do so.
2. Following a decision to suspend, the student's ID, housing key, and any other University property should be turned in to NSU Officials.
3. The student will be accompanied by a University representative to collect belongings from their room in University Housing and/or locker.
Students under suspension may not enter or use any University property or facilities until such time that the Suspension is lifted. Additionally, you may not participate in classes or any University sponsored events or activities. Failure to abide by the Suspension may result in further disciplinary and/or criminal action. If for any reason you believe you may need access to the campus, you must contact the University Police or Student Affairs to obtain permission and/or escort if permission is granted.

1. Appeal Requests

- a) To request an appeal, the student must submit the reason for their appeal in writing (typed, not hand-written). The request may be signed, dated, and delivered to Student Conduct and Development (J.V. Library, Tahlequah) or may be emailed to Student Conduct and Development (conduct@nsuok.edu) within seven (7) University business days following the date the outcome letter was sent. Any email should be sent from the student's NSU email account.
- b) An appeal request allows a respondent(s) (in all cases) or complainant (in a Title IX case or act of violence) the opportunity to bring forward concerns about the outcome of the case in which they were a part. An appeal may be requested for one or more of the following:

- i. New Information becomes available which could significantly impact the original findings or sanctions and was not available during the original conduct meeting. (This new information must be included with the written appeal request).
- ii. Errors in procedure occurred which may have significantly impacted the outcome.

Failure to check or claim notice of correspondence from the University via email, Postal Service, or campus mail may not constitute an acceptable reason for appeal.

* For Title IX investigations, see the Title IX policy

2. Additional Information

- a) During the appeal process, records reviewed may include but are not limited to: Investigation reports, findings, sanctions assigned, the appeal request, and/or other procedural documents. Character references/letters of support will not be considered during the appeal.
- b) Appropriate parties shall be notified regarding the submission, denial, or acceptance, and outcome of an appeal, simultaneously when required, and within a reasonably determined time-frame.
- c) All sanctions assigned by the original conduct administrator(s) shall remain in effect during the appeal process to ensure the safety of the campus community. Graduation, internships, co-curricular activities, athletics, exams, and other activities are generally not seen as reasons for delaying sanctions. Should the appeal result in reinstatement to the University, Student Affairs will assist in the transition back into good standing but cannot guarantee that there will not be implications or losses.

G. Denied Appeals

- 1. Appeal requests are reviewed by the VPSA or designee in order to determine that the criteria are met. Following a review, the appeal may be denied by the VPSA or designee if it is determined that the appeal request did not meet the above mentioned criteria. If a request is denied the VPSA or designee will notify the requesting party (and complainant if applicable).

H. Approved Appeals

- 1. If an appeal is approved, both complainant(s) and respondent(s) involved in the same case, when related to Title IX or acts of violence, may respond to the appeal. All responses must be in writing. Any party wishing to provide a response should do so, as there will be only one appeal.
- 2. If the appeal does not involve suspension, temporary suspension, expulsion, degree revocation, or rescission of credit, it will be reviewed by the VPSA or designee.
- 3. The appeal process is file review only.

I. Student Conduct Appeals Committee

1. For cases not related to Title IX, if the appeal involves suspension, expulsion, degree revocation, or rescission of credit, the Student Conduct Appeals Committee will consider the appeal.
2. The appeals committee shall be appointed by the President of the University and may include students, faculty, and staff whose primary duties are not concerned with the administration of student conduct and affairs. The President will receive nominations for committee memberships from the Faculty Senate and Staff Council, provided that Faculty Senate and Staff Council nominations are submitted within thirty (30) days from time of notification that a vacancy(s) exists. If nominations are not made within thirty (30) days, the President will fill the vacancy(s) from faculty, staff, and students. The student members of the committee shall be nominated by the Northeastern Student Government Association. Nominations must be submitted in the same manner as those for the Faculty Senate. Student members shall be excluded from the appeals committee for cases involving acts of violence.
3. Committee outcomes require quorum and majority vote.
4. A student who is granted an appeal shall have the right to exclude the student members of the committee upon request.
5. Appeal review meetings will be held as soon as practical after the request is made by the student.
6. An appeal shall be limited to a review of the record of the Student Conduct Conference and supporting documents for one or more of the following purposes:
 - a) To consider the new information and determine if it would have significantly impacted the original findings or sanctions.
 - b) To determine whether errors in procedure occurred and significantly impacted the outcome.
7. The appeal process is file-review only.
8. The VPSA or designee provides oversight for the appeal process and committee functions. The VPSA or designee is responsible for the training of committee members.
9. The committee will:
 - a. Select a committee chair.
 - b. Review the student's written appeal, any statements submitted in response to the appeal, and the conduct case file(s).
 - c. Deliberate as needed to determine one of the following actions:
 1. Return the case to the original Student Conduct Administrator(s) for a new Conduct Conference and/or sanctions
 2. Reverse or modify the outcome and/or sanctions. Modification may include reducing or increasing the severity of the original sanctions.
 3. Uphold the outcome and/or sanctions

10. The committee's decision must be submitted in writing to the VPSA no later than two business days after the appeal review meeting. Committee reasoning for the decision must be included.

J. Appeal Outcomes

1. All appeal outcomes are final.

F. Appeal Guidelines: Student Organization Appeals

1. Appeal Requests

- a) To request an appeal, the organizational representative (usually the organization's president) must submit the reason for their appeal in writing (typed, not hand-written). The request may be signed, dated, and delivered to Student Conduct and Development (J.V Library, Tahlequah) or may be emailed to Student Conduct and Development (conduct@nsuok.edu) within seven (7) University business days following the date the outcome letter was sent. Any email should be sent from the student's NSU email account.
- b) An appeal request allows a respondent(s) (in all cases) or complainant (act of violence) the opportunity to bring forward concerns about the outcome of the case in which they were a part. An appeal may be requested for one or more of the following:
 - i. New Information becomes available which could significantly impact the original findings or sanctions and was not available during the original conduct meeting. (This new information must be included with the written appeal request).
 - ii. Errors in procedure occurred which may have significantly impacted the outcome.

Failure to check or claim notice of correspondence from the University via email, Postal Service, or campus mail may not constitute an acceptable reason for appeal.

Cases heard by the Student Conduct and Development Office will have appeals reviewed by the VPSA or designee, AVPSA or designee, and a student rep.

Once an appeal has been granted, one of the following outcomes may be reached:

1. Return the case to the original Student Conduct Administrator(s) for a new Conduct Conference and/or sanctions
2. Reverse or modify the outcome and/or sanctions. Modification may include reducing or increasing the severity of the original sanctions.
3. Uphold the outcome and/or sanctions

2. Additional Guidelines

- a) During the appeal process, records reviewed may include but are not limited to: Investigation reports, findings, sanctions assigned, the appeal request, and/or

other procedural documents. Character references/letters of support will not be considered during the appeal.

- b) Appropriate parties shall be notified regarding the submission, denial or acceptance, and outcome of an appeal, simultaneously when required, and within a reasonably determined time-frame.
- c) All sanctions assigned by the original conduct administrator(s) shall remain in effect during the appeal process to ensure the safety of the campus community. Organizational activities and/or participation are generally not seen as reasons for delaying sanctions.

3. Denied Appeals

- a. Appeal requests are reviewed to determine that the criteria are met. Following a review, the appeal may be denied by the VPSA or designee if it is determined that the appeal request did not meet the above-mentioned criteria. If a request is denied the VPSA or designee will notify the requesting party (and complainant if applicable).

4. Approved Appeals

- a. If an appeal is approved, both complainant(s) and respondent(s) involved in the same case, when related to acts of violence, may respond to the appeal. All responses must be in writing. Any party wishing to provide a response should do so, as there will be only one appeal.
- b. The appeal process is file review only.

G. Disciplinary Files and Records

- 1. Case referrals will result in the development of a disciplinary file in the name of the respondent. If the respondent is found not responsible for the charges files will be destroyed after one year.
- 2. The files of respondents found responsible for charges against them, with sanctions less than suspension or expulsion, will generally be maintained in the Student Conduct Office for seven (7) years from the calendar year of record, after which they are destroyed.
- 3. Records of cases in which suspension or expulsion from the University occur are kept for ten (10) and fifteen (15) years respectively.
- 4. Confidentiality – All disciplinary records are confidential and may not be disclosed in whole or in part except as provided by law or by the written authorization of the student, under legal compulsion, or where the safety of other persons may be involved. Disciplinary records are maintained separate from the student's academic record but are part of the student's educational record.

ARTICLE V: INTERPRETATION AND REVISION

- A. Any question of interpretation or application of the Student Conduct Code shall be referred to the VPSA or designee for final determination.

- B. The Student Conduct Code shall be reviewed every year under the direction of the VPSA or designee.
- C. The University reserves the right to discontinue, modify, or otherwise change its Student Conduct Code.

Hazing

Northeastern State University does not tolerate acts of hazing by individuals or organization members.

Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment, or ridicule, and risks emotional and or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not considered a neutral act; they are violations of this rule.

No student group or any person associated with any group sanctioned or authorized by the Northeastern State University shall engage or participate in hazing.

Northeastern State University follows Oklahoma Statutes - Title 21, Section 1190 - Hazing

The state of Oklahoma defines hazing as follows:

“Hazing” means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation, admission into, or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state.

- a. “Endanger the mental health” shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could affect the mental health or dignity of the individual.
- b. “Endanger the physical health” shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage as defined in Section 506 of Title 37 of the Oklahoma Statutes, drug, controlled dangerous substance, or other substance, or any other forced physical activity, which could adversely affect the physical health or safety of the individual.

Student groups shall be assumed to be responsible for the actions of their members or associates for hazing violations. The University or prospective members may file a complaint of hazing against all parties as individuals and against the student groups.

The University will strongly recommend the sanction of suspension for students and/or student groups found responsible through the student conduct process for hazing.

Individuals and/or groups may be convicted by local and state authorities. Upon conviction, groups shall be guilty of a misdemeanor and may be punishable by a fine of not more than \$1,500 and the forfeit for a period of not less than one year of the rights and privileges of being an organization. Any individual convicted of violating the provisions of hazing shall be guilty of a misdemeanor and may be punishable by imprisonment for not to exceed 90 days in the county jail, by the imposition of a fine not to exceed \$500, or by both such imprisonment and fine.

Hazing should be reported to Student Affairs immediately.

Student Engagement

Registered Student Organizations

Student Affairs provides opportunities for student involvement and participation through student organizations, student activities, and campus programming. These opportunities ensure students are encouraged to become involved in all aspects of campus life.

Organizations recognized by the University will be afforded the following privileges: use of campus facilities for no or minimal charge, the opportunity to set up an on-campus account, if available, access to a mailbox specifically for that organization, to receive allocations from the Northeastern Student Government Association, to have the opportunity to participate in University activities, and the ability to use, "Northeastern State University" as part of the organization name. (Organizations not recognized may not use "Northeastern State University or NSU" as part of the organization name).

University recognition in no way implies that Northeastern State University condones or supports any or all activities of a registered student organization.

For questions about existing organizations or how to initiate a new organization on-campus, contact Student Activities in UC B01 or at 918-444-2526.

Leadership and Community Engagement

Our purpose is to help develop students into more globally aware and active citizens, while helping them become engaged in both the NSU and off-campus communities. We strive to embody the mission, vision, and core values of Northeastern State University through leadership, service education and programming. To participate in volunteer opportunities or register for a leadership development training, contact Student Activities at 918-444-2526.

Northeastern Activities Board (NAB)

The mission of the Northeastern Activities Board (NAB) is to enhance the college experience by opening the door of opportunity to getting involved on-campus through student activities and

entertainment. NAB plans and produces a wide variety of special programs and events for students by students allowing for hands-on experience, working with diverse groups of people, expanding creative horizons, challenging life knowledge and leadership skill development. For more information contact NAB at nab@nsuok.edu or contact Student Activities at 918-444-2526.

Fraternity and Sorority Life

The ever-growing Greek system includes national fraternities and national sororities. The Greek organizations, represented by elected members of the Greek council, work together to host Fraternity and Sorority Recruitment, numerous philanthropic and service events, Greek Week, Greek Sing, and leadership development opportunities for all members of the Greek community. Involvement in Fraternity and Sorority Life also encourages participation in additional campus and community activities.

Northeastern Student Government Association

The Northeastern Student Government Association serves as a liaison between a diverse student body and the administration and faculty of NSU. Through our advocacy, we empower and educate students to create change, and we strive to expand a culture of learning, discovery, and diversity. For more information, contact NSGA at nsga@nsuok.edu or Student Engagement at 918-444-2526.

Diversity and Inclusion

Diversity and Inclusion serves to create a welcoming and empowering environment for all NSU students. The office provides opportunities for multicultural and historically underserved student populations to connect, participate in leadership development, and find support systems within the University community. We provide ongoing educational workshops related to multicultural topics and identity development. For more information, contact Student Engagement at 918-444-2526.

Students Right to Know

Americans with Disabilities Act (ADA)

Under University policy, the federal Americans with Disabilities Act (ADA) and state laws, students with qualified disabilities are entitled to reasonable accommodation unless the accommodation would pose an undue hardship upon the University. Students enrolled in postsecondary education are required to self-identify if they would like to request services on the basis of disability. The responsibilities of postsecondary schools are significantly different from those of school districts. Postsecondary schools are charged with the responsibility of providing appropriate academic adjustments and to ensure that the student is not discriminated on the basis of disability.

Tahlequah students should contact the Coordinator of Student Disability Services, at 918-444-2042 or visit Student Disability Services in HawkReach, located on the north side of the Leoser Center, for an appointment to discuss your special needs and educational objectives. Broken Arrow and Muskogee students may contact the Education Access Coordinator at 918-449-6139 or visit suite 130 in the Broken Arrow Administration Building. You may also visit the Student Disability Services website at offices.nsuok.edu/studentaffairs/StudentServices/StudentDisabilityServices.

Drug Free Campus and Community

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. The DFSCA also requires the establishment of a drug and alcohol prevention program.

All members of the NSU Community are encouraged to review the information on the following pages. This information is distributed on an annual basis

Standards of Conduct: Drugs and Alcohol

Use of illegal drugs, and the illegal use of alcoholic beverages, is identified as "conduct which adversely affects the University community." University regulations prohibit any unlawful possession, use, distribution, or sale of alcohol and other drugs by University students, faculty, staff, visitors, or guests to the University, on University-owned property and at all University sponsored activities.

Northeastern State University students are also prohibited from the illegal use of drugs or alcohol whether on or off-campus.

The legal age for the consumption of alcohol is 21 years of age. Any underage student consuming alcohol is violating standards for student conduct. Additionally, excessive alcohol use can lead to additional violations, such as driving while intoxicated or public intoxication.

Northeastern State University is designated as a tobacco-free environment. Smoking and the use of all tobacco products are prohibited.

Sanctions

The penalties for misconduct range from a warning to expulsion. Typically, students who have violated the Student Code of Conduct in relation to drugs and/or alcohol will be referred for a substance use assessment and/or a related educational requirement. A Health and Substance Abuse Educator will meet with the student and complete an assessment covering alcohol and other drug use history, reason for referral, family and personal history, health concerns, safety issues, and the consequences associated with usage. The educator will also assess the student's readiness for change and establish behavior change goals.

NSU employee sanctions are listed in the employee handbook located online at offices.nsuok.edu/humanresources/Resources

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

Health Risks

Specific serious health risks are associated with the use of alcohol and drugs. Some of the major risks are listed below. For more information, contact NEO Health located in the RiverHawks Wellness Center on Tahlequah campus, or by calling 918-444-2126.

Alcohol and Other Depressants (barbiturates, sedatives, and tranquilizers) – Abuse of alcohol and use of other depressant drugs can cause addiction, accidents as a result of impaired ability and judgment, alcohol poisoning, overdose when used with other depressants, damage to a developing fetus, and heart and liver damage.

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

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

Marijuana – Marijuana may impair short-term memory, thinking, and physical coordination. Marijuana can cause a panic reaction and increase the risk of lung cancer and emphysema. It can interfere with judgment, attention span, concentration, and overall intellectual performance. The use of marijuana impairs driving ability. The use of marijuana may cause psychological dependence and compromise the immune system.

Cocaine – The use of cocaine can cause addiction, cardiovascular system damage including heart attack, brain damage, seizures, lung damage, severe depression, paranoia, and psychosis. Similar risks are associated with other stimulants, such as speed and uppers.

Nicotine – Tobacco smoke contains thousands of chemical compounds, many of which are known to cause cancer. Nicotine, which is a central nervous system stimulant, produces an increase in heart and respiration rates, blood pressure, adrenaline production and metabolism. People can rapidly become physically and psychologically dependent on tobacco. Nicotine also compromises the immune system.

Inhalants – Inhalants are a diverse group of chemicals that easily evaporate and can cause intoxication when their vapors are inhaled. Most inhalants are central nervous system

depressants. Use of these drugs slows down many body functions. High doses can cause severe breathing failure and sudden death. Chronic abuse of some of these chemicals can lead to irreversible liver damage and other health problems.

Prescription Drug Abuse – Prescription drug abuse can cause adverse reactions, dependency, withdrawal, and overdose.

Treatment Options and Educational Resources

A variety of resources exist for alcohol and other drug prevention education, counseling and referral. For detailed information concerning these resources available from the University and community agencies, students may contact Student Affairs at 918-444-2120 or HawkReach Counseling Services at 918-444-2042 located at Leoser Complex. Faculty and staff members may contact the Employee Assistance Program at 1-888-628-4824 or Human Resources at 918-444-2230.

HawkReach Counseling Services – Provides counseling to help students cope with problems related to alcohol or drug abuse by self, a family member(s), and/or friend(s). Student Counseling Services is available through Student Affairs.

Residence Halls Staff – Provides advice and referral for counseling.

Alcohol and Other Drug Education Programs (AODEP) – Student Affairs coordinates AODEP. Campus-wide programs and customized group programs focused on effects of alcohol and other drug use/misuse are offered throughout the academic year to bring awareness, education, and outreach to the campus community.

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

- National Institution on Drug Abuse Information and Referral, 1-800-662-HELP (4357), Monday-Friday, 8:30 a.m.-4:30 p.m.
- Safe & Drug-Free Schools, 1-800-624-0100, Monday-Friday, 8 a.m.-5 p.m.
- National Council on Alcoholism, 1-800-622-2255, 7 days a week, 24 hours a day
- American Council for Drug Education, 1-800-488-DRUG (3784)
- Cocaine Hotline, 1-888-633-3239
- Reach-Out Hotline, 1-800-522-9054 (alcohol, drug crisis intervention, mental health and referral)

Campus Safety, Crime Awareness, and the Campus Security Act

The following excerpt is from *The Handbook for Campus Crime Reporting*, published by the U.S. Department of Education.

Choosing a postsecondary institution is a major decision for students and their families. Along with academic, financial and geographic considerations, the issue of campus safety is a vital concern. In 1990, Congress enacted the Crime Awareness and Campus Security Act (Title II of Public Law 101–542), which amended the Higher Education Act of 1965 (HEA). This act required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998 and 2000. The 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act in memory of a student who was slain in her dorm room in 1986.

The Clery Act requires higher education institutions to give timely warnings of crimes that represent a threat to the safety of students or employees, and to make public their campus security policies. It also requires that crime data are collected, reported and disseminated to the campus community and are also submitted to ED. The act is intended to provide students and their families, as higher education consumers, with accurate, complete and timely information about safety on-campus so that they can make informed decisions.

The following Campus Safety information supports guidelines established by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Further information on-campus security policies and crime statistics may be obtained at the University Police Department located in the Administration Building of the Tahlequah campus or by phone at 918-444-2468. offices.nsuok.edu/publicsafety/CLERYReporting.

Emergency Communication

Northeastern State University Emergency Notification System

In the case of an emergency that warrants a campus-wide notification, the following methods may be utilized. **To ensure proper notification, please log in the EAS system at eas.nsuok.edu and update your contact information.**

Cable Channel Notification

Tahlequah and Broken Arrow Campuses – Televisions that are turned on and connected to the campus cable network system will have a break in scheduled programming with a notification of emergency including appropriate instructions.

Outdoor Public Announcement System

Tahlequah, Broken Arrow and Muskogee Campuses – The Outdoor Public Announcement System will alert campus community members via an audio speaker system. Announcements may be in the form of sirens and/or voice instructions.

Indoor Public Announcement System

Broken Arrow Campus (only) – An Indoor Public Announcement System may be used as a method of alerting campus community members via audio speaker system. Announcements may be in the form of sirens and/or voice instruction.

Campus-wide Email Messaging System

Tahlequah, Broken Arrow and Muskogee Campuses – Campus-wide email may be used to notify campus communities of an emergency and/or instructions.

University Police and Northeastern State University Facebook and Website

The above social media and websites will be utilized to share emergency information.

Bb Connect Emergency Alerting System

All students, faculty and staff will be automatically “opted in” through their email. User **MUST** log in through our website to enter other contact information such as alternate email addresses, phone numbers and a text message number. This will allow the user to receive any emergency messages through the above methods. This will be for **EMERGENCIES** only.

Emergency Procedures**Severe Weather****Severe Weather – General:**

- Follow instructions as provided by the Emergency Procedures Protocol and NSUPD
- Listen to radio, television and NSU information systems for weather updates (link to local weather conditions)
- Check with emergency personnel for return to work status

Tornado:

- Go to basement or lowest floor of building
- Stay away from exterior walls, doors and windows
- Move to interior hallways and small interior rooms (e.g., bathroom, closet, etc.)
- Get under a piece of furniture if possible (e.g., sturdy table, desk)
- Call the NSUPD or 911 if emergency help is needed

Lightning:

When lightning is approaching:

- Cease outdoor activities
- Seek shelter inside a building or automobile

Avoid:

- Open areas; places near water, trees, metal fences, overhead wires or power lines

- Elevated ground or open vehicles
- Use of radios or cellular phones

Evacuation or Shelter-In Plans

In some emergency situations, such as flooding or release of hazardous materials, emergency personnel may order protective actions for persons who live or work on-campus. Typically, these protective actions are either to evacuate to a safer area or to a shelter in place. It is possible that some emergency scenarios could result in one of these protective actions being ordered for one part of campus and the other protective action for a different area of campus. When such actions are warranted, you will be appropriately advised by NSUPD or via the NSU notification systems, loudspeakers, door-to-door notifications or other appropriate means. During an actual disaster, if Building Coordinators have not been notified in a timely enough manner, they are to use their best judgment as to whether to evacuate or shelter in place. As many crises are fluid in nature, decisions may need to change to meet the situations.

Area Evacuation

An evacuation is an organized withdrawal from a building or area to reach safe haven. Upon notification to evacuate, consult the Emergency Procedures Protocol and the building(s) evacuation diagram in order to:

- Evacuate the building using the nearest exit (or alternate if the nearest exit is blocked)
- Assist all individuals with disabilities or special needs
- Do not use elevators
- Take personal belongings (keys, purses, wallets, etc.)
- Secure any hazardous materials or equipment before leaving
- Follow directions given by emergency personnel

Shelter in Place

When emergency conditions do not warrant or allow evacuation, the safest method to protect individuals may be to take shelter inside a campus building and await further instructions.

- Move indoors or remain there – avoid windows and areas with glass
- If available, take a radio or television to the room to track emergency status
- Keep telephone lines free for emergency responders; do not call 911 for information
- If hazardous materials are involved, turn off all ventilation systems and close all inlets from the outside
- Select a room(s) which is easy to seal and, if possible, has a water supply and access to restrooms
- If you smell gas or vapor, hold a wet cloth loosely over your nose and mouth and breathe through it in as normal a fashion as possible

Local Weather Conditions

Local media outlets and the NSU notification systems will provide updates and information on severe weather. NSU officials will notify local outlets regarding closings or return-to-work situations. The following radio stations will be notified:

- KRMG 740 AM Tulsa
- KAYI 107.9 FM Tulsa
- KTLQ 1350 AM Tahlequah
- KEOK 102.1 FM Tahlequah
- KBIX 1490 AM Muskogee

In the event of school closing, the following television stations will be notified:

- KJRH Channel 2 Tulsa
- KOTV Channel 6 Tulsa
- KTUL Channel 8 Tulsa
- KFSM Channel 5 Fort Smith
- Cable Channel 99 Tahlequah

Violent or Criminal Behavior

Immediately Contact the Appropriate Emergency Telephone Number

University Police is located in the Administration building and provides 24-hour help and protection. This service is provided seven days a week on a year-round basis.

1. Everyone is asked to assist in making the campus a safe place by being alert to suspicious situations and promptly reporting them.
2. If you are a victim or a witness to any on-campus offense, promptly notify University Police as soon as possible and report the incident, including the following:
 - a. Nature of the incident
 - b. Location of the incident
 - c. Description of person(s) involved
 - d. Description of property involved
3. If you observe a criminal act or whenever you observe a suspicious person on-campus, immediately notify University Police and report the incident.
4. Assist the officers when they arrive by supplying them with all additional information and ask others to cooperate.
5. Should gunfire or a shooting threat occur on-campus, your judgment regarding appropriate actions is paramount in order to achieve the most positive outcome. The location of the shooting or threat will likely guide your decisions. In general, if the shooting is in your immediate vicinity, have all persons take cover immediately using all available concealment. After the disturbance, seek emergency first aid if necessary. If the

threat comes from adjacent or distant areas, it is likely that you will attempt to direct persons away from the source using the safest route.

In all cases, attempt to remain calm, composed and in control of the situation and persons in your charge.

Handling of Bomb Threats

Using a Land-Line Telephone, Immediately Contact the Appropriate Emergency Telephone Number

These precautions will be followed upon receipt of a threat to detonate an explosive device in a building or otherwise create a situation hazardous to persons or structures on the campus of Northeastern State University.

Responsibilities of recipients of a bomb threat:

1. If a message of an impending explosion is transmitted to a faculty or staff member, they should find out the name of the caller and determine the basis of the claim.
2. **DO NOT REPORT WITH OR USE A CELL PHONE.** Turn off cell phones and instruct others to do the same.
3. The NSUPD should be contacted immediately upon receipt of any direct threat, or unconfirmed report of a threat to bomb property on-campus.
4. The University Police Chief will determine the need to evacuate any building.

Employees of the University Police will take the following actions upon receiving a bomb threat notification:

1. Find out information on how the threat was received, attitude of the caller and other information that might be helpful in identifying the person making the threat.
2. The University Police Shift Supervisor will be notified immediately.
3. A search will be made of the building or area threatened as quickly as possible.
4. The occupants of the building will not be notified of the threat under normal circumstances.
5. If an object is located that is suspected of being an explosive device, it will not be touched, and it will remain where it was found until arrival of demolition experts. Removal of persons from a building containing such a device will be made at the discretion of the University Police Chief or shift supervisor.

Further action by the University Police:

1. Arrangements will be made with the telephone company to hold phone lines open after a caller has hung up in an attempt to identify callers making bomb threats.
2. Patrol Officers will be familiar with these procedures and will be given periodic training in the identification and handling of explosive devices.

3. All Faculty and Staff members will be informed of action requested of them in the event of a bomb threat on-campus.

Bomb threats/searching for an explosive device:

1. A decision has to be made to conduct a search of the premises and how extensive the search should be. This decision will usually be made by management of the facility and the University Police. An explosive device can be virtually any size or shape. Any foreign object, therefore, is suspect. If a suspicious object is found, it must NOT be touched. Its location and description should be reported immediately to the University Police personnel at the scene. Upon receiving the confirmation of a possible explosive device, the University Police Officer will:
 - a. Establish a clear zone with a radius of at least 500 feet. This includes the floor above and below the suspected device.
2. Total evacuation should be a decision made by management of the facility and the University Police. (Note: Evacuating a facility for any reason, particularly in response to a bomb threat is a drastic reaction. Total evacuation could result in exposing a great number of people to the blast.)

Chemical or Radiation Spill

1. Any spillage of a hazardous chemical or radioactive material is to be reported immediately to University Police.
2. When reporting, be specific about the nature of the involved material and exact location. University Police will contact the necessary specialized authorities and medical personnel.
3. The key person on site should vacate the affected area at once and seal it off to prevent further contamination of other areas until the arrival of University Police personnel.
4. Anyone who may be contaminated by the spill is to avoid contact with others as much as possible, remain in the vicinity and give their names to University Police. Required first aid and cleanup by specialized authorities should be started at once.
5. If an emergency exists, activate the building fire alarm and report the emergency by phone.
6. When the building fire alarm is sounded, an emergency exists. Walk quickly to the nearest marked exit and alert others to do the same.
7. Be aware of individuals that may need assistance in exiting the building. Do not use elevators in case of evacuation.
8. Once outside, move to a clear area at least 500 feet away and upwind from the affected building(s). Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.
9. If requested, assist emergency crews as necessary.

10. A Campus Incident Command Post may be set up near the emergency site. Keep clear of the Command Post unless you have official business.
11. Do not return to an evacuated building unless told to do so by emergency personnel.

Explosion, Aircraft Down (crash) On-Campus

In the event of an explosion or a downed aircraft (crash) on-campus, take the following action:

1. Immediately take cover under tables, desks or other objects that will give protection against falling glass or debris.
2. After the effects of the explosion and/or fire have subsided, notify NSUPD or call 911.
3. Give your name and describe the location and nature of the emergency.
4. If necessary, or when directed to do so, activate the building fire alarm and report the emergency by telephone.
5. When the building fire alarm is sounded or when told to leave by University officials, walk quickly to the nearest marked exit and ask others to do the same.
6. Be aware of individuals that may need assistance in exiting the building. Do not use elevators in case of fire.
7. Once outside, move to a clear area that is beyond the affected building. Keep streets and walkways clear for emergency vehicles and crews.
8. If requested, assist emergency crews as necessary.
9. A Campus Incident Command Post may be set up near the disaster site. Keep clear of the Command Post unless you have official business.
10. Do not return to an evacuated building unless told to do so by a University Official.

Earthquake

During an earthquake, remain calm and quickly follow these steps.

1. If indoors, seek refuge in a doorway or under a desk or table. Stay away from glass windows, shelves and heavy equipment.
2. If outdoors, move quickly away from buildings, utility poles and other structures.
3. **Caution:** Always avoid power or utility lines as they may be energized.
4. If in an automobile, stop in the safest place available, preferably away from power lines and trees.
5. Stop as quickly as safety permits but stay in vehicle for the shelter it offers.
6. After the initial shock, contact the NSUPD or call 911. Protect yourself at all times and be prepared for aftershocks.
7. Damaged facilities should be reported to University Police. **Note:** Gas leaks and power failures create special hazards.
8. Be aware of individuals that may need assistance in exiting the building. Remember that elevators are reserved for disabled persons to use. Do not use elevators in case of fire.
9. Once outside, move to a clear area at least 500 feet away from the affected building(s).
10. Keep streets, fire lanes, hydrants and walkways clear for emergency vehicles and crews.

11. If requested, assist emergency crews as necessary.
12. A Campus Incident Command Post may be set up near the emergency site.
13. Keep clear of the Command Post unless you have official business.
14. Do not return to an evacuated building unless told to do so by a University Official.

Additional Procedures

In the event that the following occur, notify maintenance at 918-444-2400. After 5 p.m., notify University Police at 918-444-2468.

- **ELECTRICAL/LIGHT FAILURE:** Campus building emergency lighting should provide sufficient illumination in corridors and stairs for safe exiting. It is also advisable to have a flashlight and a portable radio available for emergencies.
- **ELEVATOR FAILURE:** If you are trapped in the elevator, use the emergency phone to notify University Police. If the elevator does not have an emergency phone, turn on the emergency alarm (located on the front panel), which will signal for help.
- **PLUMBING FAILURE/FLOODING:** Cease using all electrical equipment.
- **GAS LEAK:** Cease all operations. Do not switch on lights or any electrical equipment. Remember electrical arcing can trigger an explosion!
- **STEAM LINE FAILURE:** Immediately Call Maintenance at 918-444-2400 and if necessary, vacate the area.
- **VENTILATION PROBLEMS:** If smoke odor comes from the ventilation systems, immediately notify University Police or call 911, and if necessary, cease all operations and vacate the area.

Non-Discrimination Policies

University Statement on Harassment and Discrimination

Northeastern State University, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, or veteran status. This includes, but is not limited to, admissions, employment, financial aid and educational services. Individuals, who believe they have experienced harassment or discrimination prohibited by this statement, are encouraged to contact the appropriate offices within their respective units. Students should contact Student Affairs at 918-444-2120, faculty members should contact the Provost at 918-444-2060 and staff members should contact the Human Resources Department at 918-444-2230.

The NSU Statement on Harassment and Discrimination supports Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, section 504 of the Rehabilitation Act of 1973, section 402 of the Readjustment Assistance Act of 1974, Americans with Disabilities Act, and other federal laws and regulations.

Additional information regarding discrimination and compliance can be found here:

<https://offices.nsuok.edu/studentaffairs/Compliance>

Title IX

NSU students, employees, guests, third party vendors, and visitors are to conduct themselves in a manner that does not impose on the rights of others and does not discriminate as outlined in NSU's Statement on Non- Discrimination.

Northeastern State University (NSU) does not discriminate on the basis of race, color, sex, national or ethnic origin, religion, disability, age, or status as a veteran, and to the extent allowed by Oklahoma law, marital status, sexual orientation, gender expression and gender identity in its programs and activities. These protections extend to employment with and admission to NSU, as well as, participation in university sponsored programs.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator: Jamie Hall
Administration Building
209 601 N. Grand Avenue
Tahlequah, OK 74464
titleix@nsuok.edu
Phone: 918.444.2120
Fax: 918.458.2340

NSU is committed to a learning, working, and living environment that promotes personal integrity, civility, and mutual respect free of discrimination on the basis of sex, which includes all forms of sexual harassment. Sexual harassment violates an individual's fundamental rights and personal dignity. NSU considers sexual harassment in all its forms to be a serious offense. Title IX defines sexual harassment broadly to include any of the three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designated to protect: any instance of quid pro quo harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state civil rights laws, NSU has developed policies and procedures that address and prohibit sexual harassment in all of its forms.

All members of the campus community (students, employees, guests, and visitors) are expected to conduct themselves in a manner that does not infringe upon the rights of others. When an allegation of sexual harassment is brought to the attention of the institution, and a respondent is found to have violated this policy, sanctions will be used to reasonably ensure that such actions are never repeated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

NSU acknowledges that there may be some limitations regarding the ability to control or act against certain types of third parties, however, this should neither prohibit nor discourage individuals from filing a grievance about conduct of an individual who is not an NSU student or employee.

Detailed policies and procedures are available online at:

[https://policies.nsuok.edu/StudentAffairs/StudentRightsResponsibilities/Gender-BasedSexualDiscrimination\(Student\).aspx](https://policies.nsuok.edu/StudentAffairs/StudentRightsResponsibilities/Gender-BasedSexualDiscrimination(Student).aspx)

Discrimination Based on Race

Northeastern State University believes in empowering students, faculty, staff, and the community to reach their full intellectual and human potential by creating and expanding a culture of learning, discovery, diversity, and inclusion. As such, NSU is committed to providing a college environment that is free from racial harassment and discrimination and does not tolerate harassment or discrimination on the basis of race. NSU values diversity and promotes the rights of individuals by providing equal access to educational and enrichment experiences, respecting cultural differences, and ensuring equal opportunity.

NSU will actively pursue reasonably calculated efforts to prevent racial harassment and/or discrimination and correct its discriminatory effects. NSU reserves the right to take whatever measures it deems necessary in response to an allegation of misconduct in order to protect the personal safety and rights of others.

Detailed policies and procedures can be accessed here:

<https://offices.nsuok.edu/studentaffairs/Compliance/Racial-Harassment>

Student Records (FERPA)

Purpose and Scope

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Individuals enrolled at Northeastern State University have certain rights with respect to their education records as defined by FERPA. The following policies and procedures outline Northeastern State University's commitment to managing and maintaining student records.

Policies

It is the policy of Northeastern State University that current and former students and parents of students, where appropriate, have the right to review educational records maintained about them by the institution, except for material to which the student has waived right of access or for material specifically determined to be confidential by law. Students shall be informed of their rights each year.

Information contained in educational records is confidential but may be reviewed by “school officials” who have a “legitimate educational interest” in the student without prior consent of the student. “School official” is defined by the Department of Education as the following:

1. Person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff);
2. Person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent);
3. Person serving on the Board of Trustees; and/or
4. Student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a “legitimate educational interest” if a review of a student’s record is necessary to fulfill the official’s professional responsibilities to the University. School officials may have legitimate educational interests both in students who are currently enrolled and in those no longer enrolled.

Directory Information may be released without prior consent of the student unless the student formally requests that such information be kept confidential. Such requests for confidentiality of directory information remain in effect until revoked by the student and apply to all categories of directory information, i.e., students may not specify that only some of the items be kept confidential. Only identifiers that are acceptable under FERPA will be used to identify students whose records are released.

A student may be provided access to his or her own educational record.

A student may challenge the content of the educational record if such records are believed to be inaccurate, misleading, or in violation of the privacy or other rights of the student.

Requests from off-campus parties for information from educational records shall be handled through the University General Counsel.

NSU will use methods that are in compliance with FERPA to identify and authenticate the identity of students, parents, school officials, and other parties to whom personally identifiable information from education records is released.

If a significant threat to the health or safety of a student or other individual is determined, University personnel may disclose information from education records to any person, including parents, whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. University personnel must maintain a record of the significant threat that formed the rational basis for the disclosure.

Procedure

Each year, the University, through Student Affairs, shall publicly notify students of their right to review their own educational records, and students seeking access to their own educational records should submit their request in writing to the appropriate record's custodian/official office. Positive identification will be expected.

Types, Locations, and Custodians of Educational Records

Types	Location	Custodian
Admissions and Academic Records	Office of Registrar CASE Building	Registrar
Treatment Records (Medical/Counseling)	HawkReach Student Services	AVP Student Affairs
Student Life	Student Affairs	Vice President, Student Affairs
Housing Records	Housing Office, Leoser Center	Director of Housing
Financial Records	Business Affairs Office, A 124	Director of Business Affairs

The appropriate records custodian will satisfy himself or herself that the student is the student to whom the records pertain;

The appropriate records custodian will review the educational record file and remove any material to which the student does not have the right of access or may request that the student make an appointment to review the record, with such appointment being within the legal maximum period of 45 days. No reason for the delay needs to be given; and

The student shall review the record in the office under the supervision of the office staff, and under no circumstances shall the student remove or alter any part of the record.

“Directory information” consists of the following information and is subject to change provided the change is effective only at the subsequent year (i.e., fall term) and provided the change(s) is/are appropriately publicized.

- A. Student’s name, local and permanent address, and telephone number
- B. Date of birth
- C. Classification and enrollment status
- D. Major field of study
- E. Dates of attendance at Northeastern State University
- F. Most recent previous school attended
- G. Degrees, honors and awards received
- H. Participation in officially recognized activities and sports
- I. Weight and height of athletic team members
- J. Photograph
- K. Email address assigned/provided by the institution or provided to the University by the student

Northeastern State University assumes consent for disclosure of directory information unless the student specifically requests the withholding of directory information. Students who want directory information kept confidential shall elect to withhold directory information through the goNSU student portal.

A student who wants information contained in their educational record shared with a 3rd party, shall make such request in writing utilizing the FERPA release form to the official responsible for maintaining the record. The request shall clearly identify what information is to be disclosed or shared and time frame for permission to share records.

When a student challenges the content of the educational record, the following steps will be used:

1. The student will submit a written request to the official responsible for maintaining the record, with such request specifying the content being challenged, the grounds for the challenge, and the exact action being sought;
2. Appeals will be conducted according to the NSU grievance procedure.

Additional information may be obtained at the following link:

<https://www.nsuok.edu/Administration/UniversityPolicies/FERPA/NSUFERPAPolicy.aspx>

Student Support Services

Career Services

Career Services at Northeastern State University serves as a partner in your Career Readiness journey. An integral part of your college experience involves an exploration of interest, skills, and values to help develop and implement a career plan. NSU Career Services' resources assist you regardless of where you are at in your career journey. Career Counselors provide one-on-one career exploration coaching sessions, resume, cover letter, and graduate school document preparation, and job interviewing strategies. Career events such as job fairs, on-campus employer presentations, and interviews, alongside professional development workshops are held each semester to help students identify employment and experiential learning opportunities. For a complete list of services and/or to see our calendar of events, please visit www.HireNSUGrads.com and activate your Handshake account.

HawkReach

HawkReach Student Services is made up of Counseling Services, Student Advocacy and Case Management Services, and Student Disability Services/Educational Access.

HawkReach Counseling Services

Mental Health Counselors are available through HawkReach Student Services to assist students needing individual counseling, referrals to campus and/or community resources, or assistance with any of the following:

- Adjusting to College Life
- Depression
- Anxiety
- Stress
- Sexuality Matters
- Suicidal Thoughts
- Rape or Sexual Assault
- Physical Assault/Altercations
- Alcohol and other Drugs
- Relationship Problems
- Pre or Post Deployment Matters
- Academic Concerns (choosing a major)

HawkReach Student Services provides professional counseling from licensed, license eligible, or graduate level staff. Referrals are available as needed. All services are FREE TO NSU STUDENTS.

During regular office hours (Monday-Friday 8 a.m.-5 p.m.), a student can make an appointment by calling HawkReach Student Services at 918-444-2042 or email hawkreach@nsuok.edu. HawkReach is located in the Leoser Housing Complex just north of the Housing Office.

Services are also available in Broken Arrow by contacting the Student Affairs Office on the Broken Arrow campus at 918-449-6136 or the main number at 918-444-2042. Services are also available on the Muskogee Campus by contacting 918-444-2042.

HawkReach offers informative and educational trainings to offices, classes, or organizations on a variety of mental health or relationship topics. Crisis intervention services are provided as needed 24/7 by calling our office or Campus Police at 918-444-2468. Please be aware of these other important sources for help:

- Suicide Prevention Hotline (available 24/7): 1-800-273-8255
- Campus Police: 918-444-2468
- Help-In-Crisis Hotline: 918-456-HELP (4357)
- CREOKS Behavioral Health (available 24/7): 918-207-0078

HawkReach Internship/Counselor in Residence Program

The Counselor in Residence Program (CIR) is an internship opportunity for graduate level counseling students. CIR's provide supervised counseling services and engage in educational outreach programming.

HawkReach Disability Services/Educational Access

In conjunction with the overall mission of Northeastern State University and Student Affairs, Student Disability Services is committed to ensuring an atmosphere of understanding and awareness of special needs in a welcoming, friendly environment. By providing or arranging reasonable accommodations and services, Student Disability Services collaborates with the campus community to promote equal access to educational and enrichment experiences for the academic and personal growth of the students we serve. The advocacy each student receives supports the student's endeavor for self-sufficiency and determination to succeed.

Under University policy, the Americans with Disabilities Act (ADA), and state laws, students with qualified disabilities are entitled to reasonable accommodations unless the accommodation would pose an undue hardship upon the University. Students enrolled in postsecondary education are required to **self-identify** if they would like to request services on the basis of disability. The responsibilities of postsecondary schools are significantly different from those of school districts. Postsecondary schools are charged with the responsibility of providing appropriate academic adjustments and to ensure that the student is not discriminated on the basis of disability.

Tahlequah students should contact the Coordinator of Student Disability Services at 918-444-2042 or visit Student Disability Services in HawkReach, located on the north side of Leoser

Center, for an appointment to discuss your special needs and educational objectives. Broken Arrow and Muskogee students may contact the Education Access Coordinator at 918-449-6139 or visit suite 130 in the Broken Arrow Administration Building. You may also visit the Student Disability Services website at

offices.nsuok.edu/studentaffairs/StudentServices/StudentDisabilityServices.

Health Services

NEO Health

NEO Health provides health care services to students, faculty, staff, and their dependents. Their office is conveniently located on the NSU campus in Tahlequah next to the RiverHawk Fitness Center. NEO Health is a private, non-profit, community health center that provides comprehensive, primary, and preventative medical services to families and individuals, regardless of their ability to pay. NEO Health accepts most insurances, and utilizes a sliding scale for uninsured patients who meet the income criteria. Office visit copays will be paid by NSU for students who visit the Tahlequah or Muskogee Clinic.

To schedule an appointment at NEO Health, please call Tahlequah 918-444-2126 or Muskogee 918-683-0470. Walk-ins are welcome, though an appointment may shorten your waiting time. Business Hours: 8 a.m.-5 p.m. Monday-Friday.

Arkansas Verdigris Valley Health Center Coweta Clinic

AVVHC serves our students in Wagoner County. Arkansas Valley is a private, non-profit, community health center that provides comprehensive, primary, and preventative medical services to families and individuals, regardless of their ability to pay. AVVHC accepts most insurances, and utilizes a sliding scale for uninsured patients who meet the income criteria. Office visit copays will be paid by NSU for students who visit the Coweta Clinic.

Outreach & Prevention

Health Education

Educational pamphlets and materials are available to address common health related conditions and prevention. Health educational workshops, presentations and information distribution are available upon request.

Immunizations

The University immunization requirements comply with Senate Bill 787, in effect the 2004-2005 academic year. Contact Outreach & Prevention for details on immunization requirements at immunizations@nsuok.edu or visit offices.nsuok.edu/studentaffairs/StudentServices/OutreachandPrevention/Immunization

Immunizations – International

All international students are required to have a TB test (in the U.S.) before arrival on-campus. This test cannot be waived. Please contact Outreach & Prevention for details on immunization requirements at 918-444-4735.

Alcohol and Drug Education

Programs designed to educate students on the effects of the misuse of alcohol and drugs are offered throughout the year. Small group education sessions can also be provided upon request.

Student Health Insurance

All students are highly encouraged to carry personal health insurance. All enrolling International students registered for one or more credit hours are required to provide proof of coverage.

TRIO: Student Support Services

Student Support Services (SSS) is part of a TRIO federal grant program housed at Northeastern State University. The SSS grant program has been assisting students at NSU since 1993. It is a support program designed to increase the academic performance, retention, and graduation rates of program eligible students at NSU.

We are committed to providing first generation, low-income students and students with disabilities a support system that facilitates and customizes services that addresses their academic and non-academic needs. A few of the services provided include: academic tutoring, academic coaching, advice and assistance in postsecondary course selection, assistance in applying for FAFSA, financial aid literacy, and social/cultural activities.

Students eligible to receive services must be enrolled at NSU, be a U.S. citizen, be a first generation college student, meet the income guidelines set by the Department of Education, have a documented disability (registered with the ADA office on campus), and have academic need. For more information about, visit their office in the basement of Haskell Hall or call at 918-444-3035.

Veterans

Veterans Services is located on the upper level of the Center for Admissions and Student Enrollment (CASE) Building. This office serves as a liaison in certifying veterans, dependents, reservist/guardsmen, and disabled veterans for Veterans educational benefits. NSU proudly supports veterans.

***The Student Handbook is regularly updated. The most up-to-date version can be found online at www.nsuok.edu/studenthandbook. In the case of a discrepancy between the two the most recently revised online version will override this document.**

Important Phone Numbers

Service	Phone Number
Bursar (Pay bill or Set Up Payment Plan)	918-444-2160 (TQ) 918-449-6251 (BA)
Career Services (Resumes, Interviews, Internships)	918-444-3110 (TQ) 918-449-6168 (BA)
Student Financial Services (Financial Aid)	918-444-3402 (TQ) 918-449-6193 (BA)
HawkReach (Counseling & Disability Services)	918-444-2042
Housing and Residence Life	918-444-4700
Library	918-444-3235 (TQ) 918-449-6459 (BA)
NEO Health (Tahlequah Campus)	918-444-2126
Registrar (Transcripts & Enrollment Verifications)	918-444-2208
Riverhawk Wellness Center aka “The Fit” (Intramurals, Pool, Weights, Track)	918-444-3980
Student Engagement (NAB, NSGA, Greek Life)	918-444-2526
Student Affairs	918-444-2120
University Advising Center (Pick or Change Classes)	918-444-3253
University Police	918-444-2468
Veterans Services	918-444-2204