



THE UNIVERSITY OF OKLAHOMA

STUDENT CODE

of Responsibilities and Conduct for the Norman Campus

2008-2009

INCLUDING:

The Academic Misconduct Code
and Other University Policies

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Created by the Oklahoma Territorial Legislature in 1890, the University of Oklahoma is a doctoral degree-granting research university serving the educational, cultural, economic and health care needs of the state, region and nation. The Norman campus serves as home to all of the university's academic programs except health-related fields. Both the Norman and Health Sciences Center colleges offer programs at the Schusterman Center, the site of OU-Tulsa. The OU Health Sciences Center, which is located in Oklahoma City, is one of only four comprehensive academic health centers in the nation with seven professional colleges. OU enrolls more than 30,000 students, has more than 2,000 full-time faculty members, and has 19 colleges offering 150 majors at the baccalaureate level, 142 majors at the master's level, 76 majors at the doctoral level, 30 majors at the first professional level, and five graduate certificates. The university's annual operating budget is more than \$1 billion.

The Student Code of Responsibility and Conduct for the Norman Campus is published annually by the Division of Student Affairs. Printing by O.U. Printing Services. 3,500 copies were printed at a cost of \$3,975.00.

The University of Oklahoma is an equal opportunity institution. Accommodations on the basis of disability are available by calling (405) 325-3852 Voice or (405) 325-4173 TDD.

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of Responsibilities and Conduct for the Norman Campus

THE REGENTS OF THE UNIVERSITY OF OKLAHOMA

The Regents of the University of Oklahoma are charged in the Constitution of the State of Oklahoma with the government of the University of Oklahoma and nothing in this Code shall ever be construed so as to prevent the Regents from establishing or amending rules or procedures in order to fulfill such responsibility. In such an event, however, the Regents shall officially notify the Undergraduate Student Congress and the Graduate Student Senate as soon as possible and seek their opinion regarding the action taken.

TITLE 1 SHORT TITLE

These rules shall be known as the University of Oklahoma Student Code and shall apply to individual students, student groups, organizations, and University operated or approved living units.

TITLE 2 STUDENT RIGHTS AND RESPONSIBILITIES

Students of the University of Oklahoma are guaranteed certain rights by the Constitutions of the United States, Oklahoma and the University of Oklahoma Student Association. Those documents are controlling and any questions of student rights must be decided on the language contained in those documents.

Among other rights, the following apply:

1. The student has the right to be considered for membership in any student organization or group without regard to race, color, place of national origin, religious creed, political belief, gender, sexual orientation, or disability.
2. The student has the right to petition the government for redress of grievances.
3. The student has the right to procedural due process, including a speedy trial, confrontation of complaining party or his witness, counsel, presumption of innocence, protection against cruel punishment, and appeal.
4. The student has the right to petition the administration for an appropriate remedy for any violation of right guaranteed by the Student Bill of Rights or student regulations.
5. The student has the right not to be twice put in jeopardy for the same offense.
6. The student has the right to establish and/or disseminate publications free from any censorship or other official action controlling editorial policy or content.
7. The student has the right to invite and hear any person of his choice on any subject of his/her choice subject to regulations of this code.
8. The student has the right to form, join, and participate in any organization for any lawful purpose.
9. The student has the right to use campus facilities, subject to uniform regulations governing the facility
10. The student has the right of assembly to demonstrate, inform, or protest, so long as the normal workings of the University are not disrupted.

11. The student has the right to be secure in his possessions, against invasion of privacy, and unreasonable search and seizure.

Enrollment in the University creates special obligations beyond those attendant upon membership in the general society. In addition to the requirement of compliance with general law, the student assumes the obligation to comply with all Oklahoma State Regents for Higher Education and University policies and campus regulations. (Approved by the Board of Regents at the June 23, 2008 meeting.)

TITLE 3 RIGHT OF PRIVACY

1. Students have the same rights of privacy as any other citizens and surrender none of these rights by becoming members of the academic community. These rights of privacy extend to residence hall living. Nothing in the institutional relationship or residence hall contract gives the institution or residence hall officials authority to consent to a search of a student's room by police or other government officials, except when such a search is duly authorized by a search warrant.
2. When the institution seeks access to a student's room in a residence hall to determine compliance with provisions of applicable multiple dwelling unit laws or for improvement or repairs, the institution shall in all cases give as early as practicable advance notice to the occupant. There may be entry without notice in emergencies where immediate danger to life, safety, health or property is reasonably feared or during fire drills.
3. Limited inspections of residence hall rooms may be performed to determine compliance with regulations concerning the use of institutional furniture, provided the institution gives advance notice as early as practicable to the occupant(s).
4. A search may not be conducted of a student's room in a University housing unit to determine compliance with federal, state, or local criminal law or University regulations unless authorized by a valid authorization for search based upon probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists where the facts and circumstances within the knowledge of the body is issuing the authorization for search and of which it has reasonable trustworthy information are sufficient in themselves to warrant a person of reasonable caution in the belief that an offense has been or is being committed. The Vice President for Student Affairs or his/her delegate may issue such authorization for search as may be properly authorized by them as appropriate administrative officials. Nothing in this section shall be construed as an attempt to limit the ability

of police officials to seek and secure search warrants from any court of competent jurisdiction.

TITLE 4 DEFINITIONS

When used in this Code...

1. The term "institution" as used in this Code means the University of Oklahoma, Norman Campus, and collectively, those responsible for its control and operation, including the University of Oklahoma Student Association.
2. The term "student" includes all persons taking courses at the institution both full-time and part-time.
3. The term "instructor" means any person hired by the institution to conduct classroom activities. In certain situations a person may be both "student" and "instructor." Determination of his or her status in a particular situation shall be controlled by the surrounding facts.
4. The term "registered" used in conjunction with student organization refers to compliance with the registration process outlined in Title 10.
5. The term "publication" means any printed, written, type-written, or duplicated material published or disseminated, whether by students or non-students, which consists of other than primary promotional or advertising content, though publications may contain some advertising.
6. The term "shall" is used in the imperative sense.
7. The term "may" is used in the permissive sense.
8. The term "public place" for the purpose of restricting distribution and solicitation shall apply generally to all areas of campus except the interiors of buildings and areas used for instructional purposes. The stadium shall be considered a building. The Oklahoma Memorial Union shall designate certain areas of the Union Building as public places. Housing governmental units may designate further public places within their respective housing areas at their discretion.
9. The term "day" for the purposes of this code and in accordance with Regents' Policy shall be limited to any day, Monday through Friday, on which the University of Oklahoma holds regularly scheduled class(es). Regularly scheduled shall include intersession (if any), the regular summer school period, and regularly scheduled final examination days. This provision does not apply to the College of Law.
10. The term "University regulation" includes regulations and policies promulgated by the Board of Regents of the University of Oklahoma and by the Oklahoma State Regents for Higher Education. (Approved by the Board of Regents at the June 23, 2008 meeting.)
11. All other terms have their natural meaning unless the context dictates otherwise.

TITLE 5 STUDENT RECORDS AND INFORMATION

1. Directory Information:
 - Student's Classification
 - Student's Current Name
 - Campus and Local Address
 - Campus or Local Telephone Number
 - Student's Major
 - Student's College
 - Student's Permanent Address

Current Enrollment (verify or deny only)

Dates of Attendance

Expected Date of Graduation Based on Course Work Completed to Date

Degree(s) Conferred and Date(s) of Graduation

Interim Class Evaluations by Code Number or Identification Number

University Honors

Student's Participation in Recognized Student Activities and Sports

Upon written request to the Admissions and Records Office, by the student, the above information will be treated as confidential and released only with the student's consent.

2. Confidential: All other information not contained in Title 5 above will be released only upon written consent of the student. In implementing this policy it is recognized that:
 - .1 Parents and guardians of dependent students have a legitimate interest in the progress of their sons and daughters, and information contained in the student's record may be released to them, consistent with the Family Educational Rights and Privacy Act. Parents and guardians may be notified of any drug or alcohol violation in accordance with the Family Educational Rights and Privacy Act.
 - .2 The information contained in the student's record is his or hers and he or she may by proper authorization allow others to use it.
 - .3 When a student requests that his or her transcript be sent to another educational institution the University shall have the right to supply such other academic information as may be requested by that institution. No information concerning disciplinary action will be released unless such action is currently active at the time of inquiry, or unless specific inquiry is made about disciplinary action.
 - .4 The University is responsible for determining a student's athletic eligibility, and in compliance with appropriate conference rules, must supply certain student information to the Athletic Department, The Big Twelve Conference, and the National Collegiate Athletic Association.
 - .5 Certain college, departmental and administrative officers of the University have a legitimate interest and need for information contained in the student's records and are authorized access to this information on a "need to know" basis.
 - .6 Records maintained by a physician, psychiatrist, psychologist, or other recognized professionals are not open for parents' or students' inspection. Students or parents may, however, have an appropriate professional of their choosing inspect such records.
 - .7 Record of instructional, supervisory and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker and which are not accessible or revealed to any other person except a substitute need not be made available for inspection.
 - .8 Information may be released from a student's record to appropriate persons in connection with an emergency

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if the knowledge of such information is necessary to protect the health and safety of a student or the University Community. The following factors should be taken into consideration in determining whether records may be released under this section.

- a. The seriousness of the threat to the health and safety of a student of the University Community.
 - b. The need for such records to meet the emergency.
 - c. Whether the persons to whom such records are released are in a position to deal with the emergency, and
 - d. The extent to which time is of the essence in dealing with the emergency.
- .9 Records and documents of the University Police Department, which are kept apart from all other student records, are maintained solely for law enforcement and/or public safety purposes. These records are available for public access in accordance with the Oklahoma Open Records Act through the University's established Open Records Policy.
3. Access to any of his or her records and files is guaranteed every student subject only to reasonable regulation as to time, place, and supervision.
 4. No record may be made on the official transcript in relation to any of the following matters except upon the express written request of the student.
 - .1 Race
 - .2 Religion
 - .3 Political or Social Views; and
 - .4 Membership in any organization other than honorary and professional organizations directly related to the educational process.
 5. Upon graduation or withdrawal from the institution the records and files of former students shall continue to be subject to the provisions of this Code.
 6. Maintenance and disposition of disciplinary records may be found in Title 17.3.
 7. The University issues a photo identification card to each student which, when properly validated, constitutes proof of student status and affiliation and provides access to a variety of services including, but not limited to, use of library materials, use of physical fitness and other facilities, and entry to events using student tickets.
 - .1 The student ID card should be carried by the student.
 - .2 The student ID card must be presented upon demand to any University official acting in the performance of their duty or as required to gain access to services or facilities.
 - .3 Refusal to present the student ID card upon demand may be chargeable under Title 16 of this Code.

TITLE 6 CAMPUS EXPRESSION

1. Campus expression shall be understood to mean any communication of attitudes or opinions on any subject by any student by any means. Such expression shall not be limited, registered, restricted or require any official approval with the following exceptions:
 - .1 Where that form of expression might include individuals from outside the University Community.

.2 Where the method of communication might violate this Title of the Student Code.

.3 Any form of political activity will be subject to the provisions of the Student Code.

2. Discussion and expression of all lawful views is permitted within the institution in public places subject to requirements for the maintenance of order, and to applicable State, Federal, and Local laws. The institution retains the right to assure the safety of individuals, the protection of property, and the continuity of the educational process.
3. Orderly picketing and other forms of peaceful expression are permitted in public places on institution premises so long as there is neither interference with ingress or egress at institution facilities, interruption of classes, damage to property, or disruption of the operation of the institution, nor blocking vehicular or pedestrian traffic, unless such traffic is diverted by previous arrangement with the University Police Department.
4. Registered student organizations and groups may invite and hear any person(s) of their own choosing subject to requirements for use of institutional facilities and subject to the Oklahoma University Speakers Policy.
 - .1 In order to protect the rights of all concerned individuals, any registered student organization wanting to hold a peaceful protest must register with the Student Affairs Office by filling out a "Faculty Use Request" at least five (5) days prior to the event. A meeting will be arranged with the event organizers, Student Affairs and the OUPD to facilitate the event. Under special circumstances exceptions to the five-day regulation may be granted by Student Affairs.
5. All outdoor activities where individuals or groups plan to use a public address system or equipment such as tables, booths, or vehicles, must be scheduled with the Student Affairs Office and must follow the policies applicable to use of University facilities.
6. The institution shall assume initial responsibility for maintaining order by using its internal enforcement agencies—although the institution recognizes that City, County, and State enforcement bodies are available.

TITLE 7 PUBLICATIONS

1. Prior to dissemination, publications by students or student organizations shall register with the Office of the Vice President for Administrative Affairs the name of the publication, its place of publication, name(s) of its principal agent(s) and, if sold, the price per issue or other rate established; provided, however, that this section not apply to publications containing the above information in each issue for the purpose of recording.
2. All publications disseminated on or broadcast from the campus shall conform to the applicable regulations of the Federal Communications Commission and/or to applicable laws. The institution shall not by previous restraint forbid the distribution of a publication, but the publishers will be legally responsible for the contents of their publications.
3. All communications using: either explicitly or implicitly, the name of the institution or any of its divisions shall explicitly state on the editorial page or in the broadcast that the opinions expressed are not necessarily those of the institution or

its student body.

TITLE 8 DISTRIBUTION OF INFORMATION, SOLICITATION, PROSELYTISM

1. Distribution of free literature which does not occur in conjunction with solicitation shall be permitted in such public places as specified by the Vice President for Administrative Affairs. Said distribution of literature must be registered with the Office of the Vice President for Administrative Affairs. Said restrictions and registration do not apply to students, student organizations, staff, or faculty members. It is the responsibility of the individual or organization to rid the campus of debris caused by the distribution of such materials.
2. Solicitation shall be prohibited on campus except:
 - .1 Solicitation by registered student organizations or branches of the UOSA which occurs in conjunction with regular student activities and campus events with the approval of the Student Affairs Office.
 - a. Student organizations as branches of UOSA shall follow basic University policies for revenue-producing activities (See Student Accounts Handbook).
 - b. All student organization funds must be deposited in the appropriate account, daily upon receipt, in accordance with state laws.
 - c. All student organizations using campus facilities, indoor or outdoor, for fund-raising purposes will be required to pay a fee. The fee must be made payable to The University of Oklahoma in either money order, check, or ID and be deposited with Student Life.
 - .2 Solicitation by academic departments in conjunction with regular departmental activities and campus events with the approval of the Provost and notification to Student Affairs. Solicitation by other University departments in conjunction with regular departmental activities and campus events with the approval of the Vice President for Administrative Affairs and notification to Student Affairs.
 - .3 Commercial groups or individuals wishing to solicit on campus shall contact the Office of the Vice President for Administrative Affairs for approval.
 - .4 Areas for solicitation by students and student organizations must be approved by the Vice President for Student Affairs or his/her designated representatives. Areas for solicitation by commercial groups or individuals must be approved by the Vice President for Administrative Affairs or his/her designated representatives. Areas for solicitation by academic departments or individuals must be approved by the Provost or his/her designated representatives.
3. The Oklahoma Memorial Union shall determine its own policy on distribution and solicitation within the Union Building. Distribution and solicitation permitted under this Article shall not necessarily be permitted inside the Oklahoma Memorial Union unless there is prior approval of the Student Affairs Office.
4. All advertising, promotional or informational material

designed for display on any surface is restricted to permanent bulletin boards inside or outside University buildings unless there is prior approval of the Student Affairs Office.

5. Permission to operate a sound truck or a public address system at any time on the University campus or adjacent streets must be secured from the Student Affairs Office. The use of loudspeakers on the University campus and near student residences is prohibited from 7:30 am to 3:00 pm, Monday through Friday and 8:00 am to noon Saturday, except as authorized by the Student Affairs Office.
6. Door-to-Door proselytizing in University approved or operated housing is prohibited during established quiet hours and during those hours when house visiting is not permitted. Quiet hours and visiting hours are posted in each house, and may vary somewhat from house to house. Minimally, quiet hours extend from 9:00 pm to 7:00 am Sunday through Thursday and midnight to 7:00 am Friday and Saturday. Visiting is not permitted prior to 11:00 each morning. Therefore, in general, the times for door-to-door visiting for religious, political, or social causes shall be from 11:00 am to 9:00 pm Sunday through Thursday, and from 11:00 am to midnight Friday and Saturday.
7. Any person distributing or soliciting on campus except as provided by this Article is liable to action under the Student Code.
8. University facilities or properties may not be used for personal profit.

TITLE 9 CAMPAIGN ACTIVITIES

1. Campaign activity for individuals or organizations in conjunction with campus, local, state, or national elections shall be permitted on the campus in public places. However, this action shall not authorize variance with the other provisions of this Code.
2. The Office of Student Affairs must be notified of all UOSA campaign activity prior to any campaigning. All other local, state, or national political campaigning or election activity must be registered with the Office of the Vice President for Administrative Affairs.
3. Registered student organizations may schedule rooms in University facilities for organized campaign meetings.
4. Campaigning in University operated or approved Housing:
 - .1 Campaigning must be approved by the Director of Housing and Food Services or his or her designee and must be in compliance with current Housing and Food Services policy.
 - .2 Lounges may be regulated in a manner prescribed by house and floor vote. If no such procedures are established, campaigners will have free use of the lounge within visitation hours unless a majority of the residents present express their objections. (Approved by the Board of Regents at the June 23, 2008 meeting.)
5. Any student participating in a UOSA conducted election is subject to all UOSA legislation concerning elections, campaign rules and decisions of the UOSA election commissions.

TITLE 10 STUDENT ACTIVITIES

1. Membership in, association with, and benefits emanating

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from student organizations and their related activities shall be based upon such considerations as performance, educational achievement, and other criteria related to the goals of the organization and purposes of the activities. Judgments in this regard based solely on an individual's race, color, religion, national origin, age, gender, sexual orientation, disability, veteran status, marital status, or political belief are not judgments based on such considerations. Further, the purpose of the organization must be consistent with public policy as established by prevailing University Community standards. Exceptions to this policy shall be recognized where enforcement would violate the United States Constitution or federal law. See Article I, Section 3 of the Constitution Guidelines for Student Organizations.

2. Membership lists are confidential and solely for the use of registered student organizations, except that names and addresses of current student officers, and a sponsor who is a full-time member of the faculty or staff shall be required.
3. No individual or student organization may use the name of the institution without the expressed authorization of the institution. Institution approval or disapproval of any policy may not be stated or implied by any individual, or registered student organization.
4. Student organizations may be formed for any lawful purpose in accordance with the established regulations, guidelines, and policies of the University.
 - .1 All student organizations functioning on the campus are required to register with Student Life. Registration provides for use of designated University facilities and services, and the opportunity to apply for Student Activity Fee funds through UOSA. However, registration does not imply University endorsement of the purposes of the organization.
 - .2 The requirements for registration are as follows:
 - a. Student organizations must register by completing the Student Organization Registration Form.
 - b. Three (3) copies of the current constitution including a statement of purpose must be submitted along with the signatures of ten (10) current student members and their student ID numbers.
 - c. Members of registered student organizations must be University of Oklahoma students. Associate member status may be established by the organization to allow for participation by other members of the University community (faculty, staff, spouses).
 - d. Each organization must have an advisor who is a full-time member of the University faculty or staff.
 - e. A current listing of the student officers of registered student organizations must be on file with Student Life.
 - .3 Student organizations are required to operate in a fiscally responsible manner.
 - a. The account sponsor and the student officers are responsible for ensuring that the club maintains a positive cash balance.
 - b. All student organization funds must be deposited in the appropriate account, daily upon receipt, in accordance with state laws.
5. Student Activity Fee Funds:

The Student Activity Fee is that portion of the University's budget which is set aside to be utilized for nonacademic programs and services for students. The President of the University, as its chief executive officer, presents recommendations to the Regents on the distribution of all University funds, including the Student Activity Fee, according to policies established by the Regents. The Regents of the University have delegated to the Student Association the authority to recommend appropriation of a portion of the Student Activity Fee, subject to the following conditions:

 - .1 Funds may be appropriated to the established executive, legislative, and judicial branches of the UOSA.
 - .2 Funds may be appropriated to registered student organizations which have complied with the registration requirements and funding criteria established by this Title.
 - a. Registered student organizations are eligible to apply for Student Activity Fee funds for projects or programs

which have substantial campus-wide interest.

- 3 The University of Oklahoma Student Association has adopted the following additional policies regarding registered student organizations which may receive appropriations from the Student Activity Fee.
 - a. A written constitution consistent with the provisions of 10SC, a copy to be filed for record with the UOSA General Counsel.
 - b. At least a membership of ten Student Association members, verified to be bona fide students by the UOSA General Counsel. Upon such verification the UOSA General Counsel shall substitute the membership list with his or her subscribed statement that this requirement has been fulfilled.
 - c. The University of Oklahoma Student Association shall not be held responsible for any debt incurred by a registered student organization without the proper written permission of the University of Oklahoma Student Association and will not be obligated to pay such debts.
 - d. Each registered student organization which receives funds from the Legislative Branch shall submit its account, listing all income and expenditures from and to all agencies, business, or individuals to the University Internal Auditing Office for an annual audit.
 - e. The registered student organization's chairperson must sign a statement of financial responsibility before any appropriation is transferred to that organization's account. Officers financially responsible for registered student organizations must be currently enrolled students attending regular classes on the Norman Campus.
 - f. Any other requirements duly enacted by the University of Oklahoma Student Association which are not inconsistent with the provisions of the Student Code.
- 4 Student organizations no longer have to register outside bank accounts. Funds generated by student groups from dues, assessments, fund-raising events, or any other revenue-generating activity could be handled through outside bank accounts or through a University account at the option of the sponsor of the student group; and the student groups holding fund-raising events in University facilities will be required to pay a facility fee. Student activity fee funds must be handled through University accounts.
- 5 At the discretion of UOSA, appropriated monies may be denied or withdrawn from any registered student organization that has an overdrawn University account.
6. Use of University Facilities:
 - 1 Official branches of UOSA and registered student organizations may reserve University facilities, including designated outdoor areas. The reservation of facilities is subject to established policies governing the use of facilities. To obtain further information on use of a facility, contact Student Life in the Oklahoma Memorial Union.
 - 2 A registered student organization may reserve designated meeting rooms in the Oklahoma Memorial Union with no rental charge or arrange for other Union facilities or

services subject to established Union policies.

- 3 No individual or registered student organization may use or rent university facilities for a fund raising event without the prior approval of the Student Affairs Office. Approved with the clarification that the provision of the Regent's Policy of March 8, 1973, and as amended, related to the Student Activity Fee, remain in effect, although not restated in the Student Code.
- 4 University facilities or properties may not be used for personal profit.

TITLE 11 HOUSING

1. Housing and Food Services:

- 1 In all University student residence halls including fraternity and sorority houses, the disciplinary boards have the authority to adjudicate violations of stated norms of conduct as set by the house or by this code. This provision does not deny the right of appeal to the appropriate body within or outside the University. Neither does it preclude administrative actions being taken by the proper University official to insure the safety or welfare of the University community.
- 2 Regents' policy provides that certain students are required to live in University housing. All single freshmen students under 20 years of age must live in a University residence hall for the academic year EXCEPT for those who have earned 24 or more hours of college credit in residence or have already lived in University residence halls for two semesters. Exception from this policy is by special permission only, granted in writing by the Vice President for Student Affairs, or his/her delegate(s). Application for special permission must be made to the Housing and Food Services Office, Room 126, Walker Center, prior to the beginning of each semester. Special permissions are granted for a period of one semester only and are subject to review prior to renewal.
- 3 An application for housing by a Prodigy Student, defined as a student under the age of 17 on the first day of class, will be reviewed on an individual basis. Housing and Food Services is not obligated to provide housing for Prodigy Students, but it may do so at its discretion. An exception will be granted if a parent or legal guardian chooses to live with the student in University apartments on a space-available basis. A parent or legal guardian must sign housing applications for all students who are under the age of 18 by the first day of class. All residents of University Housing, including parents, guardians and Prodigy Students, must abide by the Student Code of Conduct.
- 4 Regents' policy requires that all students living in Cate Center, Couch Center, Cross Center, Adams Center, and Walker Center, board at their place of residence.
 - a. Meal tickets are not transferable. The use of a meal ticket card by any person other than the one identified on the card is prohibited and may result in disciplinary action.
 - b. Students living in University housing who find it necessary to work for board may secure permission

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to board at their place of employment. However, such students must receive permission to be released from the board portion of their contract by the Room and Board Release Committee.

- .5 Before a student moves from the place of residence for which approval was given during the enrollment period, clearance through the Office of University Housing and Food Services must be obtained. Failure to comply with this regulation may result in disciplinary action.
- .6 Fraternity and sorority residences are considered voluntary living organizations subject to the same health, safety, and conduct standards required by University policy, in addition to their own regulations and rules. Fraternity and sorority residents are subject to all provisions of this Code.
- .7 Pledges and members of fraternities and sororities not required to live in University housing by Regents' policy may live in fraternity or sorority residences.

2. Special Regulations:

- .1 Registered student organizations using University facilities (lounges, cafeterias, etc.) are responsible for arranging furniture to their own desires. Furniture may not be moved from the premises. Upon completion of the event, students shall return all furniture to its original place, pick up all refuse, and leave the facility clean.
- .2 Open-flame devices, combustibles or hazardous chemicals: The possession or use of any open-flame device, except matches or cigarette lighters, such as candles, or any instrument of a similar nature including lamps or lanterns, using combustible chemicals or fuels are strictly forbidden in the living space of University housing or University apartments, or in any organized student residence.

The possession or use of any hazardous or dangerous chemical, including but not limited to flammables, solvents, corrosives or toxins, shall also be strictly prohibited, and the determination of whether or not any substance is hazardous or dangerous shall be made by the appropriate University officials. Any student violating this regulation may be subject to disciplinary action.

- .3 Animals or pets: Keeping animals or pets in University housing, including apartments and adult housing, is prohibited.
- ### 3. Citation System: The following minor offenses may be removed from the discipline process and handled via a citation system. Citations may be issued in any University residence hall or any University apartment. Repetition of the offenses within one year of imposition of the first sanction may be dealt with by graduated increases. (See Table 1)
- .1 Fines: If fines are not paid or alternative arrangements approved in a period of five (5) days then the fines will be doubled and placed on the student's University account. If a student is unable to pay the fine or it is determined the fine would result in an unreasonable hardship, then a work program can be imposed in lieu of the fine. The in-lieu work program must be approved by the Office of Housing and Food Services.
 - .2 Appeals of Citations:

The student will have three (3) days to appeal in writing to the Housing and Food Services Educational Resource Center in Room 115 E in Couch Center. The Appeal Board for the residence halls shall consist of one Appeal Board for each center. Each of these Appeal Boards shall consist of a minimum of two (2) students appointed by each respective Center president and one (1) staff member appointed by the Director of Housing and Food Services. The Appeal Board for the apartments shall consist of two (2) students appointed by the Apartment president and one (1) staff member appointed by the Director of Housing and Food Services. An Appeal Board will vote on the written appeal, and it shall hear the appeal submitted by the student. The Educational Resource Center for Housing and Food Services will then write the student a letter stating the outcome. The letter stating the outcome will be sent to the student within ten (10) regular class days of the Appeal Board's decision during the regular fall, spring, and summer semesters. All decisions of an Appeal Board are final, and only applications by a student concerning the administration of the appeal process, not the factual determination of the appeal, will be considered for review by the Administrative Advocate for Housing and Food Services.

TITLE 11.3 TABLE ONE

Prohibited Conduct	1st Offense	2nd Offense	3rd Offense
Visitation/ Unauthorized Entry	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Littering	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Removal of Furniture/Fixtures	\$30.00	\$60.00	Fine up to \$90.00 or disciplinary process
Open Flame Devices, Combustibles or Hazardous Chemicals	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Pets	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Propping Open Security Doors	\$50.00	disciplinary process	
Noise	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Failure to Comply	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Violation of Published Residence Hall or Apartment Rules	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Misuse of Institutional Property	\$30.00	\$60.00	Fine up to \$90.00 or disciplinary process
Defacement of University Property	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process

4. Private Housing:

- .1 Regents' policies require that when vacancies exist in University housing after any enrollment period, single

undergraduates under 21 years of age may be required to reside in such University Housing. Recall from other housing to fill vacancies shall be by classes, freshmen first, and by grade average within the class, the lower grade average first.

- .2 Students living in private housing by virtue of special permit of any type from the Housing and Food Services Office must secure clearance from that office before moving to a residence other than that for which approval was given during enrollment period.
5. Summer Session Housing: Students enrolled in the Spring Session who plan to attend Summer Session must secure approval from the Housing Office if they desire housing arrangements for the Summer Session. Housing regulations apply to the Summer Session as well as the Fall and Spring Session.
6. Security Hours: The hours during which the residence halls shall be locked:
 - .1 On Sunday through Thursday nights, houses will be locked no later than 12:00 midnight.
 - .2 On Friday and Saturday morning, houses will be locked no later than 2 am.
 - .3 A house should be locked and should remain locked until 6 am. Only residents, guests of residents (where visitation is authorized) and authorized University personnel may enter during these hours.
 - .4 Unauthorized entrance into or exit (the use of back doors, windows, fire escapes, etc.) from a student residence after established closing hours is prohibited.
 - .5 "Security Doors" shall include all doors locked for the purpose of student safety and welfare including, but not limited to, all fire doors, locked entrance doors and locked residence hall floor/community bathroom doors.
7. Housing units are responsible for enforcement of visitation and quiet hours as established by the Student Affairs Office. Each housing government unit may establish additional hours with the concurrence of the Student Affairs Office.
8. The guests of Oklahoma University students are expected to observe the University regulations for students, and the rules of the residence where they are visitors.
9. Social events in residential units are limited to public lounge and recreation areas.
 - .1 Residents of individual housing units may pass, publish and enforce additional rules through their house governments, so long as such rules do not conflict with this Code or enactments of the Legislative Branch.

TITLE 12 GENERAL COUNSEL

1. The UOSA general counsel is the chief legal counsel of the University of Oklahoma Student Association, and is responsible for enforcing the provisions of the UOSA Constitution, and enactments of the Legislative Branch. The general counsel shall represent the interests of the UOSA in any matter pending in any forum of the University in which the interests of the Student Association are concerned.
 - .1 The functions and duties of the general counsel shall

include, but not be limited to the following:

- a. General counsel is charged with contesting and endeavoring to defeat any claim against any student for violating any University regulation. General counsel shall fulfill any request for student defense. Student defense may be provided by general counsel personally, with a staff assistant, or any other appropriate counsel.
 - b. General counsel may file a complaint on behalf of any student who appears to possess a cause of action.
 - c. General counsel shall investigate any subject, body, organization, etc. on order of the Legislative Branch or the UOSA President.
 - d. General counsel may investigate any subject, body, etc. on his or her own motion.
 - e. Upon a written request, general counsel shall issue advisory opinions as to the effect of any University policy, rule or regulation affecting a student organization. Such opinions shall be binding in all UOSA internal matters unless overturned on appeal.
- .2 General counsel shall be at least a second year law student with consideration given by the selection committee in its deliberations to professional qualifications, including but not limited to: past legal counsel experience, quality of writing sample, law faculty recommendations, understanding of administrative hearings and familiarity with the Student and Academic Misconduct Codes of the University of Oklahoma.
 - .3 General counsel shall be appointed by the UOSA President, with the advice and consent of the UOSA Legislative Branch. General Counsel shall be recommended to the UOSA President by a selection committee composed of: the Chair of the UOSA Student Congress; the Chair of the UOSA Graduate Student Senate, or their respective appointees should they be unavailable to serve; one student appointed by the UOSA President; and a representative named by the Vice President for Student Affairs. The UOSA President will serve as a member of the selection committee but will only cast a vote in the event of a tie. The outgoing UOSA General Counsel shall serve as an ex-officio, non-voting member of the selection committee.
 - .4 General counsel shall appoint at least two associates whose duties shall be established by the general counsel. Additional staff may be appointed by the general counsel.

TITLE 13 THE UNIVERSITY DISCIPLINE SYSTEM

University disciplinary authority ultimately is vested by the Oklahoma Constitution and State Statutes in the University Board of Regents, a corporate body. This authority includes control and regulation of student problems and behavior through adjudication and disciplinary means, consistent with the educational purposes of the University. Responsibility for proper administration of the University disciplinary system is vested in the University President. Accordingly, the University President and/or the University Board of Regents may at any time and at their sole discretion issue an interpretation of any University policy, rule

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or regulation which shall be the final and official interpretation. Generally original adjudicatory and disciplinary authority—and the inherent judicial latitude necessary for their promulgation—is delegated on a collateral basis to the Vice President for Student Affairs and to the University of Oklahoma Student Association and such boards as they shall establish under the authority of this Code. Any action taken under the authority of this Title must be done so within 30 days of the date of the discovery of the alleged violation, not including regularly scheduled intersession class days. A signed written order by a chair of a Campus Disciplinary Council or Campus Disciplinary Board granting an exception for reasonable grounds to the time specified in this Title shall toll this statute. Such orders shall specify the time at which the statute shall again begin to run.

1. Administration of the University Discipline System:

- .1 The Vice President for Student Affairs or his/her delegate has the day-to-day responsibility for disciplinary matters and maintenance of records of all disciplinary actions taken, whether through Direct Administrative Action or through the disciplinary board system. The Judicial Coordinator shall be responsible to the Vice President for Student Affairs for the operation of the discipline system. The Judicial Coordinator shall insure that the procedures established by each board and the Judicial Coordinator's office comply with the applicable provisions of this Code.
- .2 The Vice President for Student Affairs and other appropriate persons in authority may immediately take Direct Administrative Action which is deemed necessary for the welfare or safety of the University Community. Any student so affected must be granted due process including a proper hearing within 15 days following the summary action. Any hearing involving disciplinary suspension or expulsion shall be scheduled with a Campus Disciplinary Council. Lesser direct administrative actions will be scheduled by the Judicial Coordinator with one of the Campus Disciplinary Boards.
- .3 During periods between semesters or during holidays violations may be handled administratively at the student's request, provided that no more than thirty (30) days have elapsed since the processing of the alleged violation. Final appeal will be to a Campus Disciplinary Board. No sanction greater than disciplinary probation may be imposed under the authority of this subsection.
- .4 Negotiated settlements between a student and the Vice-President for Student Affairs and other appropriate persons in authority may be used to resolve a disciplinary matter. Both the student and the University representative must agree to the settlement in writing for the decision to be valid. Failure to abide by the terms of the negotiated settlement, as determined by the Judicial Coordinator, will be grounds for additional disciplinary action consistent with Title 17.

2. Campus Disciplinary Boards:

.1 Organization/Jurisdiction

- a. In accordance with this Code, campus disciplinary boards shall be established which shall act on authority delegated by the University Regents through the

President. Although these boards shall perform a function which is adjudicative in nature they are not within the superstructure of any Federal, State, County, or Local judicial system.

- b. A minimum of three (3) and a maximum of six (6) CDB's shall be established. Membership of each CDB shall consist of three (3) students appointed by the UOSA President with the advice and consent of the UOSA Legislative Branch, and two (2) non-student faculty or staff members appointed by the Vice President for Student Affairs. Membership of five of the CDB's shall include at least two (2) students presently living in University residence halls, but residing in different University housing centers. Incidents occurring in University residential housing shall be assigned to these CDB's. Membership of one CDB shall include at least two (2) students not presently living in University residence halls. Incidents occurring outside of University residential housing areas shall be assigned to this CDB.
- c. Each CDB shall select a presiding officer, who shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of anyone participating in the hearing. Any person who disrupts a hearing or fails to adhere to the rulings of the presiding officer or the board may be excluded from the proceedings. The CDB's shall have the power to subpoena students to appear as witnesses.

The CDB shall also have the power to instruct the Judicial Coordinator to file disciplinary charges against a student who fails to comply with a subpoena for violation of Title 16, Section 4, of this Code.

If the testimony of an administrator, faculty member or staff member is determined by the CDB having jurisdiction in the case, to be essential to the disposition of a case, the following procedure shall be followed:

1. The CDB shall request appearance of such witness. If the witness appears, the case will proceed in a normal fashion.
2. If such witness refuses to appear, the CDB having jurisdiction of the case shall send a request for the witness' appearance to the University President. If the University President determines the witness' testimony is essential to disposition of the case, he or she shall request the witness to appear. If the witness appears, the case will proceed in a normal manner.
- d. Charges of violation of University policies, rules and regulations shall be filed with the University Judicial Coordinator's Office, according to rules and procedures established by that office and this code. Any action must be filed by the complaining party within 30 days of discovery of the alleged violation, not including regularly scheduled intersession class days. The CDB's shall have the authority to impose sanctions up to and including disciplinary probation as described by this Code. The Judicial Coordinator's

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Office shall schedule cases before the appropriate CDB using the following criteria:

1. Needs of the student, including class/work schedules and adequate preparation time.
2. The CDB with the closest available hearing time that would also fit the needs of the student.
3. The CDB with the lightest disciplinary caseload.

2 Procedures

- a. The CDB's shall set up rules of procedure for conducting hearings consistent with the guidelines established by this Code.
- b. Five days before the hearing, each party must provide the opposing party, the name of any counsel who will be present at the hearing and a list of witnesses to be called in the hearing, along with the nature of their expected testimony, and exchange or provide for examination of any documents to be submitted in the hearing, including but not limited to any Motions to be heard by the Board.
- c. The CDB's rules of procedure shall include in order:
 1. Identification of the student prior to the proceeding.
 2. Verification of adequate notice.
 3. The opportunity for a brief opening statement.
 4. Evidence and reports and/or presentation of the case against the student.
 5. The opportunity for rebuttal by the student.
 6. Presentation by the student or his/her representation of relevant evidence and information.
 7. The opportunity for rebuttal by the representative of the university.
 8. The opportunity for a brief closing statement if requested by either party.
- d. A quorum shall exist for a hearing before a CDB when: (1) at least one (1) student and one (1) non-student representative is present, and (2) at least three members of the board are present. Decisions shall be made by majority vote, either open or by secret ballot. A tie vote shall result in acquittal by the board.
- e. In any and all disciplinary matters, the accused student shall be given written notice of the time, place and nature of the hearing, including a short and plain statement explaining the alleged violation and the time, date and place that the alleged violation occurred and notification of the option to contact the UOSA General Counsel or any other representative.

Prior to the hearing, the accused student shall meet with the Judicial Coordinator and be provided with a copy of the following student rights:

1. The right not to make a statement with no inference to be drawn from silence. Any statement made, however, may be used against the defendant.
2. The right to the presence of defense counsel during disciplinary proceedings. Such counsel will be provided free of charge by the University of

Oklahoma Student Association General Counsel, or private counsel may be retained. Should you elect to be represented by counsel you must contact the General Counsel's office in time to allow for appropriate representation.

3. The right to request the presence of witnesses or other evidence which will aid in the defense including any records or papers that are not privileged and are within the jurisdiction of the University.
4. The right to appeal the decision of the initial hearing authority to the next higher authority within that system.
- f. Each defendant in a disciplinary action will be asked to sign a statement that he or she has received a copy of the rules, regulations, policies and procedures of the University Discipline System. Copies of such policy and procedure statements shall be available in the Judicial Coordinator's Office, the UOSA General Counsel's Office, and the Office of the Vice President for Student Affairs.
- g. The burden of proof shall be upon the complaining party. The board shall make its decision based upon a fair, careful and objective consideration of the information presented by both parties, based upon the preponderance of the evidence as the standard of proof to determine if the charges against the respondent have been supported.
- h. A student defendant having a hearing before a CDB may be accompanied by a representative who may be an attorney. Free assistance is available from the UOSA General Counsel's Office located in the Conoco wing of the Oklahoma Memorial Union (325-5474). A representative shall not appear in lieu of the student defendant, except for the purpose of announcement.
- i. Students and/or their authorized representatives shall be accorded the opportunity to respond to evidence against them, question adverse witnesses, call appropriate witnesses in their behalf, object to actions inconsistent with this code, and present any other evidence relevant to the proceedings at hand.
- j. Hearings will be closed to the public. Prospective witnesses other than the complainant and the respondent may be excluded from the hearing during the testimony of other witnesses. All parties other than the board members shall be excluded during board deliberations, at the CDB's discretion.
- k. Boards may exercise the following options in the event a student fails to appear for a hearing after proper notice: postpone the hearing, fine the student up to \$50.00 and reschedule the hearing, or proceed with a decision. The Board may reconsider its decision if the student demonstrates sufficient cause for the absence within 10 days after the originally scheduled hearing.
- l. Formal rules of evidence shall not be applicable in

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disciplinary proceedings conducted before the CDB. The board may consider any matter as evidence which has value in determining the facts of the case before them, limited only by the rules of confidentiality and privilege. Unduly repetitious or irrelevant evidence may be excluded. Improperly obtained evidence may be excluded at the discretion of the board when requested.

- m. Harmless deviations from prescribed procedures may not be used to invalidate a decision or proceeding before the campus disciplinary board.
- n. Nothing herein shall be construed in any way to prevent any member of the student body from questioning any rule or regulation to the appropriate administrative official or after administrative channels have been exhausted, to the Board of Regents.
- o. The final decision of the CDB's shall be in writing. It shall include at a minimum the sanction imposed and the rationale by which the board arrived at its decision. This written decision shall be forwarded to the Judicial Coordinator's office within two (2) days of the conclusion of the hearing. The student and/or their authorized representative shall be entitled to a copy of the decision for appeal purposes.
- p. Any board member scheduled to hear a case where a conflict of interest exists shall disqualify himself/herself from hearing that case. In the event that disqualifications make a quorum impossible, the Judicial Coordinator shall reschedule the hearing with another CDB.

3 Appeals

- a. Appeal of a decision of the CDB shall be to the Campus Disciplinary Council. This appeal shall be scheduled before the council by the Judicial Coordinator's Office. Any appeal must be made in writing to the Judicial Coordinator's Office within ten (10) days of the decision rendered by the CDB.
- b. The grounds for appeal to a Campus Disciplinary Council shall be:
 - 1. Insufficient evidence to support the decision.
 - 2. The sanction imposed was too harsh.
 - 3. An error that significantly prejudiced the rights of the defendant.
 - 4. Significant new information discovered after the hearing and presented within 30 days.

3. Campus Disciplinary Councils:

.1 Organization/Jurisdiction

- a. In accordance with this code, campus disciplinary councils shall be established which shall act on authority delegated by the University Regents through the President. Although these councils shall perform a function which is adjudicative in nature, they are not within the superstructure of any Federal, State, County, or Local judicial system.
- b. Two (2) CDC's shall be established. Each shall be composed of seven (7) members. Three (3) faculty appointed by Faculty Senate, one of whom shall

be a qualified attorney; One (1) qualified attorney appointed by the President from the faculty of the College of Law to serve as an alternate; two (2) students appointed by the UOSA President; one (1) student appointed by the President; and one (1) full-time University staff member selected by the Vice President for Student Affairs. All appointments shall be for a term of two (2) years. Terms will be staggered.

- c. Each CDC shall select a presiding officer at the beginning of each academic year.
- d. The CDC's shall have:
 - (1) Original Jurisdiction over disciplinary cases scheduled before them by the Judicial Coordinator's Office which may result in a sanction of suspension or expulsion. Any case scheduled must have been filed with the Judicial Coordinator's office within 30 days of discovery of the alleged violation, not including regularly scheduled intersession class days.
 - (2) Appellate jurisdiction of cases heard originally by the CDB's consistent with Title 13, Section 1.2.
 - (3) Appellate jurisdiction of cases heard originally by the CDB's consistent with Title 13, Section 2.3.
 - (4) Oversight authority over the functions of the Student Traffic Courts.
- e. Disciplinary matters over which the CDC's have jurisdiction shall be scheduled before an appropriate CDC by the Judicial Coordinator according to time and scheduling constraints.

.2 Procedures

- a. The CDC's shall establish and publish rules of procedure for conducting hearings consistent with the guidelines established by this code. The rules shall be identical for both CDC's.
- b. A quorum shall consist of five (5) members. When determined necessary by the campus disciplinary council chair, an ad hoc appointment for a particular case may be requested of the President's office.
- c. Cases appealed from the CDB's shall follow those procedures established in Title 13, Section 2.2.
- d. Cases involving an alleged violation so severe that suspension or expulsion may be contemplated shall be heard before an appropriate CDC. The CDC's shall be the only hearing body with the authority to impose suspension or expulsion. Procedural safeguards as established by the Oklahoma Administrative Procedures Act (75 O.S. 301 et seq.) shall be followed by the CDC assuming original jurisdiction in these cases. Generally students charged will be assured of, but not limited to, the following:
 - (1) A statement of the time, place, and nature of hearing;
 - (2) A statement of the legal authority and jurisdiction under which the hearing is to be held;
 - (3) A reference to the particular sections of the stat-
- e. Students shall be given written notice of the charge(s) against them at least ten (10) days prior to the hearing unless the student requests an earlier hearing. The notice shall include:
 - (1) A statement of the time, place, and nature of hearing;
 - (2) A statement of the legal authority and jurisdiction under which the hearing is to be held;
 - (3) A reference to the particular sections of the stat-

utes and rules involved;

- (4) A short and plain statement of matters asserted, detailed enough to provide the average person a clear understanding of the origin and nature of the incident alleged.
- f. Each defendant in a disciplinary action will be asked to sign a statement that he or she has received a copy of the rules, regulations, policies and procedures of the University Discipline System. Copies of such policies and procedures shall be available in the Judicial Coordinator's Office, the UOSA General Counsel's Office, and the Office of the Vice President for Student Affairs.
- g. The burden of proof shall be upon the complaining party. The council shall make its decision based upon a fair, careful and objective consideration of the information presented by both parties. Clear and convincing evidence is required in cases which result in suspension or expulsion.
- h. Students and/or their authorized representatives shall be accorded the opportunity to respond to evidence against them, question adverse witnesses, call appropriate witnesses in their behalf, and present any other evidence relevant to the proceedings at hand.
- i. Hearings shall be closed to the public. Prospective witnesses other than the complainant and the respondent may be excluded from the hearing during the testimony of other witnesses. All parties other than CDC members shall be excluded during board deliberations, at the CDC's discretion.
- j. CDC's may admit and give probative value to evidence commonly accepted by reasonable people. They shall give effect to the rules of privilege recognized by law. No greater exclusionary effect shall be given any such rule or privilege than would obtain in an action in court. They may exclude incompetent, irrelevant, immaterial and unduly repetitious evidence. Objections to evidentiary offers may be made and shall be noted in the record.

The CDC shall also have the power to subpoena students to appear as witnesses and to instruct the Judicial Coordinator to file disciplinary charges against a student who fails to comply with a subpoena for violation of Title 16.4 of this code. If the testimony of an administrator, faculty member or staff member is determined by the CDC having jurisdiction in the case, to be essential to the disposition of the case, the following procedure shall be followed:

- (1) The CDC shall request the appearance of such witness.
- (2) If the witness refuses to appear, the CDC having jurisdiction of the case shall send a request for the witness appearance to the University President. If the University President determines the witness' testimony is essential to the disposition of the case, he or she shall request the witness to appear.
- k. The record in a disciplinary proceeding before a CDC shall include:
 - (1) All pleadings, motions and intermediate rulings;

- (2) evidence received or considered;
- (3) a statement of matters officially noticed;
- (4) questions and offers of proof, objections, and rulings thereon;
- (5) proposed findings and exceptions;
- (6) any decision, opinion, or report by the officer presiding at the hearing;
- (7) all staff memoranda or data submitted to the CDC in connection with their consideration of the case;
- (8) oral proceedings or any part thereof which a party requests to be transcribed.

l. A final order in a CDC hearing shall be in writing. It shall include findings of fact and conclusions of law, separately stated. Findings of fact shall be accompanied by a concise and explicit statement of the underlying facts supporting the findings. The chair of the CDC shall prepare the order and transmit it in writing to the Campus Judicial Coordinator within ten (10) regular class days of the decision. A copy of the final order shall be delivered or mailed forthwith to each party and to his/her attorney or record.

m. For questions of rehearing see the Oklahoma Administrative Procedures Act, Section 317.

3 Appeals

- a. Appeal of cases in which the CDC has assumed original jurisdiction pursuant to Section 3.1, d(1) of this Title, and those cases under (2) which resulted in a sanction of suspension or expulsion may be made to the President of the University. A written appeal must be filed within ten (10) days of the decision by the CDC with the Judicial Coordinator. If the President does not act to change the decision within fifteen (15) days of receiving the appeal, the decision of the CDC shall be considered final.
- b. The grounds for appeal to the President shall be:
 - (1) Insufficient evidence to support the decision;
 - (2) the sanction imposed is too harsh;
 - (3) An error that significantly prejudiced the rights of the defendant;
 - (4) Significant new information which has been disclosed within 60 days.
- c. The decision of a CDC in cases heard pursuant to their appellate jurisdiction of CDB cases are final and may not be appealed.

4 Joint Meetings

Each chair of the Campus Disciplinary Councils shall periodically hold joint meetings as they or the Judicial Coordinator determine are necessary. Generally, such meetings shall have three purposes:

- a. To insure consistency of procedures under which hearings are conducted before each council.
- b. To insure general consistency of sanctions imposed by each council.
- c. To determine if a joint session should be held as a court on the judiciary. In the event that a member of a student traffic court or campus disciplinary board's fitness to serve is called into question by the chairs of the CDC's, a hearing to determine the question shall

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be arranged by the Judicial Coordinator. The board shall be composed of five (5) members, one of whom shall be a chair of either CDC, at least two (2) students from either CDC, and at least two (2) members from each CDC. After the hearing decision is made, the board shall forward the finding in writing to the individual(s) who appointed the member for action in keeping with the finding of the board.

4. Student Parking Appeals Board:

1. A Student Parking Appeals Board shall be established consisting of three University of Oklahoma Student Association members each, three of whom shall constitute a quorum. The UOSA President, with the advice and consent of the Legislative Branch, will appoint student Appeals Board Members for terms of one year. Removal for a cause shall be by normal removal process. The UOSA President shall make these appointments and send those names to the Legislative Branch for approval by the Friday of the fourth week of classes in the fall semester. Should the UOSA President fail to send these appointments to the Legislative Branch by the specified deadline, the Legislative Branch is authorized to make appointments by the Friday of the sixth week of fall classes. Should the Legislative Branch fail to pass legislation approving the UOSA President's appointments or make those appointments itself by the specified deadline, the Director of Parking and Transit Services may appoint students to the Student Parking Appeals Board. Parking and Transit Services shall be responsible for directing the actions of the Student Parking Appeals Board and request regular reports of meetings and activities of the Boards.

a. The UOSA President may appoint to interim terms, Student Parking Appeals Board Members who shall serve for one year unless rejected by the UOSA Legislative Branch.

b. The Student Parking Appeals Boards shall have original jurisdiction in all cases in which students are charged with violating University parking regulations. If a student chooses to plead "not guilty" to such a charge, the case must be docketed for a hearing by Parking and Transit Services. The student is still obligated to pay any fine associated with the violation to Parking and Transit Services within the time frame indicated on the citation. If the Student Parking Appeals Board supports the student's appeal and dismisses the violation, Parking and Transit Services will be responsible for crediting the previously paid fine to the student's bursar's account. In no case shall the right of the student to plead "not guilty" be abrogated. Joint Rules of procedure followed by the Student Parking Appeals Boards shall be approved by the UOSA General Counsel with the advice and consent of the UOSA Legislative Branch.

c. Student Parking Appeals Board Members shall receive an hourly rate of pay for each hour of service during the period that each Appeals Board is in session. Each Student Parking Appeals Board shall be required to schedule cases on the docket once per week, for no

more than two-hour sessions, during the regularly scheduled fall, spring and summer semesters. Additional hearing sessions shall be scheduled if required. The Student Parking Appeals Boards shall publicize the hearing boards' schedules no later than the end of the third week of each semester. If there are no cases on the docket, the Student Parking Appeals Boards will not be convened.

d. Adjudication and processing of parking violation citations shall be in Parking and Transit Services which shall handle faculty, staff and visitor cases; and student parking citations shall be handled in the Student Parking Appeals Boards. Coordination of the hearings for the Boards shall be the responsibility of the UOSA General Counsel, who shall also provide counsel to the Board as requested.

e. A copy of parking rules and regulations is contained in other University Policies.

2. The Student Parking Appeals Board must rule on student parking appeals in a timely manner as specified in this section. If the Board fails to comply with the stipulated deadlines, then the contested fine shall be waived for the student who filed said appeal. No deadline may be extended under any circumstances.

a. The Parking Appeals Boards shall have one hundred and twenty (120) days from the date that the Parking and Transit Services has received the appeal to issue a ruling on said appeal. (Approved by Board of Regents at the June 23, 2008 meeting.)

5. Campus Citation System:

The following minor offenses may be removed from the discipline process and handled via a citation system. Repetition of the offenses within one year of imposition of the first sanction may be dealt with by graduated increases. (See Table One)

1. Fines: If fines are not paid or alternative arrangements approved in a period of five (5) days then the fines will be doubled and placed on the student's University account. If a student is unable to pay the fine or it is determined the fine would result in an unreasonable hardship, then a work program can be imposed in lieu of the fine. The in-lieu work program must be approved by the Judicial Coordinator or his/her designee.

2. Appeals of Citation: The student will have three (3) days (72 hours) to appeal in writing to the Judicial Coordinator or his/her designee. An appeal Board made up of two (2) students, one appointed by the Undergraduate Student Congress and one appointed by the Graduate Student Senate and one (1) staff member appointed by the Director of Student Life, will vote on the written appeal. Appointments to the Appeal Board shall be for one academic year. The Appeal Board shall hear the appeal in person upon request by the student. The Judicial Coordinator or his/her designee will then write the student a letter stating the outcome.

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TITLE 13.5 TABLE ONE

Prohibited Conduct	1st Offense	2nd Offense	3rd Offense
Unauthorized Entry	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Littering	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Removal of Furniture/Fixtures	\$30.00	\$60.00	Fine up to \$90.00 or disciplinary process
Propping Open Security Doors	\$50.00	Disciplinary process	
Violation of Posted Library Food, Tobacco and Beverage Regulations	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Noise	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Failure to Comply with Lawful Directions of Institution Officials Acting in Performance of Their Duties	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process
Misuse of Institutional Property	\$30.00	\$60.00	Fine up to \$90.00 or disciplinary process
Defacement of University Property	\$15.00	\$30.00	Fine up to \$45.00 or disciplinary process

TITLE 14 PROCEDURE FOR AMENDING THE STUDENT CODE

1. All amendments and revisions to the Student Code must be approved by the Regents of the University of Oklahoma.
2. Any member of the University Community (students, faculty, and staff) may recommend a change in the Student Code. To do so, all such recommendations must be typed, giving reasons for the change, then submitted to the Office of the UOSA President or the Office of the Vice President for Student Affairs. Unless unusual circumstances exist, which may be determined by a majority vote of the Revision Committee at a meeting in which a quorum is present, all code changes shall be proposed, considered, and acted upon during the regular fall and spring academic periods. All proposed changes to the Student Code, whether proposed by the Student Association, University Administration, or other members of the University Community, must be submitted in accordance with the procedures set forth within this article.
3. Proposals shall be submitted to the Student Code Revision Committee. After review and/or recommendations, the committee shall forward the final proposed changes to the UOSA Legislative Branch. The Undergraduate Student Congress and the Graduate Student Senate, after review and/or recommendation(s), shall within 15 days after receipt of said proposed changes, forward all proposed changes to the President of the University who will present them to the Regents, with his/her recommendations. Any committee member may submit a dissenting opinion with alternative recommendations to the Undergraduate Student Congress, the Graduate Student Senate, and the President for consideration.

4. Upon approval by the Regents, the amendments and/or revisions will be adopted into the Student Code.

Publication in this document or publication in The Oklahoma Daily for five consecutive issues shall constitute notice of approved amendments and/or revisions.

.1 The Revision Committee shall consist of 1 student appointed by the UOSA President, one staff member appointed by the Vice President for Student Affairs and one faculty member appointed by the Faculty Senate, the UOSA President, the Director of Student Life, the Chair of UOSA Congress, the chair of the Graduate Student Senate, and the Director of Housing and Food Services. The appointments to the Committee by the UOSA President shall be for one academic year. The UOSA President and Vice President for Student Affairs may remove their appointees for repeated absences at committee meetings and appoint another person to complete an unexpired term.

.2 The Revision Committee shall establish its own rules of procedure. At a minimum, it shall include:

- a. any proposal forwarded shall be typed;
- b. any proposal forwarded shall be accompanied by a typed rationale for the revision;
- c. any proposal forwarded shall include the final votes in writing of those committee members voting. At least 4 committee members must vote for a proposal before it can be considered an official revision recommendation.
- d. a quorum shall be 4 members, with at least 2 students and 2 staff members present.

.3 Any member of the Revision Committee may request its convening.

.4 If the Code Revision Committee determines an emergency exists that makes it necessary to consider and act upon code change proposals in the summer interim period, the UOSA Summer Legislative Council shall make the recommendation on the proposals in lieu of Student Congress.

.5 If any section, subsection, sentence, clause, phrase, or portion of this Code, is for any reason, held invalid or unconstitutional by any court or body of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Code.

TITLE 15 VIOLATION OF LAW AND UNIVERSITY REGULATIONS

1. If a student is cited, charged with or convicted of an off-campus violation of law, the University may respond in the following manner:
 - .1 The University may impose sanctions for grave misconduct demonstrating flagrant disregard for the rights of others. In such cases, permanent expulsion is not permitted until the student has been adjudged guilty by final judgment in a court of law.
 - .2 Once a student is adjudged guilty in a court of law, receives a deferred sentence or enters a plea which has the effect of conviction, the University may impose, upon proper hearing or a negotiated settlement signed by both parties, sanctions if it considers the misconduct to be so

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grave as to demonstrate flagrant disregard for the rights of others.

- .3 Nothing in this section shall be construed to prevent the University from implementing disciplinary proceedings pending final adjudication in a competent court of law.
- .4 Additionally, the University may impose sanctions upon a conviction, a deferred sentence or a plea that has the effect of a conviction for alcohol-related offenses. Alcohol-related offenses shall include, but are not limited to, minor in possession; public intoxication; manufacture, use or possession of false identification; driving under the influence; driving while intoxicated; actual physical control and involvement in a crime while under the influence.
2. Under authority of this code, if the student is acquitted or the charges withdrawn, the University shall review any previous action against the student, and may, after fair hearing in the judicial system of the University or a negotiated settlement signed by both parties, impose further sanctions if the student is considered to have so shown a flagrant disregard for the rights of others that the safety and well-being of individuals in the University Community may be threatened.
3. The University may institute its own proceedings against a student who violates a law which is also a violation of a published University or Oklahoma State Regents for Higher Education regulation.
4. Notwithstanding any other provision of the Student Code, if a student is charged with or cited for a violation of law that is also a violation of a published University or Oklahoma State Regents for Higher Education regulation or policy, the University may hold the University's action in abeyance. The University will take action within a reasonable period of time after it receives actual notification of the disposition of the criminal matter. (Approved by Board of Regents at the June 23, 2008 meeting.)

TITLE 16 PROHIBITED CONDUCT

Generally, University discipline shall be applied only in response to conduct which adversely affects the University community's pursuit of its educational objectives, violates or shows disregard for others, or damages property. University officials charged with enforcement of these regulations shall have the authority in execution of such duties to perform such acts as are required to maintain the security, well-being, safety, or tranquility of the University community or any of its members.

The following prohibited conduct may be punishable by suspension or expulsion: arson, malicious mischief where the damage is over \$250; physical abuse where there is the infliction of trauma, the use of a dangerous or deadly weapon, or the victim was a member of the University community; intentional disruption or obstruction of teaching, research, administration, disciplinary proceeding, or other institutional activities; theft where the value of the property taken is over \$250; possession or use of firearms including air rifles and pistols, fireworks, explosives or incendiary devices or any description, on the University Campus or in University housing; violation of the University's alcohol policies and/or the unlawful use,

possession, sale, or distribution of narcotics, marijuana, or other controlled substances.

Other conduct may be punishable by suspension or expulsion when that conduct: shows a wanton disregard for human life; the offender is already on disciplinary probation and commits a second offense which may result directly in disciplinary probation or more severe sanctions; or consists of continuing repeated adjudged violations by the same offender. Where applicable, those groups which may be subject to University sanctions may be charged jointly, severally, or as conspirators with violating the prohibitions in this Article. Most of the misconduct identified in this Article is also prohibited by Local, State, and/or Federal law. The following misconduct is prohibited and subject to disciplinary action:

1. All forms of dishonesty such as cheating, plagiarism, knowingly furnishing false information to the institution, forgery, alteration or misuse or being a part to the forgery, alteration or misuse of institution records or documents, including University identification cards. When dishonesty is primarily related to an academic matter such as cheating or plagiarism, the provisions of the Norman Campus Academic Misconduct Code shall apply. (see other university policies.)
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other institution activities, characterized by noise, blocking ingress or egress, property damage, or other actions of a similar nature such that a reasonable person would not tolerate it.
3. Physical abuse of any person. Physical abuse is not limited to those actions causing personal injury. It may also include physically restraining somebody against his/her will, holding or transporting an individual against his/her will, or other similar actions.
4. Failure to comply with lawful directions of institution officials acting in performance of their duties.
5. Violation of published rules governing residence halls enacted in accordance with the residence hall and University of Oklahoma Student Association.
6. Use/Involvement of Alcoholic Beverages:
 - .1 Possession or consumption of alcoholic beverages (including 3.2% alcohol content) by any person under the age of 21.
 - .2 Furnishing false identification for the purpose of obtaining beverages with any alcoholic content.
 - .3 Transportation of open alcoholic beverages (including 3.2% alcohol content) in the passenger compartment section of a vehicle.
 - .4 Misconduct in connection with drinking of alcoholic beverages which occurs at any event sponsored by an approved organization, or for the organization by its alumni.
 - .5 Public drunkenness, whether it occurs at scheduled social affairs or in informal unscheduled social situations.
 - .6 Unless an exemption otherwise applies, possession and consumption of alcoholic beverages (including 3.2% alcohol content) on University property outdoors, such as housing center lawns and at Brandt Park, or in other public areas on the campus.
 - .7 Unless otherwise provided, possession or consumption

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- of alcoholic beverages (including 3.2% alcoholic content) in University Residence Halls, fraternity houses or sorority houses.
7. Bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe or attempt to bribe on the part of any player, participant, coach, referee, umpire, official, or any other person having authority in connection with any University of Oklahoma or National Collegiate Athletic Association athletic contest. This section shall also include bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe on the part of any student, faculty or staff member, or any other such person having any authority or apparent authority in connection with The University of Oklahoma.
 8. Intentional misuse, mutilation, or defacement of institutional property to include but not limited to fire alarms, fire equipment, security systems or devices, elevators, and library materials.
 9. Malicious mischief, which is the injury or destruction of property belonging to another with malice. Malice in this instance shall be defined as harm inflicted wantonly and without justification.
 10. Theft, which is the unauthorized taking of property belonging to another with the intent to permanently deprive the owner of it, where that property was obtained by false pretense, stealth, or from the person of another by force. Theft shall also include the severance of real property subsequently carried away.
 11. Littering of University property.
 12. Possession or use of weapons including, but not limited to, firearms, firearm ammunition, air pistols, air rifle, fireworks, incendiary devices, lock blade or fixed blade knives with a blade length of four inches or greater, blackjacks, metal knuckles, or any other such offensive weapons of any description on the University campus or in University housing. This section specifically exempts the possession of any tear gas-type products in personal use quantities for the purpose of self-defense. The use of tear gas-type products for other than self-defense purposes is a violation of this section.
 13. Hazing, which is an activity participated in or encouraged by student groups, or any members, or associates of a group, in which prospective members or pledges are subjected to or imposed upon to do onerous, denigrating, or hazardous tasks. 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.
 14. Unauthorized entry or attempted entry into or use of any University facility or portion thereof, building or room, including fraternities, sororities, and all other approved housing.
 15. Unlawful possession, use, sale, or distribution of narcotics, marijuana, or any other controlled substances including any residue of narcotics, marijuana or any other controlled substances, or any paraphernalia associated with the possession, use, sale or distribution of narcotics, marijuana or any other controlled substance.
 16. Defacement by writing, drawing, or marking of any kind upon any permanent interior or exterior wall, sign, or similar vertical surface, in any medium including chalk, paint, felt marker, etc., or any writing, drawing, or marking of any kind in any permanent medium such as paint, upon any sidewalk, mall, patio, terrace, or street, except as authorized by competent University officials. Defacement shall also include any spitting of saliva, any tobacco products, etc., of any kind upon any interior or exterior wall, sign, or similar vertical surface or upon any indoor surfaces such as floors, hallways, or other fixtures including furniture.
 17. Disturbance of the public peace.
 18. Violation of published University of Oklahoma State Regents for Higher Education regulations, including those relating to entry and use of institutional facilities, the rules in this Code of Conduct, and any other regulations which may be enacted in accordance with the Constitution of the University of Oklahoma Student Association.
 19. Alteration or defacement of current University of Oklahoma motor vehicle parking decals or permits.
 20. Failing or refusing to pay upon demand by a University agent the amount of any dishonored check given to the University or any organization for consideration including but not limited to cash, books, tuition, admission tickets to any on-campus event, or given in connection with enrollment for the purpose of being allowed to participate in any event.
 21. Mental harassment, being intentional conduct extreme or outrageous, or calculated to cause severe embarrassment, humiliation, shame, fright, grief or intimidation. To constitute mental harassment, the conduct must be of such a nature that a reasonable person would not tolerate it.
 22. Arson, which is the willful and malicious burning of any structure or its contents or property belonging to another.
 23. Failure by a student to keep Admissions and Records notified of his/her current school and/or permanent home directory information.
 24. Attempts to commit, conspiring to commit or assisting in the commission of acts prohibited by this Title.
 25. Violation of applicable Local, State, or Federal laws.
 26. Misuse of computing facilities or an information technology resource which includes, but is not limited to: campus computing facilities, University time-sharing services, residence hall network ports, World Wide Web pages and related resources, internal or external network connectivity and access to other services and machines:
 - .1 Unauthorized use, or attempted unauthorized use, of University computer systems, computer networks, computer software, data files, or other computing facilities.
 - .2 Intentional disruption or obstruction of legitimate authorized usage.
 - .3 Use of University mainframe or departmental computing facilities for personal or commercial purpose unrelated to legitimate activities of the University.
 - .4 Theft of or tampering with computer software or data files belonging to others. This shall include violations of copyright laws, trade secrets, and license agreements. When used with multiple computer systems, the proper number of copies of software and data files must be purchased/licensed.
 - .5 Impersonation of another person or an information

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technology resource via electronic media.

- .6 Failure to obey established guidelines for any information technology resources used either inside or outside the University.
27. Racial harassment is subjecting any person to differential treatment on the basis of race without legitimate, non-discriminatory reason. When harassment is primarily racial in nature, the provisions of the Racial and Ethnic Harassment Policy shall apply.
28. Stalking, which is willfully, maliciously, and repeatedly following or harassing another person in a manner that would cause a reasonable person feel frightened, intimidated, threatened, harassed, or molested.
29. All forms of sexual misconduct including (1) sexual assault, which includes non-consenting and forced sex acts; the type of force includes physical violence, coercion, threat of harm, or administering any substance to intentionally materially impair an individual for the purpose of sexual contact; (2) sexual abuse, which is attempting or making non-consensual sexual contact, including but not limited to, fondling against the individual's will or in circumstances where the individual is unable to give consent by reason of incapacity or age; and (3) obscene or indecent behavior which includes, but is not limited to, exposure of one's sexual organs with the intent to offend others.

TITLE 17 SANCTIONS

1. The following sanctions may be imposed upon students or student groups by the appropriate disciplinary body or administrative official. Information about a sanction imposed or any disciplinary record will be released only upon written consent of the student or in accordance with the guidelines established by Title 5 and this Title.
 - .1 Admonition: An oral statement to a student that he/she is violating or has violated institutional rules.
 - .2 Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful may be cause for more severe disciplinary action. It becomes a matter of record in the Student Affairs Office.
 - .3 Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any institution regulation within a stated period of time. This type of action does not restrict the student in any way. It has two important implications: It means he or she is being given a chance to show he or she is capable and willing to live according to the rules without being penalized too severely, but in case he or she errs again he or she knows subsequent action will be more severe. The second implication is that it does become a matter of record in the Student Affairs Office. While the fact that he or she was under censure will not be made known voluntarily, if a specific question is asked whether the student has been involved in any discipline situations, there is no alternative but to give an accurate answer to the question.
 - .4 Probation: Exclusion from participation in privileged or extracurricular institution activities set forth in the notice for a period of time specified. Other conditions

of the probation may apply to any other activities of the student in the University Community, except those which would affect his or her academic pursuits. This sanction has an important implication. It means that he or she is being given a chance to show he or she is capable and willing to live according to the rules of the university, but in the case he or she errs again he or she knows subsequent action will be more severe. This sanction becomes a matter of official record in the Student Affairs office. If a specific question is asked whether the student has been involved in any discipline situations, there is no alternative but to give an accurate answer to the question.

- .5 Restitution: Reimbursement for damage to or misappropriation of property. This may take the form of appropriate service or other compensation.
- .6 Fines: In addition to or in lieu of other sanctions, the hearing body may impose fines in accordance with the following maximums: Campus Disciplinary Boards-\$150.00; Direct Administrative Action-\$250.00; Campus Disciplinary Councils-\$250.00. Should the hearing body or appropriate administrative official determine a fine would result in an unreasonable hardship on the defendant, a work program can be imposed in lieu of a fine. The in lieu work program shall be jointly approved by the hearing board and the Vice President for Student Affairs or his/her delegate. If the fines are not paid or the alternative arrangements not approved within a period of fifteen (15) days then the fine will be double and placed on the student's University account.
- .7 Educational alternatives: Where a punitive sanction may not be appropriate or sufficient by itself, the student may be required to participate in educational programs designed or selected by the hearing boards or proper administrative officials. The program the student is required to complete is subject to review or modification by the Vice President for Student Affairs or his/her delegate. Should the student fail to complete the issued sanctions by the deadline established, he or she is subject to an enrollment stop until the sanction is completed.
2. The following sanctions may be imposed on students by the appropriate Campus Disciplinary Council or the proper administrative official:
 - .1 Suspension: Exclusion from classes and other privileges or activities as set forth in the notice for a definite period of time not to exceed two years or until the conditions which may be set forth are met.
 - .2 Expulsion: Termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the order of expulsion. When an offense is so severe that the University will not allow the student to re-enroll, the student will be expelled. Expulsion is not a permanent separation, but neither is a definite time set when return is expected. If a student is reinstated after an expulsion, it is only after a complete consideration of his or her case.
3. Records of sanctions shall be maintained in the Student Affairs Office:

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- 1 Records of the sanctions of Suspension and Expulsion shall be maintained permanently, subject to review as outlined in Section 4 of this paragraph.
- 2 Records of Disciplinary Probation shall be maintained for 4 years, subject to review as outlined in Section 4 of this paragraph.
- 3 Records of all other lesser sanctions shall be maintained for 1 year from the last day of the academic year in which the incident occurred or 15 months, whichever is shorter.
4. Violations of the University Alcohol Policy: The following sanctions are mandatory minimum sanctions for alcohol violations. Based on the severity of the infraction, the University reserves the right to impose any appropriate additional sanction(s).

Alcohol offenses and misconduct shall include, but shall not be limited to, minor in possession; public intoxication; manufacture, use or possession of false identification; driving under the influence; driving while intoxicated; actual physical control and involvement in a crime or misconduct while under the influence on or off campus.

The administrative fees collected pursuant to the Individual Sanctions or Organizational Sanctions for alcohol violations shall be used to fund alcohol education and policy-related administrative costs.

INDIVIDUAL SANCTIONS: Any offense by an individual student remains part of the individual's record until graduation. If a student is suspended after the 3rd offense and is readmitted to the University of Oklahoma, the student is readmitted with 2 strikes.

1st Offense

- Parent/Guardian notification via return receipt certified mail.
- \$75.00 administrative fee.
- Satisfactorily complete a defined alcohol education program.
- Censure. The notation of Censure shall be removed upon graduation from the University of Oklahoma subject to completion of disciplinary sanctions.

2nd Offense

- Parent/Guardian notification via return receipt certified mail with a follow-up telephone call.
- \$150.00 administrative fee.
- Satisfactorily complete an approved alcohol counseling program.
- Satisfactorily complete 20 hours of approved community service.
- Disciplinary probation. The notation of Disciplinary probation shall be removed upon graduation from the University of Oklahoma subject to completion of disciplinary sanctions.

3rd Offense

- Parent/Guardian notification via return receipt certified mail with a follow-up telephone call.
- Automatic suspension.

ORGANIZATIONAL SANCTIONS: Organizational sanctions will be administered based on the possession and use of alcohol in an organization's residence facility or the illegal or prohibited use of alcohol at an organizational event.

Before imposing an organizational sanction, as opposed to solely an individual sanction, the University will consider the entirety of the circumstances surrounding the organizational event, including, but not limited to, whether:

- (1) the alcohol violation was endorsed, sponsored, sanctioned, enabled, furthered, or funded, in whole or in part, by the organization, its officers, or the officers of its local, state, or national organization acting with actual or apparent authority, and any of them knew or should have known of the alcohol violation and they took insufficient action to prevent or cease the violation; or
- (2) the alcohol violation occurred on property owned, leased, rented or occupied by the organization, and the officers of the organization took insufficient action to prevent or cease an alcohol violation they knew or should have known existed; or
- (3) alcohol is located in the organization's campus or campus affiliated residence facility (e.g. fraternity/sorority chapter houses), unless otherwise exempted; or
- (4) regardless of its location, the alcohol violation occurred at an event or any gathering of two or more individuals of the organization conducted in furtherance of the mission, or purpose of the organization, including any event, program or ceremony; or
- (5) the alcohol violation occurred at any gathering utilizing the organization's name or logo, or which was advertised by the organization; or
- (6) the alcohol violation occurred at any gathering of two or more individuals that would typically be in furtherance of the organization's activities, but is designed to circumvent these rules.

The Vice President of Student Affairs has the discretion to determine whether, based on the criteria above and the totality of the circumstances, the alcohol violation occurred at an organizational event and warrants an organizational sanction.

Any offense by the group remains part of the organization's "3 Strikes" record for a period of three calendar years

1st Offense

- At the discretion of the University and after considering all relevant information, the University will impose a minimum administrative fee of \$500.00 or a per capita rate of \$1.00 to \$20.00 based on the organization's membership at the time of the offense, which ever is more appropriate.
- 100% of the organization's membership must complete a defined alcohol education program.
- An aggregate community service requirement for the organization of 10-25 hours per capita based on the organization's membership at the time of the offense. It is at the discretion of the University as to whether pledges or associate members will be included in fulfilling the requirements of the sanction.
- Censure: A written reprimand for violation of specified regulations, including the possibility of more severe disciplinary sanctions in the event of the finding of a violation

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of any University regulation within a stated period of time. This type of action does not create new restriction for the organization.

2nd Offense

- At the discretion of the University and after considering all relevant information, the University will impose a minimum administrative fee of \$1,000.00 or a per capita rate of \$5.00 to \$20.00 based on the organization's membership at the time of the offense, which ever is more appropriate.
- 100% of the organization's membership must complete a defined alcohol education program.
- An aggregate community service requirement for the organization of 10 to 25 hours per capita based on the organization's membership at the time of the offense. It is at the discretion of the University as to whether pledges or associate members will be included in fulfilling the requirements of this sanction.
- Disciplinary Probation: Exclusion from participation in privileged or extracurricular University activities set forth in the notice for a period of time specified. Other conditions of the probation may apply to any other activities of the organization in the University community, except those which would affect organization's academic pursuits.

3rd Offense

- At the discretion of the University and after considering all relevant information, the University will impose a minimum administrative fee of \$1,500.00 or a per capita rate of \$10.00 to \$20.00 based on the organization's membership at the time of the offense, which ever is more appropriate.
- 100% of the organization's membership must complete a defined alcohol education program.
- An aggregate community service requirement for the organization of 10 to 25 hours per capita based on the organization's membership at the time of the offense. It is at the discretion of the University as to whether pledges or associate members will be included in fulfilling the requirements of this sanction.
- Organizational Suspension: The organization will be suspended for a minimum of one year. University approval is required before the organization will be reinstated. (Approved by the Board of Regents at the October 24, 2007 meeting.)

THREE STRIKES POLICY

Definition of a Strike

A "strike" is the University's official recognition of a student's or organization's violation of the University's alcohol policy. Nothing herein shall waive a student's right to due process. A strike is a final University disciplinary action which finds the accused guilty of an alcohol-related offense. A student or organization may be charged with an alcohol-related violation based on the following:

1. A conviction, deferred sentence, or a plea that has the effect of conviction of an alcohol related¹ offense of which the University is made aware; or
2. A University finding or allegation that a student or orga-

nization may have committed an alcohol-related violation prohibited by the Student Code. Such violations include, but are not limited to, the conduct prohibited by Title 16 of the Student Code of Conduct, the Student Alcohol Policy, incident reports and citations. Upon notification of the foregoing, or any other violation reasonably related to alcohol, the University may charge the student pursuant to the Student Code and the student shall be entitled to an appropriate hearing as defined by the Student Code. Whether by decision of an appropriate disciplinary body, administrative official, or by a negotiated settlement, any final University disciplinary action² resulting in a finding of guilt for an alcohol related violation shall be considered a strike.

Reporting Mechanisms

The University may act on any reliable information it receives. Although not an exhaustive list, the University may be notified of prohibited conduct in the following ways:

1. A police report from the University of Oklahoma Police Department;
2. A police report from the Norman Police Department;
3. Reports from other law enforcement or security agencies that are received by the University;
4. Notification by a University official that an alcohol violation occurred; or
5. Any other information deemed reliable by the University that comes to the attention of a University official.

However, the University shall not utilize information received based on the student's seeking or accessing medical/mental health treatment nor based on the student's seeking or accessing the Saferide program.

The University, upon notification, may investigate the information received to determine if the conduct constitutes a violation prior to taking action. Nothing herein shall waive a student's right to due process.

¹Alcohol offenses and misconduct shall include, but shall not be limited to, minor in possession; public intoxication; manufacture, use or possession of false identification; driving under the influence, driving while intoxicated, actual physical control and involvement in a crime while under the influence. Student Affairs, by and through the Office of Judicial Services, shall determine if a charge is alcohol related; however, the final determination shall be made by an appropriate disciplinary body or administrative official.

²A final disciplinary action shall be a decision to which no further right of appeal exists in the Student Code.

STUDENT ALCOHOL POLICY

All campus affiliated student organizations and all students who are currently enrolled at the University of Oklahoma or are pre-enrolled for subsequent semesters and have either attended the institution for at least one semester in the current or past academic year are responsible for following federal, state and local laws, the Student Code of Responsibilities and Conduct, and the Student Alcohol Policy.

- (1) All fraternities, sororities, and residence halls shall be dry. Alcoholic beverages will not be allowed inside fraternity houses, sorority houses and OU residence halls or on the grounds surrounding them. Fraternity officers and members will sign an agreement to abide by this policy which will be strongly enforced. Enforcement for campus alcohol violations and punishments has been increased.
- (2) To curtail alcohol abuse on and off campus, the university has adopted a mandatory, minimum "3 Strikes" policy. The first alcohol violation, whether off campus or on campus, automatically will result in appropriate parent/guardian notification and further alcohol education. A second offense will also automatically carry parent/guardian notification and an appropriate sanction. A third violation will result in automatic suspension from the university for a minimum of one semester. Parents/guardians will be informed of this policy at the time their son or daughter enrolls at OU.
- (3) Events at which alcohol is served, that are sponsored by campus-affiliated student organizations, shall be restricted to only Friday nights and Saturday nights.
- (4) Transportation to and from off campus parties sponsored by campus-affiliated student organizations shall include designated drivers or public transportation provided by the sponsoring group.
- (5) Alcohol education programs have been expanded and all entering undergraduate students, age 22 and under, are required to complete these programs to remain in good standing. In addition, upon joining a fraternity or sorority, new members will participate in a university approved alcohol education program before their new member program begins.
- (6) An anonymous, confidential hotline has been established where violations of the anti-hazing and dry fraternity, sorority and residence hall policies may be reported.
- (7) All fraternity and sorority recruitment events are alcohol free. In addition, regulations have been established for IFC fraternities to regulate summer recruitment activities. These regulations include: mandatory registration of recruitment-related facilities, notification one calendar week prior to recruitment events, and open invitations to IFC and University representatives to attend any recruitment activities.
- (8) Campus-affiliated student organizations are required to present a plan annually for organizationally-sponsored events prior to any activities at which alcohol is served.
- (9) Fraternity and Sorority Student Life has enhanced the University's statement on prohibited hazing activities. Fraternity and sorority officers will sign a pledge to abide by this policy and report violations. It will also be provided to new members who will sign a statement promising to report

violations. This statement on prohibited hazing activities will also be given to the new members' parents/guardians, who will be urged to report any violations.

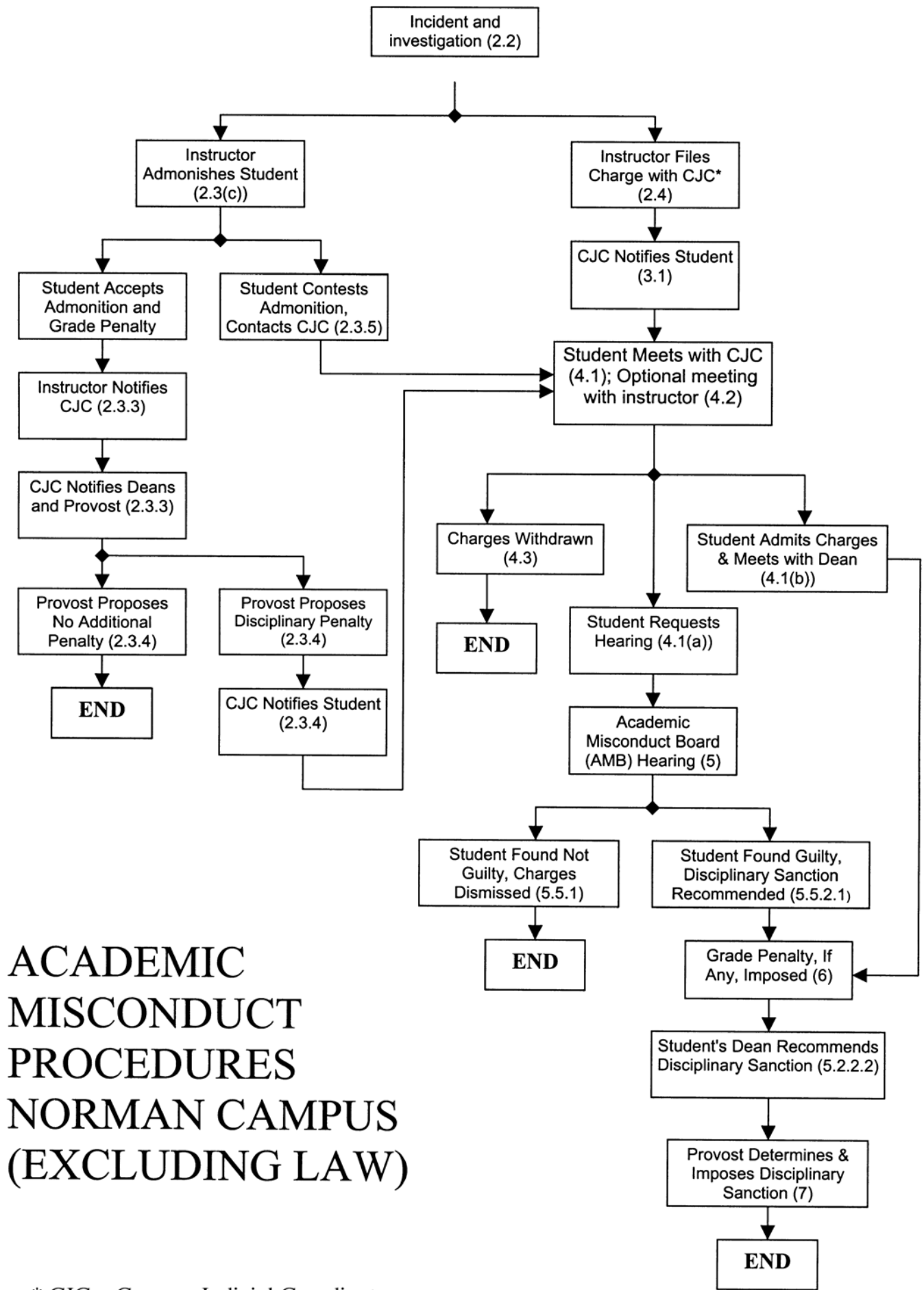
- (10) The University has established a formal relationship with licensed alcohol counselors for immediate student referrals.
- (11) The University has established the SafeRide program that includes a voucher system with a local public transportation company to provide safe rides to discourage drinking and driving.
- (12) Because of the critical student health and safety issues, any conflicting policy or process will be waived.
- (13) Students who have received a first strike may at any time request that the strike and the record be removed from their student file providing the student meets the relevant eligibility criteria and provides documents evidencing the following criteria. This request must be made in writing to the Campus Judicial Coordinator. In order to be eligible to have the strike and the record removed from their student file at the University, the student must present the following documentation:
 - (1) it has been one year since the disposition of the offense, whether by deferral, conviction, or negotiated settlement with the University;
 - (2) the student has not received any additional strikes under the University system within the specified period of time based on their negotiated settlement with the University;
 - (3) the student has not received any additional charges or alcohol related offenses on or off campus, since receiving the alcohol offense at issue;
 - (4) the student completed all agreed upon sanctions required by the University and the court having jurisdiction over the matter, if applicable.

Removal of the strike is at the sole discretion of the University Vice President of Student Affairs or his/her designee. Additionally, this opportunity for a student to have a first strike removed from their University record does not apply to DUIs and applies only to charges under the University's Three Strike Policy and in no way limits any other available action by the University, including but not limited to, any violation of the Student Code of Responsibilities and Conduct. However, the following alcohol offenses shall be entitled to an automatic deferred first strike: minor in possession and/or public intoxication and other similar, limited circumstances at the discretion of the University Vice President for Student Affairs. To qualify for the deferral and ultimate removal of the first strike, the student must not receive any other alcohol offense for a period of 12 months from the date of the qualifying deferred first strike offense. A deferred first strike will not be considered an "offense" and will not be maintained as a disciplinary record of the University. However, if the student receives another alcohol offense of any nature, within the 12-month period, the deferral of the first strike shall be revoked and the second alcohol offense shall be considered a second strike. Moreover, students are only entitled to one deferred strike during their attendance at the University. (Approved by the Board of Regents at the October 24, 2007 meeting.)

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**ACADEMIC
MISCONDUCT
PROCEDURES
NORMAN CAMPUS
(EXCLUDING LAW)**

* CJC = Campus Judicial Coordinator

ACADEMIC MISCONDUCT CODE

1. GENERAL PROVISIONS

1.1 BASIC PRINCIPLE OF HONESTY

Honesty is a fundamental precept in all academic activities, and those privileged to be members of a university community have a special obligation to observe the highest standards of honesty and a right to expect the same standards of all others. Academic misconduct in any form is inimical to the purposes and functions of the university and therefore is unacceptable and rigorously proscribed.

1.2 DEFINITIONS

1.2.1 Academic Misconduct. Any act which improperly affects the evaluation of a student's academic performance or achievement. The following terms illustrate but do not delimit or define academic misconduct:

- (a) Cheating: the use of unauthorized materials, methods, or information in any academic exercise, including improper collaboration;
- (b) Plagiarism: the representation of the words or ideas of another as one's own, including:
 - (1) direct quotation without both attribution and indication that the material is being directly quoted, e.g. quotation marks;
 - (2) paraphrase without attribution;
 - (3) paraphrase with or without attribution where the wording of the original remains substantially intact and is represented as the author's own;
 - (4) expression in one's own words, but without attribution, of ideas, arguments, lines of reasoning, facts, processes, or other products of the intellect where such material is learned from the work of another and is not part of the general fund of common academic knowledge;
- (c) Fabrication: the falsification or invention of any information or citation in an academic exercise;
- (d) Fraud: the falsification, forgery, or misrepresentation of academic work, including the resubmission of work performed for one class for credit in another class without the informed permission of the second instructor; or the falsification, forgery or misrepresentation of other academic records or documents, including admissions materials and transcripts; or the communication of false or misleading statements to obtain academic advantage or to avoid academic penalty;
- (e) Destruction, misappropriation or unauthorized possession of University property or the property of another;
- (f) Bribery or intimidation;
- (g) Assisting others in any act proscribed by this Code; or
- (h) Attempting to engage in such acts.

1.2.2 Budget Dean. The dean of the college in which the academic unit offering the course at issue is budgeted.

1.2.3 Code. The Academic Misconduct Code of the Norman Campus.

1.2.4 Date of Service.

- (a) When service is in person, the date the notice is actually delivered to the student, as noted on the return copy;

(b) When service is by mail, the date determined as follows:

- (1) if notice is "signed for," the date the notice was "signed for" as indicated on the return mail receipt; or
- (2) if notice is not "signed for," the date of return to the Campus Judicial Coordinator of the mail receipt, unless notice was sent to an address other than that last provided by the student to the Office of Admissions and Records as his or her current address.

1.2.5 Instructor. The faculty member or other person primarily responsible for instructing a particular course.

1.2.6 Regular Class Day. Any day, Monday through Friday, on which the University holds regularly scheduled classes, or regularly scheduled final examinations, except for Inter-session classes.

1.2.7 Student's Dean. The Dean of the College to which the student has been admitted.

1.3 RESPONSIBILITY FOR KNOWING THE CODE

It is the responsibility of each instructor and each student to be familiar with the definitions, policies, and procedures concerning academic misconduct, and unfamiliarity with the Code shall not alter any rights or responsibilities provided herein.

2. REPORTING ACADEMIC MISCONDUCT

2.1 WHO MAY FILE

Any University administrative, faculty, or staff member may bring a complaint of academic misconduct by submitting a written report as provided hereafter. Students who identify an act of academic misconduct should report that act to an administrative, faculty, or staff member so that a complaint may be filed.

2.2 INVESTIGATION OF MISCONDUCT

Before imposing a grade penalty or filing a complaint of academic misconduct, the faculty or staff member shall initiate a preliminary inquiry to determine whether misconduct has occurred. During the course of this inquiry the faculty or staff member may discuss the matter with the student suspected of misconduct and with others who may have relevant information.

2.3 ACTION BY INSTRUCTOR: ADMONITION

2.3.1 An instructor may conclude that an incident that meets the definition of misconduct under sec. 1.2.1. nevertheless merits an admonition rather than a disciplinary penalty as defined in Section 7 of this Code. In particular, an instructor might conclude (but is not required to conclude) that the incident is more appropriately treated as an instructional rather than a disciplinary matter. When the instructor concludes that an admonition is the more appropriate action, the instructor may elect to reduce a student's grade and/or require additional, remedial academic work without first filing a charge of academic misconduct, subject to the following limitations and conditions:

- (a) The admonition option is intended for assignments and examinations that do not involve a semester-long activity and the incident in question is not of an egregious nature. The instructor may not use the admoni-

ACADEMIC MISCONDUCT CODE

tion option for an incident of misconduct on a final examination, a term paper or project, an examination that determines the status of graduate students (e.g., qualifying, candidacy, general, comprehensive and certification examinations and defenses of theses and dissertations), a master's thesis, or a doctoral dissertation;

- (b) An instructor who elects to use the admonition option may impose no grade reduction greater than loss of all credit for the assignment; and,
 - (c) An instructor who elects to use the admonition option must do the following before imposing the grade reduction or other requirement: (1) inform the student of the nature of and basis for the misconduct; (2) give the student an opportunity to explain; (3) admonish the student and explain the grade reduction or other requirement to be imposed; (4) where appropriate, instruct the student to resolve any confusion the student may have had regarding what constitutes proper academic conduct; and (5) inform the student how to appeal the decision. Notice of procedures for appeal shall be provided in writing; such notice shall be presumed adequate if provided in the course syllabus with a reference to the information published by the Provost on the consequences of accepting the admonition and the procedures for appeal.
- 2.3.2 Unless the Provost imposes a disciplinary penalty as described below, a student who accepts an admonition and resulting grade reduction under this subsection shall not be deemed to have admitted guilt for an act of academic misconduct; provided, the record of the admonition may be used in any subsequent academic misconduct proceeding, as appropriate, to establish the student's prior familiarity with the fundamental rules of academic integrity.
- 2.3.3 The instructor shall notify the Campus Judicial Coordinator of the incident, ordinarily within (15) regular class days of discovery. The Campus Judicial Coordinator shall forward notice of the incident to the budget dean, the student's dean, and the Provost, ordinarily within (15) class days of receipt of notice from the instructor.
- 2.3.4 In cases of repeated offenses or otherwise as appropriate, the Provost may announce a disciplinary penalty as provided in section 7. Prior to imposing such a sanction the Provost shall send notice to the student via the Campus Judicial Coordinator, ordinarily within (15) class days of receipt of notice from the Campus Judicial Coordinator but in no case more than 45 regular class days after discovery of the incident. Notice of the Provost's intent to impose a sanction shall be treated as a "complaint" for purposes of notice and hearing as provided in Sections 3 and 4 of this Code, and the disciplinary penalty shall not be imposed until the student is permitted the opportunity to respond as provided in sections 4 and 5 of this Code.
- 2.3.5 The student may contest the admonition by contacting the Campus Judicial Coordinator within fifteen (15) regular class days from the date of the instructor's notice to the student and scheduling a meeting as provided below in Section 3. Provided, where the Provost announces a disciplinary penalty, the student may contest the complaint

and any fact alleged therein by contacting the Campus Judicial Coordinator within fifteen (15) regular class days of receiving notice of the proposed disciplinary penalty, notwithstanding the student's prior acceptance of the admonition. If the admonition or complaint is contested, the student retains all rights afforded under this Code to any student against whom a complaint is filed, including without limitation the right to representation, hearing, appeal, and the assignment of a neutral grade while the matter is pending.

2.4 NOTIFICATION OF THE CAMPUS JUDICIAL COORDINATOR

All complaints shall be made in writing, ordinarily within fifteen regular class days of discovery, to the Campus Judicial Coordinator. Complaints shall include the name of the student, the class in which the misconduct occurred if applicable, the date on which the incident was discovered, a brief description of the incident, and the grade penalty to be imposed if applicable.

3 NOTICE TO THE STUDENT

3.1 NOTIFYING THE STUDENT Ordinarily within fifteen (15) regular class days of receipt from the complaining party, but in no event more than thirty (30) regular class days from discovery of the incident, the Campus Judicial Coordinator shall notify the student of the complaint in writing which shall be served on the student in person or by mail.

3.1.1 CONTENTS OF NOTICE

The notice shall include a summary of the allegations, notification of the mandatory meeting described in Section 4.1, and a description of the student's right

- (a) to a hearing with adequate notice; and
- (b) to have counsel by an attorney at the student's expense or to seek counsel at no cost from the University of Oklahoma Student Association (UOSA); and to refrain from further discussing the matter or from making any further statement regarding the matter.

3.1.2 RECEIPT OF NOTICE BY MAIL

When service is by mail, the Campus Judicial Coordinator shall enclose the notice of charges in an envelope, postage prepaid, and mail the letter by certified mail, return receipt requested, to the student at the student's permanent or local address (as appropriate) on file in Admissions and Records. When the above steps have been taken, the return receipt, whether signed or not, shall be deemed sufficient evidence that the student has been properly served and it shall be presumed that the student has received and read the notice.

3.2 SCHEDULING OF CONFERENCE WITH CAMPUS JUDICIAL COORDINATOR

Within two (2) regular class days of the date of service, the student shall contact the Campus Judicial Coordinator and schedule a conference to discuss the matter as provided in Section 4.1.

3.3 DEFAULT

If the student fails to respond within the prescribed time or fails to meet as directed, the student shall be in default and thereby waives the right to all University hearings,

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appeals, and challenges. In the event of a default at this point, the Campus Judicial Coordinator shall notify the student's dean, who shall confirm imposition of grade sanctions and make recommendations for disciplinary sanctions.

3.4 CONTINUED ENROLLMENT PENDING RESOLUTION

A student may continue his or her regular enrollment in the University pending administrative resolution of misconduct allegations. However, while a question of academic misconduct exists, a student may not graduate or receive a transcript without approval of the Senior Vice President and Provost or his or her designee, and any transcript released during such period shall bear a notation that academic misconduct proceedings are ongoing.

4 RESPONSE BY STUDENT

4.1 CONFERENCE BETWEEN STUDENT AND THE CAMPUS JUDICIAL COORDINATOR

A student charged with academic misconduct shall meet with the Campus Judicial Coordinator or his or her designee. The Campus Judicial Coordinator shall describe the academic misconduct process, possible sanctions, and the student's rights and responsibilities under this Code. At the conclusion of the conference, the student may:

(a) deny the charges—If the student denies the charges and wishes a hearing to contest them, the student must submit a written request for such a hearing to the Campus Judicial Coordinator within fifteen (15) regular class days of the conference with the Coordinator. The Campus Judicial Coordinator shall forward the request to the appropriate college within fifteen (15) regular class days. Failure to request a hearing within the prescribed time shall waive the student's right to any University hearings, appeals, or challenges of the charges or of any sanctions imposed as a result of the academic misconduct.

(b) admit the charges—If the student admits to the charges, the Campus Judicial Coordinator will inform the student's dean, the budget dean, and the instructor; also, the chair of the instructor's academic unit, where applicable. The instructor shall thereafter impose grade sanctions, and the student's dean shall make his or her recommendation for further sanctions, if any. Provided, however, that if the student admits to the charges but wants to confer with the dean or to submit written statement concerning extenuating circumstances affecting disciplinary sanctions, the student may do so only if done within five (5) regular class days of the date of admission of the charge. Failure to do so within the five (5) regular class days will result in the dean making his or her recommendation without such information.

4.2 OPTIONAL MEETING BETWEEN STUDENT AND PERSON INITIATING THE CHARGE

Nothing herein is intended to preclude the student from discussing the incident with the person initiating the charge, if that person agrees; in fact, such a discussion is encouraged. However, once a charge is filed, such a meeting should be scheduled only after conferring with

the Campus Judicial Coordinator, who will arrange the meeting if agreeable to the parties involved. It should be understood that any such meeting shall not extend the period of time for requesting a hearing.

If, after the student meets with the charging party, the student wishes:

(a) To contest the charges and has not already done so, the student must comply with the requirements for submitting the written request to the Campus Judicial Coordinator, as set forth in Section 4.1(a) above.

(b) To admit to the charges and has not already done so, the student may do so by so informing the Campus Judicial Coordinator, who will then initiate the action as outlined in Section 4.1.b above.

4.3 WITHDRAWAL OF CHARGE

It should be understood that the person initiating the charge of academic misconduct may withdraw the charge at any time prior to commencement of a hearing by the AMB or, if no hearing is held, imposition of a final sanction. This is effected by sending written notice to the dean who notified the Campus Judicial Coordinator of the charge in the first place. That dean shall then inform, in writing, the Campus Judicial Coordinator and any others who need to know that the charge has been withdrawn.

5 ACADEMIC MISCONDUCT HEARINGS

5.1 ACADEMIC MISCONDUCT BOARDS

Each college shall establish an Academic Misconduct Board (AMB) consisting of two students and three members of that college's faculty to hear each case. Membership of the Board shall be drawn from a pool of faculty and students. The faculty members of the AMB and the terms for all members shall be determined by the faculty of the college. Student members shall be appointed or selected from nominations submitted by appropriate student organizations. When an AMB cannot be constituted from the existing pool, the dean of the college may approve faculty and students from within or outside the college to serve as ad hoc AMB members. An AMB may be assisted by a non-voting faculty or staff person appointed by the dean of the college who shall exercise responsibility for the Board in administrative matters, such as scheduling of cases, notification of hearings and decisions, and maintenance of records.

5.2 WHICH BOARD SHALL HEAR THE CASE

In a case in which a hearing has been requested, the facts of the case shall be determined by the Academic Misconduct Board (AMB) of the college in which the department offering the course is budgeted. If no particular course is involved, the case shall be heard by the AMB of the college in which the student is enrolled or the AMB chosen by the student's dean when the student is not enrolled in a degree-recommending college. Cases involving graduate-level theses, dissertations, or qualifying comprehensive examinations shall be heard by the AMB of the Graduate College.

5.3 SCOPE OF HEARING

The focus of inquiry shall be the guilt or innocence of those accused of academic misconduct. The board will consider the information and arguments presented, make

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findings of facts of matters in dispute, and determine whether the student did engage in academic misconduct. The board will also hear all evidence and argument concerning extenuating circumstances that may affect decisions about what disciplinary sanctions, if any, might be imposed.

5.4 HEARING PROCEDURES

- (a) Once a request for a hearing has been received by the College, the AMB shall convene within twenty (20) regular class days, excluding Intersession, except that the Senior Vice President and Provost or his or her designee may grant extensions of this time upon receipt of a request from the student, the complainant, or the college responsible for holding the hearing. No faculty member shall be obligated to participate in a hearing scheduled outside the faculty member's appointment period.
- (b) If the Provost grants the request, release of transcripts during the extension shall be permitted as follows:
 1. If the request was made by the student, the provisions of section 3.4 regarding graduation and the release of transcripts shall remain in effect.
 2. If the request was made by the complainant or the college, notwithstanding the provisions of section 3.4, during the extension period the student may receive transcripts without notation of the pending case.
- (c) Written notification of a hearing must be distributed at least five (5) regular class days in advance of the hearing date, and should include:
 1. The authority for the hearing and the hearing body;
 2. Reference to the specific rule or rules involved;
 3. Date, time, nature, and place of the hearing;
 4. A brief factual statement of the charges and issues involved.
- (d) Students who fail to appear after proper notice will be deemed to have pled guilty to the charges against them.
- (e) Parties must provide, upon request by College, the Board or the opposing party, the name of any counsel who will be present at the hearing and a list of witnesses to be called in the hearing, along with the nature of their expected testimony, and must allow examination of any documents to be submitted in the hearing.

Failure to disclose such information in a reasonable and timely manner may be grounds for delaying the hearing, suspending the provisions of this section concerning transcripts and graduation, and, in the case of repeated or egregious noncompliance, dismissing the case or declaring guilt by default. The college holding the hearing may adopt such other procedural rules as it deems necessary and proper to expedite hearings and promote fairness.
- (f) Hearings will be closed to the public and shall be confidential, although an open hearing may be held at the discretion of the AMB, if agreed by all parties.
- (g) The presiding officer of each board shall exercise control over the hearing to avoid needless consumption of time and to prevent harassment or intimidation.

- (h) Hearings shall be tape recorded.
- (i) At the beginning of the hearing, any party may challenge any board member, one at a time, on the grounds that he or she is unable to give the student a fair and impartial hearing. The remaining members of the hearing body shall decide the challenge by secret ballot. However, if the entire board is challenged, the entire board shall rule on the challenge. The hearing will continue if at least two faculty members and one student remain.
- (j) Witnesses shall be asked to affirm that their testimony is truthful.
- (k) Prospective witnesses other than the complainant and the student may be excluded from the hearing during the testimony of other witnesses. All parties, the witnesses, and the public shall be excluded during board deliberations.
- (l) The burden of proof shall be upon the complainant, who must establish the guilt of the respondent by a preponderance of the evidence.
- (m) Formal rules of evidence shall not be applicable in these proceedings. The presiding officer of each board shall give effect to the rules of confidentiality and privilege.
- (n) The board shall not receive or consider arguments about the legality of any provision under which a charge has been brought or the legality of the procedures under which the hearing is proceeding. Such questions should be presented in writing to the Senior Vice President and Provost.
- (o) All parties shall have reasonable opportunity to question witnesses and present information and argument deemed relevant by the board.
- (p) Final decisions of all AMBs shall be by majority vote of the members present and voting. The final decisions shall contain a written statement setting forth with reasonable particularity, findings of fact, the decision on each of the charges, its recommendations for disciplinary sanctions, and the reasoning behind these decisions. These materials shall be transmitted as described in section 5.5, together with the AMB's record of the proceedings and a summary.
- (q) Depending upon the gravity of the case, the board, at its discretion, may require the parties to submit written briefs and responses, including supporting documents, setting forth the respective positions dealing with all issues.

5.5 RESULTS OF THE HEARING

5.5.1 DISMISSAL OF CHARGES BY THE AMB

If the AMB finds that the facts do not support the allegation, the charges will be dismissed. The chair of the AMB shall transmit the decision in writing to the appropriate deans and the Campus Judicial Coordinator within fifteen (15) regular class days of the conclusion of the hearing. All other AMB records of the case shall be destroyed after twenty (20) regular class days of such transmittal. The Campus Judicial Coordinator shall then notify the student in writing of the decision of the AMB. The matter is then ENDED.

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5.5.2 WHEN FACTS SUPPORT ALLEGATIONS AGAINST THE STUDENT

5.5.2.1 AMB ACTION

If the AMB finds that the facts support the allegations against the student, the student shall be found guilty. After a finding of guilt, it is the duty of the AMB to recommend appropriate disciplinary sanctions. Some relevant factors the AMB may consider in determining a sanction recommendation include, but are not limited to:

- a. The facts that have been presented to the AMB at the hearing;
- b. Any mitigating or extenuating circumstances that have been presented by any party during the hearing;
- c. Prior academic misconduct on the part of the student.

After weighing all factors it considers relevant, the AMB shall recommend disciplinary sanctions to the student's dean. The AMB's findings and recommendations shall be made in writing within fifteen (15) regular class days of the conclusion of the hearing.

5.5.2.2 DEAN'S ACTION

- (a) Based upon the facts of the case and any relevant factors, the student's dean shall determine if any disciplinary sanction is to be recommended to the Senior Vice President and Provost. If the recommendation of the student's dean differs from that of the AMB, the dean shall provide in writing the reasoning for his or her recommendation.
- (b) The student's dean shall, within fifteen regular class days of receipt of the AMB's report, send to the Senior Vice President and Provost in writing:
 1. the AMB's record of proceedings, including a summary if a hearing was held;
 2. the written decision and recommendation of the AMB holding such a hearing; and
 3. the dean's recommended sanction.
- (c) Within fifteen regular class days of receipt of the AMB's report, the student's dean shall also notify the appropriate parties of the AMB's findings and recommendations. These parties may include the student, the counsel for the student (if any), the budget dean, (if different from the student's dean), the faculty or staff member who notified the budget dean of the incident, the counsel for the University, and the Campus Judicial Coordinator.

6 GRADE PENALTIES

6.1 IMPOSITION OF GRADE PENALTIES

An instructor has an obligation to impose grade penalties once the charge is upheld. These penalties may include, but are not limited to:

- a. Requiring the student to complete a substitute assignment or examination.
- b. Awarding the student a failing grade on the examination or paper or on those portions of it on which he or she was engaged in academic misconduct.
- c. Lowering the student's final grade in the course or award a failing grade of "F".

The weight of the grade penalty as calculated in the final grade may exceed the weight of the work in which the misconduct occurred.

6.2 APPEAL

Grade sanctions may not be appealed except under the "Academic Appeals Policy".

7 DISCIPLINARY SANCTIONS

The disciplinary sanctions noted below may be recommended by the AMB and/or the student's dean to the Senior Vice President and Provost. The examples are illustrative of each category of disciplinary sanctions, are not intended to be totally inclusive, and omission of a particular act shall not be construed as indicating that such an act is acceptable or appropriate. Furthermore, the acts described do not need to result in the disciplinary sanctions noted if judgments suggest otherwise.

7.1 CENSURE

A written reprimand for violation of acceptable standards of academic conduct. This action takes formal notice of the student's act of academic misconduct and provides a formal warning that a further act of academic misconduct will result in far more severe action. Censure shall not be noted on a student's transcript, but will be noted in the Student Affairs Office. Records of censures shall not be released outside the University except as required by law. Copies of the letter of censure shall be provided to the student, the Student Affairs Office, the student's dean, the budget dean (if different than the student's dean), and, if applicable, the chair of the department in which the course is taught, and the instructor.

The sort of academic misconduct which might result in censure might be a case in which a student has copied on an examination and in which it seems that the cheating was the result of momentary panic. There would be no reason to suppose that the student had planned to cheat and there would be no prior record of academic misconduct.

7.2 COMMUNITY SERVICE ALTERNATIVE

In appropriate cases, a student may be allowed to perform voluntary community service in lieu of suspension and may, upon satisfactory completion, receive a lesser sanction. No student may be compelled to perform community service as part of any sanction imposed under this Code. In the event that a student accepts a community service alternative, the terms and duration of such service shall be approved by the Senior Vice President and Provost.

The sort of academic misconduct which would result in the offer of the community service option would be a case in which mitigating factors counsel against the imposition of a limited notation suspension.

7.3 LIMITED NOTATION SUSPENSION

Suspension from classes and other privileges for a period of not less than one full session. During this period, the student will not be allowed to earn credits for transfer to the University of Oklahoma from any other institution. Any credits earned at another institution during a period of suspension shall not be recorded in the student's OU transcript and shall not count in any manner. A notation of suspension for academic misconduct shall be made on the student's transcript. However, in the case of limited notation, such transcript notation shall be removed upon the student's graduation from the University or four years from the date of the suspension, whichever comes first.

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and Provost to review the materials sent by the student's dean and to determine and implement the appropriate action and disciplinary sanctions.

Implementation of the appropriate action or disciplinary sanctions by the Senior Vice President and Provost shall end the process. The Senior Vice President and Provost shall attempt to inform the student in writing of the action being taken. A letter to the student at the address last provided the University by the student shall be sufficient to meet this requirement. Copies of the letter may also be provided other parties who have a legitimate need to know of the action.

8 POST-SANCTION PROCEDURES

8.1 GROUNDS FOR APPEAL

The decision of the AMB as to the facts shall be final and not appealable within the University; unless

- (a) it can be established that specified procedural irregularities were so substantial as to effectively deny the student a fair hearing; or
- (b) new and significant evidence becomes available which could not have been discovered by a reasonably diligent student before or during the original hearing.

8.2 APPEAL PROCEDURES

Appeals based on procedural irregularities or new evidence shall be made in writing to the Senior Vice President and Provost. Consideration of such appeals may be made by the Senior Vice President and Provost upon the basis of written statements and such other evidence as the Senior Vice President and Provost may require. Harmless deviations from prescribed procedures may not be used to invalidate the decision or proceeding. Technical departures from these procedures and errors in their applications shall not be grounds to withhold disciplinary action unless, in the opinion of the Senior Vice President and Provost, the technical departure or errors were such as to have prevented a fair determination of the issues.

8.3 REHEARING AND PETITION FOR REVIEW

In all cases, the President and the Board of Regents of the University reserve the right to review, at their discretion, any decision of a hearing body for manifest error or inequity.

9 ACADEMIC MISCONDUCT IN OFF-CAMPUS COURSES

The principles of academic integrity, due process, and confidentiality apply fully in all courses offered by any Norman Campus academic unit. When an allegation of academic misconduct arises in a course in which instruction is primarily given or received in a place other than the Norman Campus, procedures shall be employed which protect the rights of all parties as provided by law, the Faculty Handbook, and the Student Bill of Rights. The definition of academic misconduct in such classes and the procedure for filing a charge shall be the same as those for the Norman Campus. Procedures for notification, hearing, appeal, and sanction shall be determined and published by the Senior Vice President and Provost. Such procedures shall provide a charged student with a reasonable opportunity to employ the Norman Campus procedures on the Norman Campus, provided that all travel and related costs shall be borne by the student.

The sort of academic misconduct that might result in limited notation suspension might be a case of classroom cheating involving some prior planning, or some cases of plagiarism in which it seems that the plagiarism may have occurred partially because of mitigating circumstances.

7.4 PERMANENT NOTATION SUSPENSION

Suspension from classes and other privileges for a period of not less than one full session. During this period the student will not be allowed to earn credits for transfer to the University of Oklahoma at any other institution. Any credits earned at another institution during a period of suspension shall not be recorded in the student's O.U. transcript and shall not count in any manner. A notation of suspension for academic misconduct shall be made on the student's transcript. In the case of permanent notation, there will be no time limit to such transcript notation.

The sort of academic misconduct which might result in permanent notation suspension might be a case in which knowing and substantial plagiarism has occurred, or a case of classroom cheating in which it is determined that extensive collaboration or planning was involved, or other cases substantially involving one or more aggravating factors such as planning, collaboration, or concealment.

7.5 EXPULSION

Termination of student status for an indefinite period, usually intended to be permanent. A notation of expulsion for academic misconduct shall be made on the student's transcript. Such notation shall be a permanent notation. If a student is reinstated after an expulsion, it is only after a complete reconsideration of his or her case.

The sort of academic misconduct which might result in expulsion might be a case in which: the student has been involved in a prior incident of academic misconduct; the student has submitted to the University forged documents such as transcripts; a student has taken someone else's examinations or arranged for someone else to take his/hers; commercial term papers have been submitted; examinations, grade books, grade sheets, or other instructor possessions have been stolen, copied, or otherwise utilized; or destruction of the academic work of others or intimidation has been used in an attempt to influence the academic process.

7.6 RECORDS OF SANCTIONS AND ADMONITIONS

Records shall be maintained as follows:

- (a) Records of the sanction of Censure shall be maintained for four years, subject to review as provided in part (c) of this section. Records of grade penalties shall be maintained permanently.
- (b) Records of disciplinary sanctions other than Censure shall be maintained permanently, subject to review as provided in part (c) of this section.
- (c) Students and former students who have received a disciplinary sanction for academic misconduct may at any time request that the record be removed from their student file. This is an extraordinary step requiring a showing of good cause by the student. The request, along with the reasons therefore, must be submitted in writing to the Senior Vice President and Provost.

7.7 DETERMINATION OF DISCIPLINARY SANCTION AND ITS IMPLEMENTATION

It shall be the responsibility of the Senior Vice President

ACADEMIC APPEALS POLICY

Each college of the University shall establish an Academic Appeals Board ("Board ") consisting of an equal number of students and faculty. (1) Faculty members of the Board will be chosen by the faculty of the college for a term determined by the faculty. (2) Student members of the Board will be appointed for a term of one year by the dean of the college upon recommendations from the UOSA President.

Each Academic Appeals Board will hear cases in which the issue to be resolved is that of prejudiced or capricious evaluation or alleged inability to speak the English language to the extent necessary to adequately instruct students.

Except for those cases which arise in the College of Law, the following procedures shall apply. (For the procedures in the College of Law, contact the Office of the Dean.)

1. A Board will hear a case only after a student has notified the instructor/evaluator(s) of a dispute over an academic evaluation and after the student has made an unsuccessful attempt to resolve differences with the instructor/evaluator(s), in consultation with the department chair. In cases of end-of-term evaluations, a student must notify an instructor/evaluator(s) of a dispute over an academic evaluation and must attempt to resolve differences no later than February 15 for the previous fall semester or winter intersession, and no later than September 15 in cases of end-of-term evaluations for the previous spring semester, spring intersession, or summer session. In cases of an evaluation made known to a student during the semester, the student must notify an instructor/evaluator(s) of a dispute over an academic evaluation and must attempt to resolve differences no later than 15 calendar days (excluding Saturdays, Sundays and University holidays from classes) after the results of the evaluation are made known to the student. If a student fails to notify an instructor/evaluator(s) or fails to attempt resolution within the appropriate time limit, the Board shall deny any request for a hearing on the claim unless, in the view of the Board, the student has been prevented from complying with the appropriate time limit for reasons beyond his/her control (as, for example, in the case of a student being called into military service).
2. The filing of a written request for a hearing on a claim before the appropriate Academic Appeals Board shall be within ten calendar days (excluding Saturdays, Sundays and University holidays from classes) following the day when the attempts at resolution in paragraph (1) above are completed. The Board shall deny any request for a hearing on a claim that does not

meet this deadline unless, in the view of the Board, exceptional circumstances exist whereby the student is prevented from filing the claim for reasons beyond his/her control. Furthermore, if in the judgment of the Board, the case is deemed to be without merit or has already been satisfactorily resolved in the department, the Board may refuse to hear the matter.

3. To avoid a jurisdictional impasse, the appeal shall be heard by the Board in the undergraduate college in which both the course/evaluation and the instructor/evaluator(s) are located. Any thesis and dissertation appeals and appeals of the results of the graduate qualifying, comprehensive, and general exams shall be heard by the Graduate College Appeals Board.
4. It shall be the primary function of a Board to adjudicate disputes that have not been satisfactorily resolved on the departmental level.
5. Each Board shall be given the responsibility of establishing its own rules of procedure. Such rules as it establishes must be consistent with the full protection of the rights of all parties involved.
6. Meetings of a Board shall be confidential and closed to the public except as otherwise permitted by law and agreed to by all parties.
7. Decisions of the Board shall be communicated in writing to the Board's dean, the student's dean, the student, and the instructor/evaluator(s). The Board's decisions shall be final and shall be implemented unless either the student or the instructor/evaluator(s) makes written appeal to the Executive Committee (or comparable body) of the college within ten calendar days (excluding Saturdays, Sundays and University holidays from classes) after being notified of the Board's decision. The decision of the Executive Committee (or comparable body) shall be final and shall be implemented unless either the student or the instructor makes written appeal to the faculty of the college within ten calendar days (excluding Saturdays, Sundays, or University holidays from classes) after being notified of the Committee's decision. In the case of an appeal to the faculty of the college, the faculty's decision shall be final and shall be implemented. The faculty of a college, however, may delegate their authority to consider appeals under this policy to the Executive Committee (or equivalent body) of the college, in which case the decisions of the said body shall be implemented without appeal to the faculty.
8. Revisions to this policy shall be reviewed by the Faculty Senate and the Student Code Revision Committee.

TITLE 21, SECTION 1190 OKLAHOMA STATUTES–HAZING

- A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.
- B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.
- C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.
- D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars (\$1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.
- E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars (\$500.00), or by both such imprisonment and fine.
- F. For purposes of this section:
 - 1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;
 - 2. "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, low point beer as defined in Section 163.2 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;
 - 3. "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 adversely affect the mental health or dignity of the individual.

Actions and Activities Which Are Explicitly Prohibited by the University of Oklahoma Include But Are Not Limited to the Following:

- a. Forcing, requiring or endorsing pledges/associates/new members to drink alcohol or any other substance and/or providing such alcohol or other substance;
- b. The unauthorized or illegal use of alcohol in any form or quantity during any new member activity;
- c. Dropping food into mouths;
- d. The eating of spoiled foods or anything an individual refuses to eat;
- e. Calisthenics, such as sit-ups, push-ups and runs;
- f. Branding;
- g. Causing excessive fatigue through physical and psychological shocks;
- h. Paddle swats of any nature;
- i. Pushing, shoving or tackling or any other physical abuse;
- j. Line-ups of any nature;
- k. Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual;
- l. Theft of property under any circumstances;
- m. Assigning or endorsing "pranks" such as stealing, harassing other organizations;
- n. Defacing trees, grounds or buildings;
- o. Conducting a new member related activity between the hours of midnight and 8 a.m. or awaking individuals during these hours;
- p. Permitting less than eight continuous hours of sleep for new members each night;
- q. Engaging in unauthorized activity which involves compelling an individual or group to remain at a certain place or transporting anyone anywhere, within or outside the City of Norman (road trips, kidnaps, etc.);
- r. Conducting unauthorized quests, string hunts, treasure hunts, scavenger hunts, paddle hunts, big sister or little sister hunts;
- s. Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods;
- t. Expecting participation in an activity that the full members do not do;
- u. Expecting participation in an activity that the full members will not do;
- v. Deceiving new members prior to the ritual designed to convince new member that he/she will not be initiated or will be hurt;

- w. Requiring new members to “march” in formation;
- x. Carrying of items;
- y. Publicly wearing apparel which is conspicuous and not “normally” in good taste;
- z. Yelling and screaming at new members.
- aa. Calling new members demeaning names;
- bb. Playing extremely loud music or music repeated over and over or any other audible harassment;
- cc. Not permitting new members to talk for extended periods of time;
- dd. Engaging in public stunts of buffoonery, public displays or greetings to active members or new members;
- ee. Requiring or encouraging new members to talk for extended periods of time;
- ff. Nudity at any time;
- gg. Members messing up the house or a room for the new members to clean;
- hh. New members messing up the house;
- ii. Running personal errands (servitude);
- jj. Forcing, requiring or endorsing new members to violate any University or national/international fraternity and sorority policy or any local, state or federal law.

TRAFFIC REGULATIONS–Bicycles, Skateboards, In-Line Roller Skates, etc.

A. Bicycles

1. When ridden on streets or in areas intended for use by motor vehicles, bicycles shall observe all “rules of the road” applicable to those vehicles.
2. Bicycles may be ridden on campus sidewalks, except where such riding is specifically prohibited by signs, but at all times must be kept under the control of the rider, operated at a safe speed and yield the right of way to pedestrians.
 - a. In the event of a collision on campus sidewalks involving a bicycle, including without limitation any contact with a pedestrian, the involved parties must stop and exchange names, local addresses, telephone numbers and, if students, student ID numbers.
3. Bicycles may not be ridden inside any university building or parking garage or on ramps associated with structures.
4. Bicycles shall be parked only in designated racks or lockers placed on campus by the University for that purpose. Bicycles parked other than in bicycle racks/lockers may be issued a parking citation and are subject to impoundment. Bicycles secured to campus fixtures other than designated racks shall be subject to removal and impoundment without prior notice. The responsibility for the security of parked bicycles rests with the owner. The University shall not be responsible or liable in any way for lost, stolen, or damaged bicycles. Bicycles shall also be kept in good working order and shall not be allowed to deteriorate.
5. Bicycles may not be parked indoors. Bicycles parked indoors shall be subject to removal and impoundment without prior notice.
6. The University may remove any bicycle that is abandoned. By definition under this policy, a bicycle is considered abandoned when it is observed to be apparently parked in the same location longer than two weeks or that is apparently broken, inoperable, or derelict. If a removed bicycle is registered under this policy, the University will try to contact the registered owner to arrange for removal. All contact with University affiliates will be made by using their University assigned e-mail address. If an abandoned bicycle is not registered, the University may remove it immediately. The University is not responsible for the cost of locks, chains, other security devices, or any other item that may be damaged or destroyed as a result of removing any bicycle.
7. The University may dispose of any bicycle that has been in storage longer than three months. The University may destroy or otherwise dispose of any removed bicycle. Impounded bicycles are and stored by the OU Physical Plant. To effect release of their bike, owners must contact the Physical Plant at 325-6953 to set an appointment and meet Physical Plant personnel at the storage location. Any owner wishing to reclaim an impounded bicycle, removed from the University campus, shall produce evidence of ownership to the satisfaction of the Physical Plant before the bicycle will be released. Owners will not be compensated for locks or security devices necessarily damaged in order to accomplish impoundment. The University may charge fines in accordance with Title 13.5 Table

One of the Campus Citation System for reclaiming removed bicycles. Payment of fines shall be the responsibility of the bicycle’s owner and can be appealed as set forth in Title 13.5 of the Student Code.

B. Bicycle Registration

Any bicycle operated on the University campus shall be registered with the University Department of Public Safety (“DPS” or “Campus Police”) through the University and City of Norman joint bicycle registration program. This requirement applies regardless of whether the owner is a student, faculty, or staff member. Registration is at no cost. Bicycle operators may contact Campus Police or the Safe Walk Office for information about how to register. Walk-in registration locations:

OU Police Headquarters (2775 Monitor Street)
Tuesday through Thursday, 10am to Noon and 1pm to 4pm
325-2864

Safe Walk Office (Cate Center Main Building)
7 days a week, 8pm to MIDNIGHT
325-WALK

ONLINE registration: <http://www.ou.edu/oupd/bikereg.htm>
7 days a week, 24-hours a day
Registration decals sent by U.S. mail. Allow two weeks for processing

C. Skateboards, In-line Roller Skates, and Roller Skates

1. Skateboards, roller skates and in-line roller skates may be used on campus sidewalks but at all times must be kept under control of the user, operated in a safe manner compatible with the flow of pedestrian traffic, and yield the right-of-way to pedestrians.
2. “Stunting” of any kind by users of skateboards, roller skates or in-line roller skates is strictly prohibited.
3. Skateboards, roller skates or in-line roller skates may not be ridden inside any university building or parking garage or on ramps associated with structures.

D. Enforcement

The Parking Office is responsible for enforcement of the parking regulations. The Police Department of the University enforces applicable federal, state and local laws on property or otherwise within their jurisdiction, including those governing the registration, licensure and operation of motor vehicles, the traffic regulations, and may also enforce parking regulations. Bicycle removal/impoundment may be initiated and performed through personnel of the Parking Office, the Police Department, and the Physical Plant. Other than with regard to bicycle-related parking/removal/impoundment, the Police Department is exclusively responsible for enforcement of regulations pertaining to bicycles, skateboards, roller skates and in-line roller skates.

CAMPUS SECURITY

The University of Oklahoma Police Department provides law enforcement services on the Norman Campus. Anyone who is the victim of or observes a crime should contact the Police Department (OUPD) on 911 from any on-campus telephone. A follow-up will be conducted of any reported crime for which sufficient information is provided to enable officers to carry out an investigation. All crimes should be reported to enable the police to best utilize their resources.

Officers of the University of Oklahoma Police Department or OUPD are commissioned and sworn Peace Officers as authorized by state law, and have full law enforcement authority and powers. University Police Officers are on duty 24 hours daily year-round. Additional uniformed student employees supplement police patrols in resident student housing areas during selected hours.

OUPD has a full-time Crime Prevention Officer whose function is to develop and disseminate information to make members of the campus community aware of crime risks and enable them to reduce or eliminate risks and to deter or avoid crime. Among on-going programs are "Operation Identification," Bicycle Registration, and a campus-wide outdoor emergency telephone network. Crime awareness programming is provided for new students each fall and upon request to students or student groups throughout the year. OUPD also provides brochures on a number of prevention topics including Operation ID, Malicious Telephone Calls and Sexual Assault. OUPD co-sponsors the volunteer student escort service. OUPD works closely with the Division of Student Affairs to develop and deliver new and additional programming as needs are identified.

Norman Campus facilities are normally open for access during conventional business hours. Security hours for academic facilities are established by the budget unit which controls them; all Residence Halls have established security hours.

OUPD maintains an excellent working relationship with the Norman Police Department, which routinely informs OUPD of crimes occurring off-campus which involve or may be of concern to students. OUPD and NPD officers coordinate response to emergencies occurring in student group facilities near but off campus, and communicate regularly to maximize the effectiveness of patrols.

Possession, use, and sale of alcoholic beverages and illegal drugs are regulated by state law. The University has articulated a Policy on Prevention of Alcohol Abuse and Drug Use on campus and in the Workplace. This and other policies are disseminated in the Student Code Book and the Faculty and Staff Handbooks. The OUPD, in compliance with Public Law 101-542, Title II-The Crime Awareness & Campus Security Act of 1990, as amended, prepares an Annual Security Report which is disseminated to all employees and current students and is available to prospective students on request. To keep the University community informed of crime on the Norman campus, the University prints summaries of crime reported to OUPD in *The Oklahoma Daily*.

In addition, OUPD participates in the FBI's Uniform Crime Report program through the Oklahoma State Bureau of Investigation. The annual UCR Report (Crime in America) is available in most public libraries.

CONSENSUAL SEXUAL RELATIONSHIPS POLICY

Rationale

The University's educational mission is promoted by professionalism in faculty-student relationships. Professionalism is fostered by an atmosphere of mutual trust and respect. Actions of faculty members and students that harm this atmosphere undermine professionalism and hinder fulfillment of the University's educational mission. Trust and respect are diminished when those in positions of authority abuse, or appear to abuse, their power. Those who abuse, or appear to abuse, their power in such a context violate their duty to the University community.

Faculty members exercise power over students, whether in giving them praise or criticism, evaluating them, making recommendations for their further studies or their future employment, or conferring any other benefits on them. Amorous relationships between faculty members and students are wrong when the faculty member has professional responsibility for the student. Such situations greatly increase the chances that the faculty member will abuse his or her power and sexually exploit the student. Voluntary consent by the student in such a relationship is suspect, given the fundamentally asymmetric nature of the relationship. Moreover, other students and faculty may be affected by such unprofessional behavior because it places the faculty member in a position to favor or advance one student's

interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors. Therefore, the University will view it as unethical if faculty members engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship.

As with faculty, staff may also be in a position to exert authority and control over students. Staff, too, must be conscious of the potential for abuse of power inherent in their relationships with students. Students rely on staff for assistance and guidance in dealing with issues such as scheduling of classes, financial aid, tutoring, housing, meals, employment, educational programs, social activities, and many other aspects of University life. Those who deal with students are expected to provide them with support and positive reinforcement. Staff who would deal with students in a sexual manner abuse, or appear to abuse, their power and violate their duty to the University community.

Definitions

As used in this policy, the terms "faculty" or "faculty member" mean all those who teach at the University, and include graduate students with teaching responsibilities and other instructional personnel. The terms "staff" or "staff members" mean all employees who are not faculty, and include academic and

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non-academic administrators as well as supervisory personnel. The term “consensual sexual relationship” may include amorous or romantic relationships, and is intended to indicate conduct which goes beyond what a person of ordinary sensibilities would believe to be a collegial or professional relationship.

Policy

A. Faculty/Student Relationships

1. Within the Instructional Context

It is considered a serious breach of professional ethics for a member of the faculty to initiate or acquiesce in a sexual relationship with a student who is enrolled in a course being taught by the faculty member or whose academic work (including work as a teaching assistant) is being supervised by the faculty member.

2. Outside the Instructional Context

Sexual relationships between faculty members and students occurring outside the instructional context may lead to difficulties. Particularly when the faculty member and student are in the same academic unit or in units that are academically allied, relationships that the parties view as consensual may appear to others to be exploitative. Further, in such situations the faculty member may face serious conflicts of interest and should be careful to distance himself or herself from any decisions that may reward or penalize the student involved. A faculty member who fails to withdraw from participation in

activities or decisions that may reward or penalize a student with whom the faculty member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the University.

B. Staff/Student Relationships

Consensual sexual relationships between staff and students are prohibited in cases where the staff member has authority or control over the student. A staff member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff member has or has had an amorous relationship will be deemed to have violated his or her ethical obligation to the student, to other students, to colleagues, and to the University.

Complaint Procedure

Complaints alleging a violation of the Consensual Sexual Relationships Policy shall be handled in accordance with the Grievance Procedure For Complaints Based Upon Discrimination, Sexual Harassment, Consensual Sexual Relationships or Racial and Ethnic Harassment.

To contact the Office of Equal Opportunity: Norman Campus, Room 102, Evans Hall, 325-3546 V/TDD; Health Sciences Center Campus, Room 113, Service Center Building, 271-2110 V/TDD.

DISABILITY—General Statement

The University of Oklahoma is committed to the goal of achieving equal educational opportunity and full participation for students with disabilities. Consistent with the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, The University of Oklahoma ensures that no “qualified individual with a disability” will be excluded from participation

in, be denied the benefits of, or otherwise be subjected to discrimination solely on the basis of disability under any program or activity offered by The University of Oklahoma. Accommodations on the basis of disability are available by contacting The Office of Disability Services in Room 166, Goddard Center (405) 325-4173/TDD or (405) 325-3852 Voice.

DISCRIMINATION POLICY

(Other Than Sexual or Racial/Ethnic Harassment)

The University has a policy of internal adjudication in matters relating to alleged discrimination. Any faculty member, staff member, or student, including, without restriction, those on temporary or part-time status, who believes that he or she has been discriminated or retaliated against should file a complaint under the Grievance Procedure For Equal Opportunity.

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a

complaint of discrimination and/or harassment will be treated as a separate and distinct violation of University policy.

To contact the Office of Equal Opportunity:
Norman Campus Health Sciences Center Campus
Room 102, Evans Hall Room 113, Service Center Building
325-3546 271-2110

EQUAL OPPORTUNITY POLICY

This institution in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, or status as a veteran in any of its policies,

practices, or procedures. This includes but is not limited to admissions, employment, financial aid, and educational services.

GRIEVANCE PROCEDURE FOR EQUAL OPPORTUNITY

A. WHO MAY USE PROCEDURE

The grievance procedure embodied herein shall be available to any person who, at the time of the acts complained of, was employed by, was an applicant for employment, or was enrolled as a student at The University of Oklahoma.

B. FILING OF COMPLAINT

Persons who have complaints alleging discrimination based upon race, color, national origin, sex, age, political beliefs, religion, disability or status as a veteran or complaints alleging sexual harassment, consensual sexual relationships, retaliation, or racial and ethnic harassment (together, "discrimination and harassment or retaliation"). Such persons may file their complaints in writing with the University Equal Opportunity Officer.

Complainants who exercise their right to use this procedure agree to accept its conditions as outlined. Where multiple issues exist, (i.e. sexual harassment and violation of due process or grade appeal), the complainant must specify all of the grounds of the grievance of which the complainant should have reasonably known at the time of filing. A grievance filed under this procedure may normally not be filed under any other University grievance procedure. Depending on the nature of the issues involved, the complainant will be advised by the University Equal Opportunity Officer or his/her designee about the appropriate procedure(s) to utilize.

C. TIMING OF COMPLAINT

Any complaint must be filed with the University Equal Opportunity Officer within 180 calendar days of the act of alleged discrimination or harassment. The University Equal Opportunity Officer may reasonably extend all other time periods.

D. ADMINISTRATIVE ACTION

- 1) The University recognizes its obligation to address incidents of discrimination and harassment on campus when it becomes aware of their existence even if no complaints are filed, the University reserves the right to take appropriate action unilaterally under this procedure.
- 2) With respect to students, the University Vice President for Student Affairs and Dean of Students or other appropriate persons in authority may take immediate administrative or disciplinary action that is deemed necessary for the welfare or safety of the University Community. Any Norman Campus student so affected must be granted due process including a proper hearing. A campus disciplinary council, in accordance with Title 13, Section 1.2. of the Student Code shall conduct any hearing involving disciplinary suspension or expulsion. Lesser administrative or disciplinary action may be appealed to the University Vice President for Student Affairs and Dean of Students. Such requests must be in writing and filed within seven calendar days following the summary action. The University Vice President for Student Affairs and Dean of Students will issue a written determination to the student within three working days following the date the request is received.
- 3) With respect to employees, upon a determination at any stage in the investigation or grievance procedure that the

continued performance of either party's regular duties or University responsibilities would be inappropriate, the proper executive officer may suspend or reassign said duties or responsibilities or place the individual on leave of absence pending the completion of the investigation or grievance procedure.

E. WITHDRAWAL OF COMPLAINT

The complainant may withdraw the complaint at any point during the investigation or prior to the adjournment of a formal hearing.

F. CONFIDENTIALITY OF PROCEEDINGS AND RECORDS

Investigators and members of the Hearing Panel are individually charged to preserve confidentiality with respect to any matter investigated or heard. A breach of the duty to preserve confidentiality is considered a serious offense and will subject the offender to appropriate disciplinary action. Parties and witnesses also are admonished to maintain confidentiality with regard to these proceedings.

All records, involving discrimination or harassment, upon disposition of a complaint, shall be transmitted to and maintained by the University Equal Opportunity Officer as confidential records except to the extent disclosure is required by law.

G. PROCEEDINGS

1. INVESTIGATION

Upon receipt of a complaint, the University Equal Opportunity Officer is empowered to investigate the charge, to interview the parties and others, and to gather any pertinent evidence. The investigation should be completed within 60 calendar days of receipt of the complaint, or as soon as practical. If a time period is extended for more than 10 calendar days, the University Equal Opportunity Officer will provide written or oral notice of reason for extension to all parties involved. The investigator shall prepare a record of the investigation.

In arriving at a determination of a policy violation, at any stage of the proceedings, the evidence as a whole and the totality of the circumstances and the context in which the alleged incident(s) occurred shall be considered. The determination will be made from the facts on a case-by-case basis.

Upon completion of the investigation the University Equal Opportunity Officer is authorized to take the following actions:

- a) Satisfactory Resolution—Resolve the matter to the satisfaction of the University and both the complainant and the respondent. If a resolution satisfactory to the University and both parties is reached through the efforts of the Officer, he or she shall prepare a written statement indicating the resolution. At that time the investigation and the record thereof shall be closed.
- b) Dismissal—Find that no policy violation occurred and dismiss the complaint, giving written notice of said dismissal to each party involved. Within 15 calendar days of

GRIEVANCE PROCEDURE (cont'd.)

the date of the notice of dismissal, the complainant may appeal said dismissal in writing to the University Equal Opportunity Officer by requesting a hearing according to the provisions of Section G.2. If no appeal is filed within the 15 calendar day period, the case is considered closed.

c) Determination of Impropriety

- 1) a finding of impropriety and notify the parties of the action to be taken. Either party has the right to appeal said determination in writing within 15 calendar days of the date of the notice of determination to the University Equal Opportunity Officer by requesting a hearing according to the provisions of Section G.2. If no appeal is filed within the 15 calendar day period, the case is considered closed.
- 2) In the case of a complaint against a faculty member, the administrative investigator may determine that the evidence is sufficiently clear and serious so as to warrant the immediate commencement of formal proceedings as provided in the Abrogation of Tenure, Dismissal Before Expiration of a Term Appointment, and Severe Sanctions sections of the Faculty Handbook. If the President concurs with the administrator's finding, the case may be removed at the option of the accused from the grievance proceedings contained herein and further action in the case shall be governed by the Abrogation of Tenure, Dismissal Before Expiration of a Term Appointment, and Severe Sanctions section in the Faculty Handbook. Otherwise, this policy and procedure shall apply.

2. Hearing

Request for a Hearing

- 1) Appeals and complaints unresolved following an investigation may result in a hearing before a hearing panel selected from the membership of the Committee on Discrimination and Harassment as described below. For the Norman campus, faculty-versus-faculty grievances with multiple issues are heard by the Faculty Appeals Board. The request for a hearing is to be addressed to the University Equal Opportunity Officer.
- 2) The request for a hearing must contain the particular facts upon which the policy violation allegation is based as well as the identity of the appropriate respondent(s). The University Equal Opportunity Officer shall give a copy of the request to the proper respondent(s).
- 3) The respondent's written response to the request for a hearing must be sent to the University Equal Opportunity Officer within 10 calendar days of receiving notice that a formal hearing has been requested. A copy of the response shall be given to the party requesting the hearing.

Selection of a Hearing Panel

Within 10 calendar days following receipt of the written request for a hearing, the University Equal Opportunity Offi-

cer shall initiate the process to determine the members of the Hearing Panel.

A five-member hearing panel will be chosen by the parties to the complaint from: on the Health Sciences Center, the twenty-four (24) member Committee on Discrimination and Harassment; and on the Norman Campus, from the sixteen (16) member Committee on Discrimination and/or the fifty (50) member Faculty Appeals Board.

A Committee on Discrimination and Harassment shall be established on each campus and composed of: on the Health Sciences Center, eight (8) staff members, eight (8) students, and eight (8) faculty members; and on the Norman Campus, eight (8) staff members and eight (8) student members, with faculty representation being selected from the Faculty Appeals Board. On the Norman Campus, five (5) staff will be appointed by the Staff Senate and five (5) students will be appointed by UOSA; the President will appoint three (3) staff and three (3) students. At the Health Sciences Center, eight (8) faculty will be appointed by the Faculty Senate, eight (8) staff members will be appointed by the Staff Senate, and eight (8) students by the Student Government Association. The terms of appointment shall be for three (3) years with initial terms of 1, 2, and 3 years in each category to provide the staggered membership, except that each student shall be appointed for a one-year term.

The selection process shall be in the following manner: the complainant and the respondent select five (5) names each from the pool. The names will be listed in rank order with name number one (1) on each list being the preferred panelist. The University Equal Opportunity Office staff will contact the individuals in the order selected. The first two names on each list that are available to serve will make up the Hearing Panel. Those selected choose a fifth name from the pool to serve as chair. If the four panelists cannot agree on the fifth, the names of the five additional Committee members will be drawn by lottery. Each panelist will strike one name off the list of five names. The remaining person shall be the fifth panelist. Either party to the complaint may ask the University Equal Opportunity Officer to disqualify any member of the Hearing Panel. Such requests will be in writing and show sufficient grounds for removal. Furthermore, no panelist shall be expected to serve if he/she feels that a conflict of interest exists. Replacements shall be selected in the same manner as the original panel.

Orientation Conference

Within 10 calendar days of receiving notification, or as soon as practical, the Chair shall convene the Hearing Panel for an orientation and discussion of the grievance and a decision as to whether there exist adequate grounds for an informal hearing. The University Equal opportunity Officer shall be present during the orientation conference. Each panel member shall be given a copy of the hearing guidelines, written complaint, the request for a hearing, and the written response.

GRIEVANCE PROCEDURE (cont'd.)

Informal Hearing

If the Hearing Panel determines that adequate grounds for an informal hearing exist, the Chair shall convene the Hearing Panel for an informal hearing. The parties involved will be present at the informal hearing. No witnesses will be heard.

At all meetings, each party may be accompanied by an adviser. In the event that a party chooses to be advised by an attorney he/she may do so at his/her expense. If an adviser is used, the name of the person so assisting must be furnished to the Panel and the other party 10 calendar days in advance of the informal hearing. Advisers may advise their clients at the informal hearing but may not directly address the Hearing Panel.

If the Panel decides at its informal hearing that there is no basis for a hearing, it shall report the determination in writing to the proper Executive Officer with a copy to the President and the University Equal Opportunity Officer. The Executive Officer shall render his or her decision on the matter in writing to each of the parties involved in the informal proceedings.

Formal Hearing

In the event that the hearing panel determines the need for a formal hearing, the Chair will convene the panel and the parties for a formal hearing. The Hearing Panel procedures shall be established with reference to the Hearing Guidelines and shall provide that the parties may present all the evidence that they consider germane to the determination. Further, the parties may call witnesses to testify and may cross-examine witnesses called by the other party. The hearing shall be closed unless all principals in the case agree to an open hearing. Audio tape recordings of the proceedings shall be arranged by the Chair and paid for by the University. Transcripts may be charged to the requesting party. In cases of alleged sexual assault on students, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome.

The Chair shall notify the parties of the date, time and location of the formal hearing. Parties are responsible for giving such notice to their witnesses. The hearing shall be scheduled to reasonably ensure that the complainant, respondent, and essential witnesses are able to participate.

In the event the matter is resolved to the satisfaction of all parties prior to completion of the formal hearing, a written statement shall indicate the agreement recommended by the parties and shall be signed and dated by each party and by the Chair. The recommendation will be referred to the appropriate executive officer for final determination.

Panel's Findings and Recommendations

In the event that no solution satisfactory to the parties is reached prior to the completion of the hearing, the Panel shall make its findings and recommendations known to the proper executive officer, with copies to the President of the University and the University Equal Opportunity Officer. The Panel's report, with its findings and recommendations, shall be prepared and properly transmitted within seven (7) calendar days after conclusion of the hearing.

Executive Officer's Decision

Within 15 calendar days of receipt of the Hearing Panel's findings and recommendations, the proper executive officer shall inform the complainant and the respondent of the findings of the Hearing Panel and the officer's decision. A copy of the officer's decision shall be transmitted to the Chair of the Hearing Panel, with copies to the President of the University and the University Equal Opportunity Officer. In the event the allegations are not substantiated, reasonable steps in consultation with the accused may be taken to restore that person's reputation.

Appeal to the President

The Executive Officer's decision may be appealed to the President within 15 calendar days of being notified of prospective action or of action taken, whichever is earlier. If the President does not act to change the decision of the executive officer within 15 calendar days of receiving the appeal, the decision of the executive officer shall become final under the executive authority of the President.

The specific provisions proscribing these policies and detailed procedures are set forth in the Faculty Handbooks of the respective campuses of the University of Oklahoma, and the Staff handbook. Any modification to a Regent's policy in these handbooks must be made through action of the Board of Regents.

To contact the Equal Opportunity Office:

Norman Campus
Room 102, Evans Hall
325-3546

Health Sciences Center Campus
Room 113, Service Center Building
271-2110

MAKE-UP EXAMINATIONS (Other than Final) DUE TO UNIVERSITY-SPONSORED ACTIVITIES OR LEGALLY REQUIRED ACTIVITIES

The following guidelines have been approved by the Faculty Senate and the UOSA to aid the faculty in determining a policy for making up exams (other than final) in cases of absences due to participation in University-sponsored or legally required activities.

Only Provost-approved University-sponsored activities such as scholarly competitions, fine arts performances, intercollegiate athletic competitions, academic field trips, and legally required activities, such as emergency military service and jury duty, are covered by these guidelines.

Faculty, if given notice two class periods before an exam or quiz (excluding pop quizzes), should make every effort to

find a reasonable accommodation by (a) giving a makeup exam or an early exam or pop quiz, (b) changing the exam schedule, or (c) dropping the exam or quiz and increasing the weight of the other exam or quiz or other agreed upon approach acceptable to the instructor and student.

If the student and the faculty member cannot agree, normal appeal procedures (faculty to director/chair to college dean to Senior Vice President and Provost) are available to the student and can be followed.

For information about what activities are Provost-approved or how to have activities approved, contact the Office of the Senior Vice President and Provost at 325-3221.

THE OBLIGATION & COLLECTION OF STUDENT FEES

The following procedures modify and clarify existing practices of the University governing financial obligations incurred by students, including both initial payments and delinquent debts. These procedures may be categorized as:

- A. Obligation and collection of registration fees
- B. Obligation and payment of other charges and fees
- C. Insufficient funds checks
- D. Delinquent housing payments

A. Obligation and Collection of Registration Fees

1. A financial obligation is incurred at the time a student elects to register. Registration may be canceled without financial obligation at any time before the scheduled first day of classes. During the first two weeks of a semester or first week of a summer session, students may register or add classes with an additional fee.
2. Students may pay fees in the Bursar's Office beginning the first day of the semester or summer session. Monthly statements will be prepared and mailed prior to the fee payment deadline. Failure to receive a statement will not exempt a student from late penalties. It is the student's responsibility to determine his/her financial obligation and how it is to be met.
3. To avoid penalties and/or service charges, students are required to pay all tuition and fees in total prior to the date designated in the Class Schedule Bulletin as the last day to pay tuition and fees without penalty. At the time of registration, students will receive detailed instructions as to when fees are due, what the late payment penalties are and the consequences of nonpayment.
4. Students may pay their tuition and fees in four payments during each Fall and Spring semester as shown in the Class Schedule Book. These payments are subject to the service charge as defined in paragraph (5). Students who do not pay their tuition and fees during the period noted

above will be considered to have delinquent accounts.

5. Students will be charged a 1.5% per month service charge on any unpaid balance on their student accounts receivable that is one month past due.

Service charge/additional late penalty may be waived if the University, through its action or inaction, has caused the payment for tuition and fees to be made beyond published deadlines or if there are extraordinary circumstances (e.g., death in family, serious illness, accident, etc.) which result in the student's tuition and fees not being paid by the published deadlines. The extraordinary circumstances must be an event which the student could not reasonably control or foresee. Extraordinary circumstances do not include reasons such as failure to receive a bill, not having the funds to pay, car payment or rent payment due, or other reasons which could be reasonably controlled by the student. Students requesting a waiver of the service charge/additional late penalty due to an extraordinary circumstance should submit a written request to the Bursar fully describing the circumstances including copies of supporting information. Requests for waivers should be submitted prior to the published deadline for tuition and fee payment whenever possible. The Bursar shall review the request and supporting documentation and determine whether a service charge/additional late penalty waiver is to be made. In addition, students requesting service charge/additional late penalty waivers should contact the Office of Financial Aid to determine if the extraordinary circumstance makes them eligible for aid from any of the University's financial aid programs. Students paying tuition and fees with financial aid must obtain a service charge/additional late penalty waiver from the Office of Financial Aid. Eligibility for this waiver will be determined by the Office of Financial Aid.

6. Students with outstanding registration fees not in conformance with items 3 or 4 at the beginning of pre-enrollment will not be permitted to pre-enroll. The Bursar will notify the Registrar of the names of those students with outstanding registration fees.

THE OBLIGATION & COLLECTION OF STUDENT FEES

7. Until and including the last day of final examinations, students may pay their delinquent accounts by paying tuition and fees for all of their original enrollment plus the item 5 above. Students settling their delinquent accounts after the last day of final examinations will be charged an additional \$50.00 over and above charges for delinquent accounts noted above.
8. The Bursar will notify the Registrar of the names of those students whose fees are not paid by the last day of classes so that the Registrar can withhold the reporting of their final grades.
9. Students can withdraw from courses only with the permission of the instructor (and deans when necessary) as per current policies and procedures. Withdrawal from classes does not relieve students of their financial obligation to the University. Students who register in classes and decide not to attend without canceling their registration prior to the first day of classes and students who decide to quit attending classes without withdrawing will be charged 100% of the registration fees due the University.
10. Regardless of when a student pays tuition and fees, payment for the entire enrollment is required. Selective course payment will not be possible.
11. All payments for delinquent accounts must be made in cash, cashier's check or money order.

B. Obligation and Payment of Other Charges and Fees

1. Fines, charges, or other miscellaneous fees become a financial obligation of the student at the time they are levied or assessed.
2. These charges will be periodically added to the central student accounts receivable maintained by the Bursar.
3. Payment or satisfactory adjudication of all existing charges may be made at any time. If not paid prior to payment of tuition and fees, all other charges and fees are immediately due and payment must be made when tuition and fees are paid.
4. Miscellaneous charges incurred during the remainder of the semester will be billed to the student on a monthly basis.
5. Delinquent payment of charges will not constitute grounds for withdrawal. The charges will be carried forward to the next semester at which time all fees and charges must be cleared prior to any new enrollment. Students leaving the University will find their official records and transcripts tagged and these records will not be released to other persons, institutions, or agencies until all debts are paid.

C. Insufficient Fund Checks

By contractual arrangement, all returned checks are purchased by the CSC Check Collection Service. The Service contacts the writer of the check for the amount indicated plus a service charge. If the check remains uncollected for four weeks, it is returned to the University and the student may be withdrawn.

D. Delinquent Housing Payments

1. A financial and legal obligation is incurred when the student signs a housing contract and/or lease agreement. The contract and/or lease agreement specifies the payment schedule and procedures.
2. The Bursar will prepare invoices monthly and forward to the student's housing address, specifying the current charges due.
3. If the monthly payment becomes one month plus 20 days delinquent, Housing may initiate eviction and/or collection actions through the Office of Legal Counsel.
4. If payment is not received for outstanding housing fees, the fees will be carried on the Bursar's student accounts receivable and no further enrollments can be made until the account is cleared. After the account is 120 days delinquent it is given to our In-House Collector for collection efforts. The account may be turned to a collection agency if he/she is unable to effect a collection.

The Vice President for Student Affairs or this Vice President's designee will be responsible for the supervision and enforcement of the procedures set out herein.

All questions arising about financial obligations should be directed to the Bursar. If the question concerns the student's enrollment, verification of registration records will be performed and, if necessary, financial obligations adjusted. If the question concerns miscellaneous charges and fines or fees, satisfactory adjudication must be obtained from the charging department. If it is evident that a problem developed as a result of an error in the University administrative processes, payment and reinstatement will be permitted without additional late charges or penalties.

Legal Action to Collect Accounts. The Regents delegate the authority to the President of the University to authorize Legal Counsel to institute suit in the name of the Regents of The University of Oklahoma to collect accounts due and owing to the University, and further, the authority to compromise or settle said suits upon such terms and conditions the President believes to be in the best interest of the University.

PARENTAL ACCESS TO STUDENT ACADEMIC RECORDS

Parental Access to Student Academic Records — Parents of a dependent student may have access to grades and other confidential academic information under guidelines provided in the Family Educational Rights and Privacy Act of 1974. Access to this information is limited to parents who claim the student as an exemption on their federal income tax return.

Requests for specific grade or other academic information can be addressed to the Office of Academic Records, University of Oklahoma, 1000 Asp Avenue, Room 330,

Norman, Oklahoma 73019-0430. Each request must include a copy of the top portion of the parents' most recent tax return, showing the student's name and social security number listed as a dependent. Academic information can also be obtained by providing the Office of Academic Records with written consent of the student.

If you have any questions concerning this policy, please contact the Office of Academic Records at the above address, or by calling (405) 325-2012.

POLICY ON ADVERTISING AND PROMOTION

This policy applies to all advertising and promotion in whatever format. Examples are books, brochures, posters, programs, directories, newspapers, signs, radio and television, video and audio tape, and electronic computer generated programming. Signs include those at the athletic facilities, CART vehicles, and other locations. This policy also applies to all events and activities organized by or sponsored by University departments or registered student organizations.

1. The University will strive to ensure that the advertising in its publications:

Serves the public with honest values.

Tells the truth about what is offered.

Makes good as promised on any guarantee offered.

Promotes and sells merchandise on its merits and refrains from reflecting unfairly upon competitors, their products, services or methods of doing business.

Supports claims made for the product or service within the advertisement.

Is made available to all members of a class of advertisers.

Will only allow testimonials by competent witnesses who are sincere and honest in what they say about the product or service.

Avoids tricky devices and schemes such as deceit, fictitious list prices, bait advertising, misleading free offers, and fake sales.

2. The University of Oklahoma will follow the "Federal Regulations and Guidelines Pertaining to Affirmative Action and Equal Opportunity" Advertising cannot discriminate on the basis of race, color, religious preference, national origin, or sex unless set is a bona fide occupational qualification.
3. Advertising which encourages students at the University to purchase reports and/or research material done by others is not acceptable.
4. Advertising which requires the reader to send money to obtain further information on the product is not acceptable.
5. Advertising deemed offensive or in poor taste is not acceptable. This may include, but is not limited to, advertisements derogatory to individuals or a group of people.
6. Products which encourage violations of city, state or federal laws and regulations are not acceptable.

7. Two local references for advertisements of a "questionable" nature will be required. This includes, but is not limited to, masseurs and masseuses, dating services, escort services, models, pregnancy referral, adoption services and "get rich quick" promotions.

8. The reproduction of currency is allowed in black and white only and a bill must be reduced to no more than 75% of its original size or enlarged to at least 150%.

9. Use of the University seal is prohibited except in the promotion of the University's academic programs.

10. The University logo and other trademarked symbols can be used to promote non-University sponsored activities and products for which a royalty agreement exists.

11. With the exception of University programs, promotional copy and layout cannot make it appear that the University endorses the product or use of the product.

12. Alcoholic beverage advertising:

Recognizing the dangers of alcohol abuse in connection with malicious destruction of property, motor vehicle accidents, and personal welfare, the University has adopted the following guidelines regarding the promotion of alcoholic beverages:

—Will not use the University logo and other trademarked symbols except when used to inform and educate individuals about the dangers of alcohol abuse.

—Will not portray drinking as a solution to personal or academic problems.

—Will not encourage any form of alcohol abuse. This includes but is not limited to drown nights, all-you-can-drink, drinking contests, and happy hours for beer or alcoholic beverages.

—Will not associate the consumption of beer or alcohol with the performance of tasks that require skilled reactions.

—Will state the legal purchase age in promotions for the retail purchase of beer or alcoholic beverages.

—Will not use availability of beer or alcoholic beverages to promote University-sponsored events.

—Will not offer beer or alcoholic beverages at non-licensed establishments.

—University personnel involved with promoters will encourage them to include responsible use of alcohol statements in their promotions.

POLICY ON ADVERTISING AND PROMOTION

—University departments will not be allowed to use beer, liquor, or tobacco products in advertisements, promotions, or as sponsors.

13. In addition, the following specific policy applies to all signs including, but not limited to, athletic facilities, CART vehicles, and other campus locations:

Advertising within confined areas of the University including, but not limited to, the Oklahoma Memorial Stadium, the Lloyd Noble Center, the L. Dale Mitchell Baseball Park, and CART vehicles is permitted within the following guidelines:

—The University reserves the right to approve through the Office of the President all advertisers and advertising copy and categorically excludes beer, liquor and tobacco products.

—Any granted advertising rights are not to prohibit the University from using the sign or scoreboard to promote University related activities.

—Advertising time on any message center may be limited as deemed appropriate by the University.

Advertising on University bulletin boards is permitted within the following guidelines:

—As stipulated in The University of Oklahoma Student Code, all advertising, promotional or informational material for campus-related programs and activities or private companies on University campuses is restricted to outside permanent bulletin boards unless there is prior approval of the Office of Student Affairs.

The University will never knowingly accept or allow advertising which does not conform to these standards.

POLICY ON PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE

The University recognizes its responsibility as an educational and public service institution to promote a healthy and productive work environment. This responsibility demands implementation of programs and services which facilitate that effort. The University is committed to a program to prevent the abuse of alcohol and the illegal use of drugs and alcohol by its students and employees. The University program includes this policy which prohibits illegal use of drugs and alcohol in the workplace, on University property, or as part of any University-sponsored activities. It shall be Board of Regents' policy that:

1. All students and employees shall abide by the terms of this policy as a condition of initial and continued enrollment/employment.
2. The illegal use of drugs and alcohol is in direct violation of local, state, and federal laws as well as University policies governing faculty, staff, and student conduct. This policy strictly prohibits the illegal use, possession, manufacture, dispensing, or distribution of alcohol, drugs, or controlled substances in the workplace, on University premises, or as a part of any University-sponsored activities.
3. Violating this policy shall be a major offense which can result in a requirement for satisfactory participation in a drug or alcohol rehabilitation program, referral for criminal prosecution, and/or immediate disciplinary action up to and including termination from employment and suspension or expulsion from the University. A criminal conviction is not required for sanctions to be imposed upon an employee or student for violations of this policy.
4. Violating of applicable local, state, and federal laws may subject a student or employee to a variety of legal sanctions including, but not limited to, fines, incarceration, imprisonment, and/or community service requirements. Convictions become a part of an individual's criminal record and may prohibit certain career and professional opportunities. A current listing of applicable local, state,

and federal sanctions can be obtained through the Offices of Student Affairs and Human Resources.

5. An employee shall notify his or her supervisor in writing of a criminal conviction for drug or alcohol related offenses occurring in the workplace no later than five calendar days following the conviction.
6. The University shall establish and maintain Employee Assistance Programs and Student Counseling Services for counseling and training programs to inform students and employees about the dangers of drug and alcohol abuse. Voluntary participation in or referral to these services is strictly confidential.
7. An employee shall not perform safety sensitive functions while a prohibited drug is in his or her system.
8. The University may require drug testing of safety sensitive employees (as defined by federal law) prior to employment, when there is reasonable cause, after an accident, on a random basis, and before allowing an employee or student to return to duty after refusing to take a drug test or after not passing a drug test.
9. The University shall annually distribute this policy to all staff, faculty, and students.

Health risks generally associated with alcohol and drug abuse can result in but are not limited to a lowered immune system, damage to critical nerve cells, physical dependency, lung damage, heart problems, liver disease, physical and mental depression, increased infection, irreversible memory loss, personality changes, and thought disorders.

The appropriate Senior Vice President and Provost or Executive Officer is responsible for notifying federal funding agencies within ten calendar days whenever an employee is convicted of a drug-related crime which occurred in the workplace. Decisions under this policy are subject to the grievance procedures stated elsewhere in the Board of Regents' policy.

PRESIDENTIAL STATEMENT

Membership in, association with, and benefits emanating from academic student organizations and their related activities should be based upon such considerations as performance, educational achievement, and other criteria related to the goals of the organization and purposes of the activities. Judgments in this regard based solely on an individual's race, color, sex, religion, national origin, age, sexual preference, or political belief are not judgments based upon such considerations.

Physical abuse or mental harassment of any student is a violation of the Student Code of the University of Oklahoma. Mental harassment is defined as intentional conduct

which is extreme or outrageous, calculated to cause severe embarrassment, humiliation, shame, fright or grief. For the conduct to be severe enough as to constitute mental harassment, it must be of such a nature that a reasonable person would not tolerate the conduct.

University policies on discrimination and affirmative action are based upon the Constitutions of the United States and State of Oklahoma, and federal and state laws, rules and regulations. The above position statement is made in the spirit of current policies, laws, rules, and regulations and does not create any additional rights or remedies.

RACIAL AND ETHNIC HARASSMENT POLICY

I. Introduction

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

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

II. Policy Statement

Principles of academic freedom and freedom of expression require tolerance of the expression of ideas and opinions which may be offensive to some, and the University respects and upholds these principles. The University also adheres to the laws prohibiting discrimination in employment and education. The University recognizes that conduct which constitutes racial/ethnic harassment in employment or educational programs and activities shall be prohibited and is subject to remedial or corrective action as set forth in this policy. This policy is premised on the University's obligation to provide a nondiscriminatory environment which is conducive to employment and learning. The University will vigorously exercise its authority to protect employees and students from harassment by agents or employees of the University, students, and visitors or guests. Specifically,

1. Agents or employees of the University, acting within the scope of their official duties, shall not treat an individual

differently on the basis of race, color, or national origin in the context of an employment or educational program or activity without a legitimate nondiscriminatory reason, so as to interfere with or limit the ability of the individual to participate in or benefit from the services, activities or privileges provided by the University; and,

2. The University shall not subject an individual to different treatment on the basis of race by effectively causing, encouraging, accepting, tolerating or failing to correct a racially hostile environment of which it has notice.

III. Remedies or Corrective Actions

Violation of this policy shall result in corrective action(s) or remedy(ies) designed to reestablish an employment or educational environment which is conducive to work or learning. Corrective actions or remedies will include disciplinary action directed by the executive officer having responsibility for the offender, where appropriate. Remedies or corrective actions will be tailored to redress the specific problem and may range from apologies, mandatory attendance at specific training programs, reprimands, suspension, demotion, to expulsion or termination. Remedies or corrective actions shall be based upon the facts and circumstances of each case and shall be in accordance with the terms and guidelines of the applicable campus grievance procedures.

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

IV. Administrative Action

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

2. With respect to students, the Vice President for Student Affairs/and Dean of Students or other appropriate persons in authority may take immediate administrative or disciplinary action which is deemed necessary for the welfare or safety of the University Community. Any student so affected must be

RACIAL AND ETHNIC HARASSMENT POLICY

granted due process including a proper hearing. Any hearing involving disciplinary suspension or expulsion shall be conducted by a campus disciplinary council in accordance with Title 13, Section 1.2. of the Student Code. Lesser administrative or disciplinary action may be appealed to the University Vice President for Student Affairs and Dean of Students. Such requests must be in writing and filed within seven calendar days following the summary action. The Vice President for Student Affairs/will issue a written determination to the student within three working days following the date the request is received.

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

V. Retaliation

Threats or other forms of intimidation or retaliation against complaining witnesses, other witnesses, any reviewing officer, or any review panel shall constitute a separate violation of this policy which may be subject to direct administrative action.

VI. Complaint Procedure

The complaint procedures delineated herein applies to all students, faculty, staff, guests or visitors. Complaints alleging violation of the racial and ethnic harassment policy will be reviewed and investigated by the appropriate University office. Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings. Complaints may be filed in the following manner:

1. Complaints against students or student organizations shall be filed with the Office of Equal Opportunity (OEO) for

review and investigation. The OEO, or its designee, may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures.

2. Complaints against faculty or staff shall be filed with the Office of Equal Opportunity. The OEO or its designee may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures for faculty and staff.

3. Complaints against contractors working on university premises shall be filed with the Office of Equal Opportunity. The OEO or its designee may assist in the informal resolution of the complaint or in processing a complaint through the applicable campus procedures for faculty, staff and students.

4. Complaints against visitors or guests should be directed to the University police office on the campus where the incident occurred. The campus police will forward informational copies of all reports and inquiries dealing with discrimination, harassment or hate crimes to the OEO.

VII. Responsible Official

The University Equal Opportunity Officer is charged with the responsibility for administering this policy. The Office of Equal Opportunity will serve as a repository for all records of complaints, investigative reports, and remedies/corrective actions in connection with this policy. University Office of Equal Opportunity is the overall coordinator of all university activities dealing with discrimination in employment or education.

To contact the Office of Equal Opportunity:
Norman Campus, Room 102, Evans Hall, 325-3546 V/TDD;
Health Sciences Center Campus, Room 113, Service Center Building, 271-2110 V/TDD.

REASONABLE ACCOMMODATION POLICY STATEMENT

The University of Oklahoma will reasonably accommodate otherwise qualified individuals with a disability unless such accommodation would pose an undue hardship or would result in a fundamental alteration in the nature of the service, program, or activity or undue financial or administrative burdens. The term reasonable accommodation is used in its general sense in this policy to apply to employees, students, and visitors. Student requests for reasonable accommodation should be addressed to the Office of Disability Services, Room 166, Goddard Center. Phone number: (405) 325-4173 TDD or (405) 325-3852 Voice.

A student must self-identify as an individual with a disability and provide appropriate diagnostic information

that substantiates the disability. The Office of Disability Services then will assess the impact of the disability on the student's academic program and record the required academic accommodations in a memo to the instructor. All diagnostic information is confidential; therefore, memos can be sent only at the student's request.

Individuals who have complaints alleging, discrimination based upon a disability may file them with the University's Equal Opportunity Officer in accordance with prevailing University discrimination grievance procedures. Contact the Equal Opportunity Officer or the Office of Disability Services to obtain a complete copy of the University's Reasonable Accommodation policy.

SEXUAL ASSAULT SERVICES—Norman Campus

As part of the University's effort to provide an environment conducive to the conduct of the institution's educational, research, and public service missions, the following sexual assault services are provided:

1. The University provides educational programs to enhance awareness of sexual assault and the conditions which foster this offense on university campuses.
2. The University conducts programs designed to educate the university community on prevention of sexual assault.
3. The University provides services to survivors of sexual assaults which occur on institutional property or who are affiliated with the University.
4. The University undertakes to safeguard the rights and interests of the survivor and pursues sanction against the perpetrator(s) of sexual assault. Responsibility for these functions is assigned as follows:
 1. The Police Department provides emergency response for survivors immediately following assault, provides law enforcement/investigative services as applicable, pursues prosecution of the perpetrator(s) pursuant to the preference of the survivor, and conducts prevention programs to enable students, faculty, and staff to better avoid being assaulted.
 2. The Division of Student Affairs provides support and counseling services to sexual assault survivors following an attack, informs the survivor of and provides access to institutional disciplinary resources for prosecution of the perpetrator(s), facilitates the provision of advocates or other support to the survivor so long as s/he desires, and conducts education programs to enhance awareness of sexual assault on campus.
 3. The Police Department and the Division of Student Affairs coordinate their respective efforts in education and prevention programs and services.

SEXUAL HARASSMENT/SEXUAL ASSAULT POLICY

A. Statement

The University of Oklahoma explicitly condemns sexual harassment of students, staff, and faculty. Sexual harassment is unlawful and may subject those who engage in it to University sanctions as well as civil and criminal penalties.

When criminal action is pursued in addition to an administrative grievance under this policy, the Office of Equal Opportunity will coordinate its investigative actions with the University or local law enforcement authorities to ensure that criminal prosecution is not jeopardized. The University Equal Opportunity Officer may defer administrative action at the request of University or local law enforcement, authorities pending completion of the criminal investigation. Where review by the University Equal Opportunity Officer or other university executive officer determines that immediate administrative action is necessary for the safety, health and well-being of the campus community, such action may be taken in advance of resolution of criminal charges.

Since some members of the University community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive, or exploitative. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior, or offensive physical contact interfere with an individual's ability to work and study productively.

The University is committed to providing an environment of study and work free from sexual harassment and to insuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. The University reserves the right, however, to deal administratively with sexual harassment issues whenever becoming aware of their existence. Records of all complaints, except for hearings before the Faculty Appeals Board, shall be transmitted to and maintained by the University Equal Opportunity Officer as confidential records.

The University encourages victims to report instances of sexual assault or other sex offenses, either forcible or nonforcible. In addition to internal grievance procedures, victims are encouraged to file complaints or reports with campus police or local law enforcement agencies by telephoning 911, as soon as possible after the offense occurs in order to preserve evidence necessary to the proof of criminal offenses. The campus police department is available to assist victims in filing reports with other area law enforcement agencies.

B. Definition of Sexual Harassment

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in the following context:

1. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing, or
2. When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual, or
3. When such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment.

SEXUAL HARASSMENT/SEXUAL ASSAULT POLICY

C. Examples of Prohibited Conduct

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

Unwelcome sexual flirtation; advances or propositions for sexual activity.

Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes.

Sexually degrading language to describe an individual.

Remarks of a sexual nature to describe a person's body or clothing.

Display of sexually demeaning objects and pictures.

Offensive physical contact, such as unwelcome touching, pinching, brushing the body.

Coerced sexual intercourse.

Sexual assault.

Rape, date or acquaintance rape, or other sex offenses, forcible or nonforcible.

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

D. Retaliation

Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as a separate and distinct violation of this policy.

E. Sanctions

Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.

F. Complaint Procedure

Complaints alleging a violation of the Sexual Harassment/ Sexual Assault Policy shall be handled in accordance with the Grievance Procedure For Equal Opportunity: to contact the Office of Equal Opportunity:

Norman Campus
Room 102, Evans Hall
325-3546

Health Sciences Center Campus
Room 113, Service Center Building
271-2110

STUDENT APPEALS CONCERNING ENGLISH PROFICIENCY OF INSTRUCTORS

(The following policy in no way abridges the right of a student under Title 14 of the Student Code to appeal unresolved disputes to the appropriate academic appeals board.)

(a) It is the policy of the University of Oklahoma that all who provide instruction at the University shall be proficient in written, aural, and spoken English so that they may adequately instruct students. The University has established procedures to ensure that faculty members have proficiency in written, aural, and spoken English. (See Section 3.28)

b) A student who believes that an instructor is not sufficiently proficient in written, aural, or spoken English may file a written complaint with the Senior Vice President and Provost. The identity of the complainant(s) shall remain confidential. Anonymous complaints will not be accepted.

(c) The Senior Vice President and Provost shall notify the instructor, the chair or director of the academic unit in which the instructor is employed, and the dean of the college that a complaint has been received, although the identity of the complainant(s) shall remain confidential. If, after consulting with the college and department, the Senior Vice President and Provost determines that a for-

mal inquiry is necessary, he/she shall appoint an independent evaluator to evaluate the English proficiency of the instructor. The evaluator may visit the class of the instructor named in the complaint, interview the instructor, interview students, or engage in such other activities as necessary to evaluate the instructor in a fair manner. The evaluator shall provide the Senior Vice President and Provost with a written report of his/her findings as to the English proficiency of the instructor and make recommendations of actions that should be taken.

d) The Senior Vice President and Provost shall notify the complainant(s), the instructor, the chair or director of the academic unit, and the dean of his/her findings as to the validity of the complaint. In the event that the instructor is found not to be sufficiently proficient in English, the Senior Vice President and Provost shall specify actions to be taken by the instructor and/or the academic unit. Such actions may include but are not limited to: (1) reassignment of the instructor to other duties; (2) re-evaluation of the instructor for purposes of hiring, tenure, promotion, salary, or other personnel decisions; (3) appropriate remedial measures to assist the instructor in improving his/her English proficiency; and (4) appropriate remedies for the affected students.

FULL-TIME ENROLLMENT STATUS FOR STUDENTS WITH DISABILITIES

Any student who self-identifies as a student with a disability who is unable to enroll in the required number of semester hours to meet The University of Oklahoma's definition of full-time status must take the following steps to request full-time status:

1. Submit appropriate documentation of disability (documentation by a licensed medical professional or a licensed psychologist) to the Director of the Office of Disability Services along with the request for a reduced course load;
2. Provide Director of The Office of Disability Services with documentation of academic history (transcripts from OU and/or previous institutions); and
3. Submit a written request within a reasonable time frame prior to the beginning of a semester, preferably during pre-enrollment, to the Director of The Office of Disability Services.

The Director of the Office of Disability Services, a representative from the Office of the Provost and an attorney from the Office of Legal Counsel, acting as a review committee, will make a decision on the student's request. The reduced course load, when approved, shall last no longer than one semester. At the end of this period, the academic progress of the student shall be assessed by the review committee. The review committee will then determine whether the accommodation will be renewed or denied. Consistent with the Reasonable Accommodation Policy of The University of Oklahoma, any appeal of the review committee's position may be appealed to the Office of Equal Opportunity in accordance with prevailing University discrimination grievance procedures.

Constitution of the University of Oklahoma Student Association

(27 June 2007)

ARTICLE I: Name

The name of this organization shall be the University of Oklahoma Student Association (hereinafter referred to as 'UOSA').

ARTICLE II: Membership

Section 1: Every regularly enrolled student at the University of Oklahoma, Norman campus, shall be a member of the UOSA.

- (1) Students classified as undergraduates may participate in all levels of government, except where explicitly stated otherwise in this Constitution.
- (2) Students classified as graduate students may participate in all levels of government, except where explicitly stated otherwise in this Constitution.
- (3) Students classified as law students may participate in all levels of government, except where explicitly stated otherwise in this Constitution.

ARTICLE III: Legislative Branch

Section 1: All legislative powers of the UOSA shall be vested in a Legislative Branch which shall consist of an Undergraduate Student Congress (hereinafter referred to as 'Congress') and a Graduate Student Senate (hereinafter referred to as 'Senate').

Section 2:

- (1) Representatives of Congress shall be elected on the basis of their academic district. Students will be classified by their most recent declared major except in the case that said student is in the University College as determined by official University records. Vacancies in elected districts shall occur when a representative changes districts; however, representatives of the University College District shall serve for their full term, even upon moving to their declared major's college.
- (2) Representatives shall be elected for a one year term, with elections to be held at least once a year as determined by an act of Congress. Congress shall be divided into sixteen (16) districts. These districts will be apportioned on the basis of academic interests.

Constitution of the University of Oklahoma Student Association

Architecture District: Shall consist of all students in the College of Architecture.

Life Science District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: Botany/Microbiology, Health and Exercise Science (including Pre-Health and Exercise Science), and Zoology.

Physical Science District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: Astronomy, Chemistry/Biochemistry, Mathematics, and Physics.

Social Science District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: Anthropology, Economics, Political Science, Psychology, and Social Work (including pre-Social Work).

Humanities District: Shall consist of all students with the declared majors of Undecided and declared majors in the following Arts and Sciences Departments: Classics and Letters, English, History, Philosophy, Religious Studies, Sociology, and Women's Studies.

International and Area Studies District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: African-American Studies, International and Area Studies, and Native American Studies.

Language District: Shall consist of all students with declared majors in the following Arts and Sciences Departments: Modern Languages.

Communication District: Shall consist of all students with declared majors in the Gaylord College of Journalism and Mass Communication (including pre-Journalism) and declared majors in the following Arts and Sciences Departments: Communication and Human Relations.

Business District: Shall consist of all students in the Price College of Business.

Education District: Shall consist of all students in the College of Education and all students with declared majors in the following Arts and Sciences Departments: Library and Information Studies.

Engineering District: Shall consist of all students in the College of Engineering.

Arts District: Shall consist of all students in the College of Fine Arts and all students with declared majors in the following Arts and Sciences Departments: Film and Video Studies.

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Atmospheric and Geographic Science District: Shall consist of all students in the College of Atmospheric and Geographic Science.

Earth and Energy District: Shall consist of all students in the College of Earth and Energy.

Continuing Education and Liberal Studies District: Shall consist of all students in the College of Continuing Education and the College of Liberal Studies.

University College District: Shall consist of all students in the University College, including pre-Health Science Center students, Early Entry Students and Special Students as defined by University College.

- (3) Congressional vacancies shall be filled in accordance with the procedures established in the Congress By-Laws and in acts concerning election procedures.
- (4) Congress shall elect its officers.
- (5) Congress shall consist of forty-eight (48) representatives effective the fiftieth Congress. Each district's proportion of representatives will be decided every two years before the first general election of the year. This apportionment will be calculated by using the most recently available enrollment figures and must be calculated by an act of Congress in a timely fashion. The total number of undergraduates will be divided by forty-eight (48) seats to determine the proportion of students represented by each congressional seat. Then each district's seats are to be allocated in the most equally proportioned manner based on enrollment.

Section 3:

- (1) Members of the Senate shall represent their respective graduate department.
- (2) Members of the Senate shall be elected by the graduate and law students of their respective departments. Elections for the Senate shall be held in mid-spring. Members of the Senate must be classified as graduate students or law students. Representation shall be as follows:

Graduate College: Each department shall be represented by no more than two senators.

College of Law: The College shall be represented by no more than two Senators.

- (3) Senate vacancies shall be filled in accordance with the Senate By-Laws.
- (4) The Senate shall elect its officers.

Constitution of the University of Oklahoma Student Association

Section 4: Although not a House of the Legislative Branch, the Student Bar Association shall be the representative body of the College of Law to the UOSA. The Student Bar Association shall be representative to the UOSA by electing two Senators to serve on the UOSA Graduate Student Senate. The Student Bar Association shall be governed by the Student Bar Association Constitution.

Section 5:

- (1) The Legislative Branch shall make campus-wide student rules and regulations, and appropriate revenues of the UOSA.
- (2) Both Houses of the Legislative Branch will, by a majority vote in each, confirm or deny such nominations as the Student President shall from time to time be called upon to make.

Section 6: No Congress member or Senator shall serve simultaneously in any high executive or judicial office of the UOSA.

Section 7:

- (1) Acts of Procedure are those actions passed by either House which pertain solely to that House and neither requires the consent nor may be reviewed by the other. Acts of Procedure are not sent to the Student President for approval, nor may they be vetoed by the Student President.
- (2) Acts of Legislation are those actions passed by either House which affect both Houses or the UOSA as a whole. Any Act of Legislation passed in one House shall be sent to the other House for consideration and approval by majority vote. If the reviewing House fails to pass the Act, then the Act of Legislation shall be referred to a Joint Committee of both Houses.
- (3) Joint committees shall be composed of the Chairs of each House, the Chairs and Vice Chairs of the Committee with jurisdiction over the Act of Legislation, and the Vice Chair or representative of the House in which it originated. The Chair of the House in which the Act was first moved shall preside over the Joint Committee and vote only in case of a tie. The resultant Act approved by the Joint Committee shall be referred to each House for consideration. If the Act passes each House by majority vote, then it must be presented to the Student President in accordance with subsection seven (7) below. If the Act reported out of the Joint Committee is not upheld by each House, the Act fails.
- (4) Congressional Resolutions are those resolutions passed by the Congress which pertain solely to that House and neither require the consent nor may be reviewed by the Senate. Congressional Resolutions are not sent to the Student President for approval, nor may they be vetoed by the Student President. Congressional

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Resolutions do not represent the position of the UOSA as a whole but only that of the Congress and its constituents.

- (5) Senate Resolutions are those resolutions passed by the Senate which pertain solely to that House and neither require the consent nor may be reviewed by the Congress. Senate Resolutions are not sent to the Student President for approval, nor may they be vetoed by the Student President. Senate Resolutions do not represent the position of the UOSA as a whole but only that of the Senate and its constituents.
- (6) Joint Resolutions are those resolutions passed by each House and represent the position of the UOSA as a whole. A Joint Resolution shall be written by a joint committee of members of each House upon request by a majority vote of the officers of each House. The members of the joint committee shall be the Chairs of each House and the Chairs of the committees of each House with jurisdiction over the issue. The joint committee shall elect a presiding officer. The Joint Resolution authored by the joint committee shall be presented to each House for consideration. Any Joint Resolution not approved by each House shall fail.
- (7) Acts of Legislation and Joint Resolutions passed by each House must be sent to the Student President for approval and may be vetoed by the Student President. If the Student President vetoes an Act of Legislation or a Joint Resolution, then it will be returned to both Houses for reconsideration and will be enacted if two-thirds (2/3) of the present and voting membership of each House votes to pass it. If any Act of Legislation or Joint Resolution is neither signed nor vetoed by the Student President within ten (10) days (Sundays excepted) of being presented to him or her, the same shall be enacted in like manner as if he or she had signed it.
- (8) Having been enacted by the UOSA, all Acts of Legislation shall be presented to the University President for approval and may be vetoed. Upon approval by the University President, the Act shall be presented to the Board of Regents of the University of Oklahoma. If the University President vetoes the Act, he or she shall return it, with his or her objections, to the Legislative Branch for reconsideration. If after such reconsideration two-thirds (2/3) of the present and voting membership of each House votes to pass it, the Act shall be presented to the Board of Regents. If an Act is neither signed nor vetoed by the University President within ten (10) days (Sundays excepted) after presented to him or her, then it shall be forwarded to the Board of Regents as if the University President had signed it.

Section 8: Each House of the Legislative Branch shall be the judge of the qualifications of its members and a majority shall constitute a quorum to do business. Each House may be authorized to compel the attendance of absent members in such manner and under such penalties as the Houses may provide.

Section 9:

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- (1) The Legislative Branch shall have the right of impeachment and removal within the Executive, Judicial, and Programming branches.
- (2) Congress shall have the sole power to bring impeachment charges against the members of the Executive, Judicial, and Programming branches. The Senate shall have the sole power to try all impeachments. When the Student President is tried, the Chief Justice of the UOSA Superior Court shall preside over the Senate. No person charged with impeachment shall be convicted without the concurrence of two-thirds (2/3) of the Senate.
- (3) Each House of the Legislative Branch may determine the rules of its proceedings in all matters not covered in this Constitution, including impeachment of its members.

Section 10: The UOSA may establish reasonable academic qualifications for candidates for elective or appointive offices of the UOSA.

ARTICLE IV: Executive Branch

Section 1: The executive power of the UOSA shall be vested in a Student President. There shall also be a Student Vice President. Their terms shall begin in the spring semester one week after the validation of election. The Student President and Vice President shall be popularly elected together by majority vote of the ballots cast in an election for that purpose. In such a case that no ticket shall receive a majority, the two tickets having receiving the greatest number of votes shall stand in a run-off election no later than one week after the primary election, the ticket receiving a majority being elected.

Section 2:

- (1) In the case of removal or impeachment of the Student President from office, resignation from office, or his or her inability to discharge the powers and duties of the office, those powers and duties shall devolve to the Vice President.
- (2) In the case of the removal or impeachment of the Student Vice President from office, resignation from office, or his or her inability to discharge the powers and duties of the office, the office shall be filled by Student Presidential appointment with the advice and consent of the Legislative Branch.
- (3) Upon the vacancy of the office of Student Vice President, applications for the office shall be made available by the Student President. The application period shall extend for no less than five school days and shall be advertised in the student newspaper for the duration of the application period.

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- (4) Should the vacancy of the office of Student Vice President occur before the fall general election, the Vice President appointee shall be placed on the fall ballot for approval by the student electorate.

Section 3: The Student President and Vice President shall receive for their services a salary. Said salary shall neither be increased nor decreased during the period for which they shall have been elected. They shall also not receive, within that period, any other stipend from The University of Oklahoma, except for loans or other financial aids.

Section 4:

- (1) The Student President shall have power, with the advice and consent of the Legislative Branch, to nominate and appoint all officers of the UOSA not otherwise provided for.
- (2) The Student President shall have the power to establish Executive Staff Positions, to assist him or her in fulfilling his or her presidential duties, with the consent of the Legislative Branch. The Student President shall have the sole power to appoint personnel to fill these positions.
- (3) The Student President shall have power to fill all vacancies that may happen during the recess of the Legislative Branch. The interim appointment shall expire at the end of the Legislative Branch recess.
- (4) The Student President shall take care that all acts of the Legislative Branch are faithfully executed.

Section 5: The Student President shall represent the UOSA on all official occasions and coordinate all student activities and services. He or she may address the Legislative Branch, recommend to their consideration such measures as he or she shall judge necessary and expedient; he or she may convene the Legislative Branch in extraordinary, joint session.

Section 6: The Legislative Branch shall create such organs as it deems necessary to the implementation of the Student President's powers and duties.

Section 7: Any UOSA officer that is elected in a UOSA sponsored election and/or receives a UOSA stipend and is not otherwise designated as a member of the Legislative, Judicial or Programming Branch, shall be considered a member of the Executive Branch.

ARTICLE V: Judicial Branch

Section 1: The judicial power of the UOSA shall be vested in one Student Court and such inferior courts as the Legislative Branch may from time to time establish. The

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judges of all courts shall be regularly enrolled students and must have completed two (2) semesters as a full time student at the University of Oklahoma at the time of this appointment and confirmation. Members of the inferior courts shall serve for one-year terms. Members of the Student Superior Court shall serve until they resign or cease to be regularly enrolled students at the University of Oklahoma or are impeached and convicted for cause.

Section 2: No court may render an opinion, hear evidence, nor pass judgment in the absence of a quorum, which will be a majority of all members eligible.

Section 3: The justices of the Student Superior Courts shall select a chairperson as Chief Justice from among their ranks.

Section 4: The Legislative Branch shall establish the number of justices sitting on the Student Superior Court. The membership of the Student Superior Court may not be reduced in such a manner as to force the involuntary retirement of justices. The membership may be increased but such additions shall not become effective within the same presidential term as the increase shall have been initiated.

Section 5: Any additional powers which the UOSA courts shall be granted are derived from various titles of the OU Student Code.

ARTICLE VI: Programming Branch

Section 1: The programming branch of the UOSA will consist of the Campus Activities Council. The Campus Activities Council will be responsible for programming campus-wide activities for the UOSA. Any member of the UOSA may be a member of any level of the programming branch.

Section 2: The Campus Activities Council shall be headed by an elected Chair popularly elected by majority vote of the ballots cast in an election for that purpose. The election for chair shall coincide with the election for the UOSA President, as shall the term of office for the chair. The Legislative Branch has the power and authority to impeach and remove from office the chair of the Campus Activities Council. The Campus Activities Council shall also be subject to duly passed legislative acts of the UOSA.

Section 3: The Campus Activities Council shall establish rules of procedure for the internal operations of the organization. These rules shall be published and available to students upon request.

ARTICLE VII: Initiative, Petition, Referendum and Recall

Section 1: Upon petition by ten percent (10%) of the UOSA, the Student President shall call and preside over a general meeting of the UOSA.

Section 2: Any member of the UOSA may initiate legislation provided that the proposed legislation bears the valid signature of members of the UOSA equal to fifteen percent (15%) of the number of students voting in the last general election. Such

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legislation shall be brought before the Legislative Branch for a vote. If rejected by the Legislative Branch, it shall as soon as practicable, be put before a vote of the UOSA and a majority shall be required for its passage.

Section 3: The members of the UOSA may recall any elected UOSA official if the petition providing for a recall election shall be signed by the number of members of the UOSA equal to twenty-five percent (25%) of the total voters in that district in the last general election. The question to be placed on the ballot shall be "Shall (name) be retained as (name of office)?"

Section 4: Any bill being considered for passage by the Legislative Branch may, by a majority vote of the Legislative Branch, be referred to the members of the UOSA for their approval. In such case the Legislative Branch shall provide for the publication of such bill and its general dissemination among the members of the UOSA at least one week prior to such election. For such bill to be enacted it must receive a majority of the votes cast unless more stringent requirements are set by the Legislative Branch and fifteen percent (15%) of the total number of eligible voters shall have participated in such election. Balloting on such bill shall take place at such time and in such manner as provided by Congress, and the results of such an election shall be binding upon the Legislative Branch.

ARTICLE VIII: Publications Board

There shall be a Publications Board responsible for the recognition of student publications. It shall also be responsible for appropriating funds to those publications. The structure of the Publications Board shall be determined by Congress.

ARTICLE IX: Student Activity Fee Allocation

Student fees which are used to support any student activity or facility or have traditionally been labeled as student activity fees shall be deposited with and appropriated by the Legislative Branch in its discretion in conjunction with the University of Oklahoma Board of Regents' policy and the OU Student Code.

ARTICLE X: Amendment Procedures

Section 1: This Constitution may be amended by a majority vote of those students voting on the proposed amendment provided that the amendment shall have been presented to them by a two-thirds (2/3) majority vote of each House of the Legislative Branch at least three weeks prior to the election at which the amendment is to be voted upon.

Section 2: This Constitution may be amended by a convention called for that purpose provided that the call for such a convention receives the two-thirds (2/3) majority approval of each House of the Legislative Branch voting at the regularly scheduled meeting at least three weeks prior to a vote of the UOSA on the same

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question and provided that in that election the call for a convention receive a majority of votes cast in the affirmative.

Section 3: This Constitution may be amended by a majority vote of those students voting on the proposed amendments provided that the amendment has been proposed to the voters by a petition bearing the signatures of UOSA members equivalent to fifteen percent (15%) of the total number voting in the last election for Student President.

ARTICLE XI: Student Bill of Rights

Students of the University of Oklahoma are guaranteed certain rights by the Constitution of the United States, the Constitution of the State of Oklahoma, and this Constitution; these rights are:

Section 1 The right to be secure in possessions and free from unreasonable search and seizures.

Section 2: Right of privacy.

Section 3: The right to academic freedom.

Section 4: The right to bring suit within the regular judiciary structure for any violation of right guaranteed by the Constitution.

Section 5: The right of judicial due process, including speedy trial, confrontation of witnesses by parties accused, representation of counsel, presumption of innocence, freedom to choose the tribunal which shall hear the case, right to appeal and protection against cruel and/or unusual punishment.

Section 6: The right not to be twice put in jeopardy for the same offense.

Section 7: The right to petition the appropriate governing bodies or officials of the University for redress of grievance.

Section 8: The right not to be denied any right, privilege, position or status by reason of discrimination on the basis of race, age, color, handicap, religion or creed, status as a veteran, gender, sexual orientation, national origin or political belief.

Section 9: The right to form, join and participate in any group or organization for any purpose which benefits the student body at the University.

Section 10: The right to establish and/or disseminate publications free from any censorship.

Section 11: The right to invite and hear any person of their choice on any subject of their choice, subject to University regulations.

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Section 12: The right of assembly to demonstrate, inform or protest so long as the normal workings of the University are not disputed.

Section 13: The right to use campus facilities, subject to the regulations governing the facility.

ARTICLE XII: Transfers of Function

Section 1: Implementation of this constitution in all its aspects shall commence immediately upon passage by a majority of the members of the UOSA voting in a special election called for the purpose of considering this constitution.

Section 2: Upon approval of this constitution by the membership of the UOSA as provided above, the current Student Congress shall serve as the Undergraduate Student Congress, with all offices retained.

Section 3: Upon approval of this constitution by the membership of the UOSA as provided above, the current Graduate Student Association shall serve as the Graduate Student Senate, with all offices and officers retained.

Section 4: The legislation of the Student Senate and the standing rules of the Constitutional Convention approved April 17, 1969, shall remain in force unless amended or repealed by the Legislative Branch. The student constitution, by-laws, and regulations or provisions of this constitution are hereby declared null and void.

ARTICLE XIII: University of Oklahoma Board of Regents' Interpretations

Section 1: The Constitution was approved by the Board of Regents of The University of Oklahoma on April 17, 1969, with the following interpretations:

- (1) That Article VII relating to the Publications Board and its structure as well as its funding is the concern of the entire community and because of its nature is not one under which the student government has exclusive authority. Any action under this article shall be considered a recommendation to the President and to the Regents.
- (2) That under Article VII the action of the Legislative Branch shall be considered a recommendation to the President and the Regents in the same manner as other budget requests from the various colleges are recommendations.
- (3) That the Student Bill of Rights under Article XIII shall apply only to action by the Student Government against the students and there shall be included in the University Constitution an overall Bill of Rights for the University Community.

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Section 2: Amendments to the Constitution were approved by the Board of Regents on July 22, 1982; September 9, 1982; April 9, 1987; May 9, 1991; March 4, 1993; April 18, 1995; and June 27, 2007.

Section 3: If any section, subsection, sentence, clause, phrase, or portion of the Constitution of the University of Oklahoma Student Association, is for any reason, held invalid or unconstitutional by any court or body of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Constitution.

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