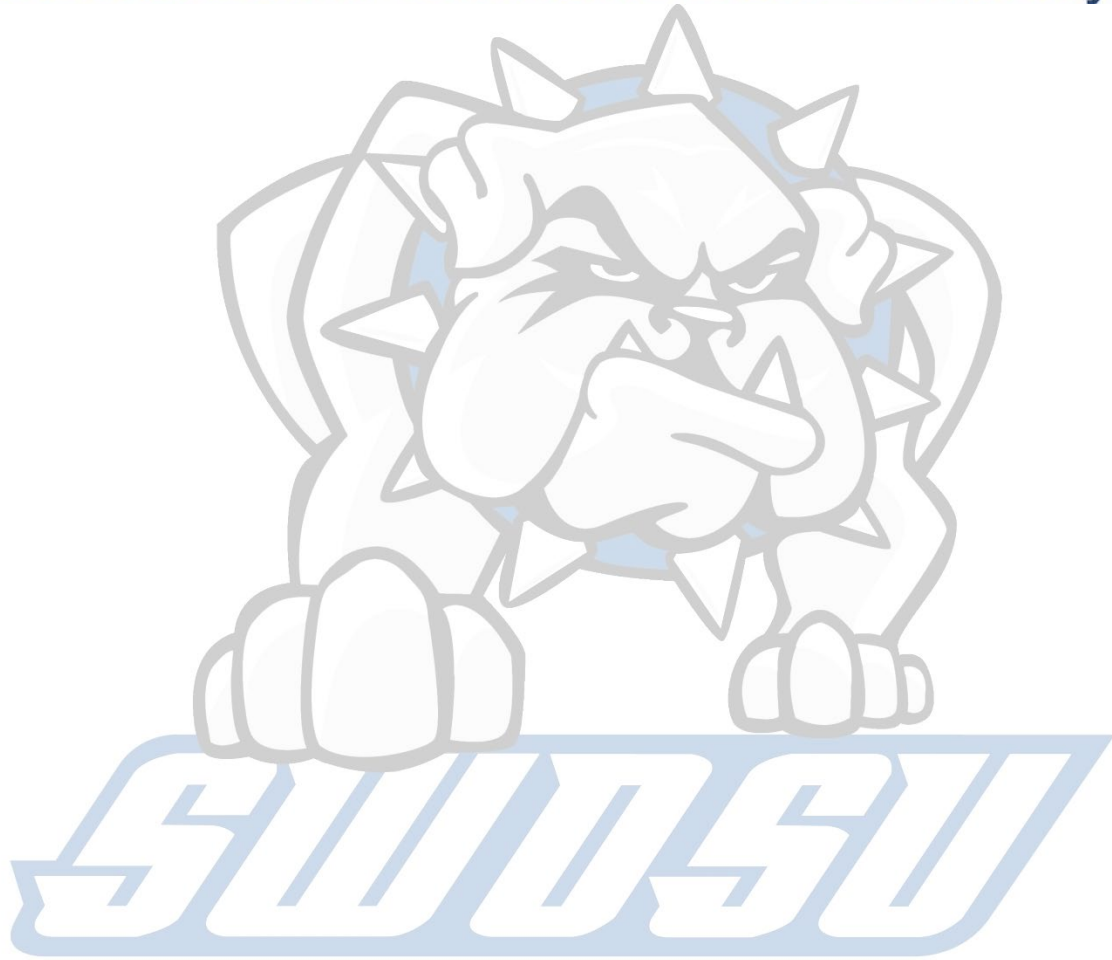


SWOSU

Southwestern Oklahoma State University



STUDENT HANDBOOK 2019-2020

The policies and procedures herein supersede all printed and posted versions prior to this date: August 19, 2019

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SECTION I: SWOSU HISTORY AND WELCOME

HISTORICAL BACKGROUND

SWOSU was established by an act of the Oklahoma Territorial Legislature in 1901 as the Southwestern Normal School, authorized to offer two years of training for public school teachers. The first classes met in 1903. Initially, four years of preparatory work for pre-college students were offered.

In 1920, the preparatory (academy) courses were eliminated and two additional years of college work in teacher training were added. The State Legislature approved a change of name to Southwestern State Teachers College. The first baccalaureate degrees were awarded in May 1921. Other changes in name and purposes occurred in 1939 when the institution was designated as Southwestern State College of Diversified Occupations, and in 1941, when it became Southwestern Institute of Technology. During this two-year period, the college added a school of pharmacy, degree work in the arts and sciences, and trade schools.

In 1949, the Oklahoma State Legislature changed the name of the institution to Southwestern State College, and in 1974, to Southwestern Oklahoma State University, without altering its purposes and objectives. On July 1, 1987, Sayre Junior College was merged with Southwestern Oklahoma State University as a branch campus designated Southwestern Oklahoma State University at Sayre.

Southwestern Oklahoma State University at Sayre was founded as Sayre Junior College in 1938 under legislative authorization which permitted public high schools to add a 13th and 14th year of study to their curricula. Nineteen public schools took this step. In 1940, the college name was changed to Oklahoma Western Junior College; however, the original name was soon adopted again, and in May 1940 the first degrees were conferred. In 1956, Sayre Junior College moved from facilities occupied jointly with Sayre High School to its present location on old Highway 66. The merger with Southwestern Oklahoma State University marked the end of the Oklahoma community college system, since Sayre Junior College was the only such institution remaining of the original nineteen.

The Sayre location is located 60 miles west of Weatherford. Its primary service area is western Oklahoma. It offers open admission to high school graduates as well as to students who do not hold a high school diploma.

Southwestern Oklahoma State University offers nine graduate degrees. The Master of Teaching Degree was offered during the period 1953-1969. The Master of Education degree was inaugurated in 1969. Graduate programs leading to the following degrees have been added since 1969: Master of Business Administration, 1977; Master of Music, 1981; the professional doctorate, the Doctor of Pharmacy (PharmD), 1998; the Master of Science in Management, 2007; the Master of Science in Community Counseling, 2009; the Master of Science in Healthcare Informatics and Information Management, 2014; the Specialist in Education (Ed.S.), 2015; and the Master of Science in Nursing in 2016.

Alma Mater

Hail to Thee, Southwestern

Verse 1

Standing firmly on the hilltop
Clearly outlined 'neath the blue
Emblem of the best and noblest
Alma Mater true.

Verse 2

Foster mother, friends so loyal
Honor, love, and faith we bring,
With thy spirit ever near us
This our song shall ring.

Chorus

Hail! All Hail! To thee, Southwestern
Alma mater true.
We will ever sing our praises
To the White and Blue.

Fight Song

Stand Up and Cheer

Stand up and cheer
Cheer loud and long for dear Southwestern
For today we'll raise
The White and Blue above all others
Our sturdy band now is playing
And we are sure to win the fray
We've got the vim;
We're here to win;
For this old Southwestern's day.

University Mascot: Duke the Bulldog

University Colors: Blue and White

University Newspaper: The Southwestern



MESSAGE FROM THE STUDENT GOVERNMENT PRESIDENT



To my Fellow Bulldogs,

On behalf of the students of SWOSU I would like to officially welcome you to the Bulldog family! I am so glad that you have decided to come join us for this upcoming year.

Your college experience is what you make it. You are now a part of a family that has faculty and staff members dedicated to your success, over 90 student organizations of which you can be a part and enjoy, and incredible facilities - all available to ensure you have the best university experience possible. I highly encourage you to get as involved as possible. Whether you want to partake in intramurals, join our Student Government Association, become a Greek life member, or become involved in other ways, I would 100% recommend it! There is definitely something on our campus for everyone to enjoy.

As a new bulldog, you should also be aware of all the student resources we offer on our campus. We have a Writing Center, located in the basement of our library, which is available for students to get assistance with writing assignments. In addition, there are free tutors available to help all students get extra studying or to help with any other academic needs. We have the Panorama Series, which is a faculty/student team effort, which puts on events throughout the year. For example, we have the comedian Ken Jeong, from the sitcom *Community*, coming to SWOSU to perform this fall! The Student Government Association hosts a concert festival each spring called SWOSUPalooza! This concert has had headliners such as Ben Rector, Stoney LaRue, and Parker McCollum.

I hope you take advantage of everything SWOSU has to offer! I look forward to seeing you around campus and I am always available if you ever need assistance.

Sincerely,

Jaycie Brown, President
Student Government Association
2019-2020

SECTION II: STUDENT AFFAIRS/STUDENT LIFE

SWOSU MISSION STATEMENT

Southwestern Oklahoma State University supports students and community through its integration of effective teaching, scholarly and creative endeavors and civic engagement.

Values Statement

In pursuing the university's mission, SWOSU faculty and staff are guided by a shared commitment to:

students, by providing high-quality instruction, involvement, services, scholarly endeavors, creative activities and service learning.

achievement, by establishing a foundation for student success.

knowledge, by pursuing the exchange of ideas, research and leadership for the public good.

respect, by fostering a safe, healthy, and diverse intellectual, cultural and social environment that encourages emotional well-being.

Student Affairs Offices

- Dean of Students & Director of Activities
 - Office of Activities and Organizations
- Enrollment Management
 - Admissions and Recruitment
 - New Student Orientation
 - Career Services
- International Student Affairs
- Public Safety
- Registrar's Office
- Student Counseling Services
- Student Health Services
- Upward Bound
- Wellness Center & Intramurals

DEAN OF STUDENTS

The Dean of Students is responsible for the oversight of several areas of operation, including student conduct, financial aid appeals, disability accommodations, campus activities, campus organizations, leadership development, and student-related ombudsmanship. For additional information, visit the Dean of Student [website](#).

ENROLLMENT MANAGEMENT

Office of Admissions & Recruitment

One role of the Enrollment Management offices is that of admissions and recruitment. Whether you are a recent high school graduate, a transfer student, or a returning adult learner, the Admission and Recruitment Office serves you! We offer tours of the campus and residence halls and answer general inquiries about SWOSU. Please call us at (580) 774-3782 or visit our [website](#).

New Student Orientation

New Student Orientation (NSO) is a three-part experience at SWOSU. First, all freshmen are required to attend a New Student Orientation session prior to the beginning of the fall semester in order to enroll for classes. Next, students will attend Mass Orientation right before school starts. Finally, freshmen will enroll in SWOSUConnect, a semester course where
nd resume/cover letter development.

The Bulldog Job Board is administered by the Office they will learn more about life at SWOSU. In July, SWOSU NSO also offers Camp Duke to incoming freshmen who want to learn more about university life and SWOSU before beginning their fall semester. More than forty student Orientation Leaders (OLs) assist with all aspects of the program. For more information, contact New Student Orientation at (580)774-3233 or (580) 774-3782 or visit our [website](#).

Career Services

The Office of Career Services aids both students and alumni with all areas of career development. Career Services is available to assist students in many areas, from choosing a major to securing job placement. Common services used by students and alumni include choosing a major, job and internship searches, mock interviews, jobs fairs, and networking information. All on-campus student positions are posted on this job board and must be applied for using this system. The Bulldog Job Board also posts a number of off-campus job opportunities for students as well as full-time career opportunities for SWOSU graduates. All students and alumni with questions regarding the Bulldog Job Board should contact the Office of Career Services at (580) 774-3233 or visit our [website](#).

INTERNATIONAL STUDENT AFFAIRS

SWOSU is home to more than 200 international students from approximately 30 countries – literally all around the globe. The Office of International Student Affairs (ISA) supports international students in a variety of ways throughout their relationship with SWOSU—from admission to graduation and beyond. Our goal is to work with each student for their personal, academic, and career success. Dr. Beckloff, the coordinator of ISA, also teaches a SWOSUConnect class each semester and organizes orientation sessions for transfer and graduate international students as needed. The office staff is available daily to answer questions and speak with anyone about international topics. Contact our office at (580) 774-6172 or visit our [website](#).

CAMPUS POLICE

The Department of Public Safety (DPS) is staffed by commissioned officers who meet the standards of the Oklahoma Council for Law Enforcement Education and Training (CLEET) and who have the power to arrest and bring before the proper courts persons violating the law on university property. The university's police officers collaborate with local police authorities in the exercise of their responsibilities. It is the practice of the DPS to encourage accurate and prompt reporting of all crimes to the DPS or the appropriate local police authorities. The campus Department of Public Safety is located at the corner of State and College Streets and can be reached at (580) 774-3111 or by visiting our [website](#).

REGISTRAR'S OFFICE

The registrar's office embodies the university's mission by providing personalized support services to the SWOSU community. It is the responsibility of the Registrar's Office to guide and direct students through the admissions process, keep accurate records, evaluate previous college coursework, provide registration services, and conduct degree checks.

The office is committed to embracing a collaborative teamwork approach, utilizing innovative technology, disseminating correct policy information, protecting privacy, and delivering both prompt and courteous assistance to students, administrators, faculty, staff, and alumni. Please contact our office by calling (580) 774-3778 or by visiting our [website](#).

STUDENT COUNSELING SERVICES

Counseling Services is staffed with three licensed counselors, providing SWOSU students with a wide range of personal counseling resources including individual and group counseling, assessment, and referral. The priority of Counseling Services is to provide emotional support and encouragement to students in order to increase personal growth and academic success. Counseling services are free for SWOSU students and located in the Wellness Center. Contact our offices by calling (580) 774-3776 or visit our [website](#).

STUDENT HEALTH SERVICES

Student Health Services is located in the Wellness Center. A registered nurse is available when classes are in session. The school nurse provides assessment for illness, injury, and a range of health services with recommendations for self-care or physician referral. A list of fees for services, including a required co-pay per visit, is posted in the Student Health Services lobby.

The university nurse works in cooperation with area physicians to provide health care. Students are required to have on file in Student Health Services a completed health history, documentation of two MMR (measles/mumps/rubella) vaccinations and comply with the Tuberculosis Screening Policy. Any referrals to area physicians are made through the Student Health Services. The University does not cover lab testing, X-rays, emergency room visits, surgeries, treatment for injuries or medications. Health Services provided are billed to the student's business account. Students are responsible for costs associated with treatment.

Services available include immunizations appropriate for the college population, blood sugar checks, blood pressure and weight monitoring, HIV testing, pregnancy testing, over-the-counter medications at cost, and administration of allergy injections and other medications as ordered by a physician. For further information, call (580) 774-3776 or visit our [website](#).

UPWARD BOUND

Upward Bound is a federally funded program through the U.S. Department of Education which is offered to qualified high school students based on family income and/or being a first generation college student. Students enter the program as freshmen, sophomores or juniors in high school. Participants in the program are offered academic counseling and guidance, cultural and educational field trips, and career exploration. Students receive instruction in literature, composition, foreign language, math, science, study skills and financial literacy on Saturdays, after school, and during summer program. Graduating seniors bridge into the university by attending the summer bridge program and earn 5-6 college credits upon completion. For more information, visit our [website](#).

WELLNESS CENTER AND INTRAMURALS

Your SWOSU student identification card is required for admission to the Wellness Center. Based on student demand, the Wellness Center offers a variety of Intramural Sports and Wellness/Fitness programs. Intramural Sports are offered in the fall and spring semesters only. Sports are played outdoors as long as weather permits and moved indoors as needed.

We offer flag football, softball, indoor and outdoor volleyball, rock climbing, general fitness classes, basketball, self-defense, indoor soccer (Futsal), and others. We offer men's, women's and co-ed divisions in all sports. The SWOSU Intramural Sports/Wellness Program provides the following recreation facilities:

On Weatherford Campus

Wellness Center:

- Rock climbing
- Three gym floors
- Weight room
- Exercise room

Hammock lounge: Located on the Burton House south lawn.

Swimming pool: Located in Rankin Williams Fieldhouse.

Playing fields, sand volleyball courts, volleyball courts, track, etc. are located on campus properties.

We also offer abs class, Pilates, kickboxing, spin class, yoga. Visit our [website!](#)

At Crowder Lake State Park

Canoes, kayaks, & stand-up paddle boards: SWOSU ID required for use

Fishing: State License required

Ropes courses: High/Low

Interpretive nature trail

Inside climbing wall

Camping

Picnic areas: some covered areas

Rappelling

RV pads

Visit our [website!](#)

Equipment may be checked out through SWOSU's Intramural Sports/Wellness Program for on-campus activities. You may call (580) 774-3187 for additional information regarding facility use. For Crowder Lake State Park information, call (580) 343-2443 or (580) 774-6015. Community recreation facilities are available through the City of Weatherford and the YMCA.

ENTERTAINMENT AND CULTURAL EVENTS

Athletic Schedules and Tickets

Sports schedules and information for men's and women's intercollegiate sports may be obtained by calling the Athletic Department at (580) 774-3068 or [online](#).

Admission is free to all regular season contests for students who have a valid student identification card. To attend all regular season contests, the student must only show their current ID card at the admission gates. Students must buy tickets for all play-off games and tournaments.

Literary Activities

Westview

Westview is published semiannually by the Language Arts Department of Southwestern Oklahoma State University. Publications include previously unpublished fiction, poetry, prose poems, drama, nonfiction, book reviews, literary criticism, and artwork.

Student Generated Events

Alcohol and Other Drug Prevention

SWOSU is aware of the need for alcohol and other drug awareness education. SWOSU presents pertinent information through SWOSUConnects' modules and through other activities scheduled throughout the academic year through Collegiate Activities Board, Residence Life, Public Safety, and New Student Orientation.

Art Exhibits

The Department of Art, Communication, and Theatre regularly sponsor faculty and alumni art exhibitions. During the academic year, the works of student and guest artists are exhibited in the main gallery of the department.

Bulldog Blitz

The Bulldog Blitz, or SWOSU talent show, is open to the entire SWOSU community and is sponsored by the Collegiate Activities Board.

Constitution Week

This event is celebrated annually the week of September 17. President George W. Bush signed Public Law 108-447 into effect which designates every September 17th as Constitution Day. The mission is to educate each new generation to the uniqueness and brilliance of our Constitution.

Staff, Faculty, and Administration Appreciation Week

This event takes place in April. CAB gives a gift to all Staff, Faculty, and Administration each day. There is also a free luncheon at which the awards for Staff, Faculty, and Administrator of the Year are revealed. These awards are voted on by the SWOSU student body.

Dawg Days

This event is held during the first weeks of the fall semester to help students make the transition into the collegiate environment. Dawg Days assists students in renewing old friendships and making new acquaintances and also helps in acquainting new students with the campus and the Weatherford community. Activities typically include lots of good food, bowling, ooze ball/mud volleyball, movie night, and the Organizational Fair.

Homecoming

Early in the fall semester, the Student Government Association, the Dawg Days Committee, and the Institutional Advancement Office sponsor Homecoming activities which include a Homecoming Queen and King contest and assembly, parade, class reunions, football game, golf tournament, bonfire, and student activities.

International Student Welcome Reception

SWOSU students come from 30 countries around the world. The International Student Welcome Reception is dedicated to celebrating the diversity of SWOSU students.

Martin Luther King Week

To celebrate the work of Dr. King, SWOSU and the public schools participate in competitions and activities that highlight the work of Dr. King.

Music Department

The SWOSU Department of Music sponsors numerous musical events during each semester of the school year. Vocal and instrumental groups present concerts each semester. The marching band and pep band play for various events. Special recitals and concerts occur periodically each semester. The annual Jazz Festival is held each February.

Parents Weekend

Each fall, this weekend is designed to welcome students' parents back to campus and to the community of Weatherford. The SWOSU Foundation hosts this event for all parents and families to attend and enjoy.

Panorama

This cultural enrichment and entertainment series is open to students and the general public. The programs include theatre, music, public speakers, entertainers, and the arts. Events are held in either the Fine Arts Center or Pioneer Cellular Event Center; tickets can be purchased in advance. Some events are free. Additional information is available by calling the SWOSU Public Information Office at (580) 774-3063.

Hilltop Theatre

The Hilltop Theatre provides a venue for educational theatre, with three or four theatrical productions a year. Within this endeavor, participants and audience members are exposed to various genres of theatre. Acting auditions are open to all students currently enrolled at Southwestern. Many backstage positions are also available for student participation. For more information or a season brochure, call (580) 774-3082.

SWOSUpalooza

The Student Government Association and local sponsors create an evening of student-selected bands each spring semester with festive booths, great music, food, and enthusiastic crowds.

Relay for Life

This fund raising activity is co-sponsored by SWOSU Collegiate Activities Board, Student Government Association, and community businesses, giving students the opportunity to remember and honor family and friends who battle serious illness.

Veterans' Day

SWOSU joins with City of Weatherford, Custer County, and Oklahoma leaders on campus in order to honor the military service of our veterans. This event is sponsored by the Collegiate Activities Board.

SPECIAL STUDENT SERVICES

Copying Machines

The library has a number of copying machines which are coin operated. Similar printers are available with all microform machines. The computerized databases include print capability, or information can be downloaded to a formatted disk. SGA offers limited free copies and fax services to all students at the SGA Offices when officers are present.

Lost and Found

The Dean of Students' Office, Room 214, Stafford Center, (580) 774-3767, serves as the main lost and found collection point on campus. However, most offices have lost and found collections which they turn over to the DOS after a period of time.

Postal Services

The SWOSU Mailroom, located on the north side of the University Press, (580) 774-3010, handles both student and university offices' mail and out-going mail. The nearest U.S. Post Office is located at 100 E. Franklin. Residence hall residents should consult the residence hall supervisors for the correct campus address.

STUDENT ORGANIZATIONS

Clubs/Organizations

The Coordinator of Student Activities, Room 214, Stafford Center, coordinates information regarding SWOSU recognized student organizations. Existing recognized student organizations must submit a list of officers and sponsors to the DOS office each year **by October 1**. Only those meeting this deadline will be considered for priority funding by the Student Allocation Committee. Additional funding may be allocated in spring if available.

The president of each recognized student organization is a member of the Council of Presidents. This body works with SGA, the DOS and university administration to create leadership opportunities and dynamic activities on campus. Attendance by the president (or designee) is required for continued funding.

To charter a new group, check with the DOS. New groups will be funded through the DOS's office as they form and are approved.

Student Government Association

The Student Government Association (SGA) was originated to serve students and to provide for student advocacy. The SGA serves as the forum for student interests, opinions, and concerns; it's also the coordinator of many social activities for the student body. Student government is funded by student activity fees. The SGA offices are located on the first floor of the Memorial Student Union.

SGA meetings are typically held in STF 104. All meetings of the Student Government Association are open to the public, and students are encouraged to attend. If a student has problems, concerns, or questions regarding the university or student government, they are invited to contact the Student Government Center immediately by e-mail at sga@swosu.edu.

SECTION III: STUDENT CODE OF CONDUCT

PURPOSE

SWOSU provides students with a safe learning environment that is conducive to academic success. The purpose of this Code of Conduct is to sustain policies and procedures that support student development. To achieve this, the institution provides the following Code of Conduct to outline expectations of behaviors and policies that are fundamental to student life at SWOSU.

Learning Outcomes

SWOSU supports an educational process. The Code of Conduct procedures were developed under specific learning outcomes. These learning outcomes include:

1. Evaluate the impact of behaviors upon one's self, others, and the community.
2. Better understand the conduct process and its purpose.

3. Apply what was learned from the conduct process to future decisions in order to increase positive outcomes.
4. Repair any harm done to others.

Non-Discrimination Statement

SWOSU does not discriminate against any individual on the basis of race, color, creed, religion, alienage or national origin, citizenship status, age, sex (gender), gender identity, disability, sexual orientation, genetic information, marital status, veteran status, or any other characteristic protected by applicable federal, state, or local law in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, financial services, residential life, educational programs, and other activities the University operates.

Jurisdiction

To best serve the SWOSU community and ensure the safety and development of all students, the university may enforce its conduct standards in all actions defined as misconduct under the Definitions section in the Student Code of Conduct regardless if the misconduct occurred outside of university land.

Standard of Proof

A Preponderance of the Evidence standard shall be used for conduct investigations when determining if a party is responsible for misconduct. Preponderance of the Evidence is defined as whether the evidence shows that it is more likely than not that misconduct occurred.

Definitions

The following definitions are to be applied under the student Code of Conduct:

1. **Hostile Environment**: Sufficiently serious conduct that denies or limits someone's ability to participate or benefit from programs and activities. A hostile environment may be created by a single or isolated incident, if sufficiently severe, or by persistent or pervasive conduct.
2. **Complainant**: The Complainant refers to the individual claiming to have been the victim of misconduct.
3. **Consent**: Consent is permission that is given:
 - a. by someone who is of legal age;
 - b. without force or coercion (a real or reasonably perceived threat of violence);
 - c. without a vulnerability due to age, mental impairment, or disability status;
 - d. without being unconscious;
 - e. without being sufficiently impaired by drugs or alcohol to render an individual unaware of their decisions
4. **Days**: For the purpose the procedures outlined within the Student Code of Conduct, the term "days" refers to full 24-hour calendar days in which the university is officially open. Weekends, holidays, and closings are not considered "days" for the purposes of this Code of Conduct.
5. **Deputy Title IX Officer**: a faculty, staff, or administrator designated by the university to assist the Title IX Officer in the administration and implementation of Title IX compliance efforts.
6. **Interim Measures**: temporary restrictions or rules set in place by the university to protect students after a complaint has been submitted.
7. **Investigator**: an individual designated by the university to investigate instances of conduct violations.
8. **Process Advisor**: assigned by an Investigator or the Title IX Officer, the Process Adviser is the person designated to explain the conduct process and the Code of Conduct policies.
9. **Respondent**: The Respondent refers to the individual accused of violating the Student Code of Conduct.

10. Sanction: refers to a purposefully educational consequence following a misconduct investigation. Appropriate disciplinary action may include a range of actions up to and including dismissal and/or expulsion.
11. Sexual Misconduct: any conduct of sexual harassment, sexual assault, non-consensual touch, stalking, domestic violence, and/or dating violence.
12. Student: The term “student” includes all persons enrolled at the university, both full-time and part-time, pursuing undergraduate, graduate or professional studies. Persons who are not officially enrolled for a particular term but who have a relationship with the university are considered “students.” This definition includes but is not limited to incoming freshmen, transfer students, anyone participating in university sponsored programs and activities for students, and persons who enroll for courses from time to time, and participants in third party programs. Failure to observe the following regulations will subject the student to disciplinary action.
13. Title IX Officer: an individual or individuals designated by the university to be responsible for the administration and implementation of Title IX compliance efforts.
14. Title IX Team: an investigation review team comprised of the Title IX Officer, Deputy Title IX Officer, and one other faculty, staff, or administrator designated by the Vice President of Student Affairs, Title IX Officer and Deputy Title IX Officer.

Non-Academic Misconduct

Any student that has committed any of the following misconduct is subject to disciplinary sanctions outlined within the Disciplinary Sanctions section of the Student Code of Conduct:

1. Unsafe Conduct: Any action which endangers or threatens the safety of oneself or another person.
2. Sexual Assault: Engaging in non-consensual penetration of genitals or anus with an object or body part, or engaging in non-consensual oral penetration for sexual gratification.
3. 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:
 - a. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic standing;
 - b. 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
 - c. 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.
4. Non-consensual touch:
 - a. deliberate non-consensual touch of another person’s genitals, buttocks, or breasts; or
 - b. the use of genitals, buttocks, or breasts to deliberately touch another person without their *consent*; or
 - c. non-consensual and deliberate touching of another person’s body for the purpose of sexual gratification
5. Stalking: Engaging in two or more acts intended to follow, monitor, observe, surveil, threaten, or communicate to or about a person, or interfere with a person’s property. Stalking is a course of conduct directed at a specific person that would reasonably cause someone to:
 - a. Fear for the person’s safety or the safety of others; or
 - b. Suffer substantial emotional distress.
6. Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating

violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

7. Domestic Violence: A reasonably perceived threat or direct act of violence committed:
 - a. by a current or former spouse or intimate partner of the victim; or
 - b. by a person with whom the victim shares a child in common; or
 - c. by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; or
 - d. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - e. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
8. Harassment: Engaging in two or more acts that targets another individual with the intention of causing serious distress.
9. Threat or Physical Assault: any action used to intimidate another and cause reasonable fear, or any action which would cause physical harm to another person.
10. Illegal use or possession of alcohol or a controlled substance: any use, possession, or distribution of alcohol or controlled substance except as permitted by law.
11. Use, possession, or distribution of marijuana: any use, possession, or distribution of marijuana is prohibited.
12. Unauthorized use of property: the unauthorized use of university property, and/or.
13. Damage to property: any physical damage done to the university or its property.
14. Theft: taking the possession of another without consent, with the intention of depriving them of their property.
15. Vandalism: defacing or damaging any property within the boundaries of university lands.
16. Disturbing the Peace and Destruction of Property: No student or group of students shall disturb the peace, injure any person, (including hazing), damage or remove university property, or disrupt the functions of the university including its teaching, research, administration, or disciplinary proceedings, public-service functions or other authorized university activity, or interfere with its faculty or staff in the performance of their duties. No student shall encourage or in any way participate in the formation or prolonging of such a gathering.
17. Hazing: an activity which recklessly or intentionally endangers the mental health or physical 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 any institution of higher education in this state.
18. Weapons: The possession or firing of firearms, fireworks, explosives or weapons including but not limited to bows, knives, or guns by students is prohibited on campus, in any student residence, sorority, fraternity, approved private housing or university operated facility, except as they are used in officially approved university programs.
19. Violation of criminal law: any violation of municipal, state, or federal law.
20. Technology Theft and/or Abuse: Technology theft or other abuse of computer resources and facilities, including but not limited to the following is not permitted:
 - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Attempts to circumvent established security procedures or to obtain access privileges to which the user is not entitled.
 - c. Unauthorized transfer of a file.
 - d. Use of another's identification and password.
 - e. Use of computing facilities to interfere with the work of another student, faculty member, or university official.
 - f. Use of computing facilities to send obscene or abusive messages.

- g. Use of computing facilities to willfully publish, distribute or exhibit any obscene expression.
 - h. Use of computing facilities to interfere with normal operation of the university computing system.
 - i. Use of computing facilities and resources in violation of copyright laws.
21. Disruption of university activities: actions which impede or disrupt a university authorized activity, or conduct which would impede a student's access or participation in a university authorized activity.
 22. Violation of university rules: any action which would cause a violation of any published university rules, regulations, or policies.
 23. Noncompliance with sanctions: conduct which would violate any sanction or requirement imposed by a previous disciplinary procedure.
 24. Refusal to comply: a refusal to comply with law enforcement or university official in performance of his or her duties.
 25. Acts of Dishonesty: No student shall commit acts of dishonesty, including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any university official, faculty member, or office.
 - c. Forgery, alteration or misuse of any university document, record, or instrument of identification.
 - d. Falsifying or participating in the falsification of any university record.
 - e. Assuming the identity of another.
 - f. Any other act of dishonesty which adversely affects the university or the pursuit of its objectives.

Marijuana Prohibited

In June 2018, State Question 788 was approved by the voters of Oklahoma and became law. The state question legalized medical marijuana in the state. Despite the passage of this initiative, it is important to know that the use, possession, sale or distribution of marijuana (including medical marijuana and products containing marijuana) on any SWOSU owned/controlled property or event is illegal and against SWOSU conduct guidelines. Additionally, it is prohibited to attend class or work impaired or under the influence of a prohibited substance. Violations of these laws and policies may result in disciplinary action.

Even though medical marijuana is now legal under Oklahoma law, it remains illegal under federal law and the policies of SWOSU's governing board – Regional University System of Oklahoma (RUSO). As a recipient of federal funding, SWOSU must abide by the Controlled Substances Act, the Drug Free Schools and Communities Act, and the Drug Free Workplace Act. Any deviation from these federal statutes and rules will place SWOSU's federal funding, including student financial aid, in jeopardy.

Disciplinary Sanctions

Sanctions following a violation of the code of conduct may include, but is not limited to, one or more of the following:

1. Warning: A verbal and/or written notice to the student that they are violating or has violated university regulations.
2. Specified Restrictions and/or Requirements: The imposing of specified restrictions, including but not limited to: letter of apology, program participation, presentation of a workshop, preparation of a research paper project, social probation, community service, assessment or evaluation, counseling sessions, restitution for damages, punitive fines, residence hall transfer, eviction from residence halls, loss of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate educational expectation.

3. Conduct Probation: Conduct probation is a formal probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's disciplinary file and the disciplinary hold on his or her record is removed at the discretion of the DOS.
4. Temporary Suspension:
 - a. The Investigator may impose a university or university housing temporary suspension prior to the student conduct conference.
 - b. Temporary suspension may be imposed only:
 1. To ensure the safety and well-being of members of the university community or preservation of university property;
 2. To ensure the student's own physical or emotional safety and well-being; and/or
 3. If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.
 - c. During the temporary suspension, a student may be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Investigator may determine to be appropriate.
 - d. The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.
 - e. The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of a subsequent show cause meeting at which the student may show cause why his or her continued presence on the campus or in university housing does not constitute a threat.
5. Suspension: A student may be suspended for reasons of conduct for a defined period of time not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of the suspension.
6. Indefinite Suspension: A student may be indefinitely suspended from the University, which includes a denial of admission or re-admission for an indefinite period of time. Readmission may be granted only under exceptional circumstances. A suspension hold will be placed on the transcript.
7. Expulsion: When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the university.
8. Rescission of Credit or Degree Revocation: For those students found to have violated University policy, the University may elect to rescind credit for a specific course or program. Likewise, for those students who are found in violation of University policy and who have already graduated, the University may elect to revoke the degree(s) of a given student. When a degree is revoked or credit rescinded, a record of this action will be made a part of the official record of the student or graduate in the Office of the Registrar.
9. Disciplinary Hold: A disciplinary hold may be placed on records of students who have been placed on suspension or expulsion. A disciplinary hold may also be utilized to ensure compliance with other sanctions or requests to appear.

Sexual Misconduct

SWOSU has the following procedures to provide for the prompt and equitable resolution of student complaints pursuant to Title IX.

1. Title IX Report

Any Title IX report should be submitted using the reporting form located on the Dean of Students webpage, or by direct report to the Dean of Students.

Complaints may be resolved informally or may proceed through the applicable formal complaint proceedings.

Investigation Procedure

The following procedure will be initiated once the university is aware of an alleged conduct violation:

- a. Interim measures will be implemented as needed.
- b. The Title IX officer will inform the Respondent of the allegations made against them. The Title IX Officer will assign Process Advisors.
- c. The Process Advisors will invite the Complainant and Respondent to explain the investigation process and campus policies.
- d. The Title IX officer will begin an investigation.
- e. The Investigator will interview the parties and witnesses and collect evidence.
- f. A Title IX Conduct report will be written and shall include a review of the relevant evidence, determination of responsibility, and any recommended sanctions.
- g. The Title IX Team will convene to review the Title IX report and evaluate the recommended findings and sanctions of the Title IX Report. The Title IX team may request supplemental information to assist with determining the outcome of the investigation.
- h. The Investigator will concurrently inform the Complainant and Respondent of the investigation findings and any sanctions, as needed. The Complainant and Respondent will also be informed of appeal procedures.
- i. Appeal procedures will begin, if initiated.

Interim Measures

Victims of sexual harassment are entitled to a prompt and equitable resolution of student complaints that end the harassment, eliminate the *hostile environment*, prevent the harassment from recurring, and, as appropriate, remedy its effects. Examples of Interim Measures include:

- a. Assistance in filing a police report.
- b. Reasonable arrangements for ongoing safety.
- c. Connection to support services on campus and in the community.
- d. Put a “No Contact Order” in place between Complainant and Respondent.
- e. Make arrangements with academic classes.
- f. Change residence hall assignments.
- g. Change parking.
- h. Change work schedules.

Retaliation Policy

SWOSU prohibits retaliation against anyone who has submitted a complaint for discrimination, harassment, or sexual misconduct under this policy or local, state, or federal laws. SWOSU also prohibits retaliation against someone assisting an investigation, or assisting another to submit a complaint of discrimination or harassment.

If you are experiencing retaliation or aware of retaliation, please notify the Title IX Officer.

Appeal Request

The decision of the Investigator in Non-Academic Misconduct investigations shall be final and not appealable except in cases of suspension, expulsion or degree revocation which may be appealed to a Committee on student conduct.

Appeals will be granted only under the following circumstances:

- a. A procedural or substantive error occurred in either the investigative or adjudicatory process that significantly impacted the outcome of the Hearing (e.g. substantial bias, material deviation from established procedures, the findings and decision are contrary to the great weight of the evidence, etc.); or
- b. The sanctions imposed are substantially disproportionate to the severity of the violation found.

Appeal Process

To initiate an appeal, a student must make the request. The request and reason for appeal shall be submitted to the Investigator in writing, or delivered via facsimile or email, and include the date of submission. The appeal request must be delivered to the Investigator within 3 *days* after the disciplinary decision was sent by the university.

The Investigator will provide the student appeal request and the corresponding report to the Vice President for Student Affairs and all members of the Appeals Committee at least 5 *days* prior to the appeal Hearing. Within thirty (30) *days* of a request, a Hearing will be scheduled unless unanticipated circumstances prevent this.

If the student appeals a decision of suspension, expulsion, degree revocation, or rescission of credit, the decision will not become effective until after a Hearing before the Committee unless a temporary suspension remains in place in accordance with the policies herein.

Non-Academic Misconduct Hearing Appeals Committee

The Appeals Committee will have no less than three members. The Committee will include the Vice President of Student Affairs as the Committee Chair. Two other members may include any number of other administrators, faculty, and staff, and may include no more than one student. The chair of the Committee will decide any questions or objections to Hearing procedures that are raised during the Hearing.

Hearing Advisor

During the Hearing, a Complainant and Respondent may be accompanied by an advisor of the student's choice so long as the availability of the advisor does not hamper the timeliness of the Hearing. The student may choose to have an attorney serve as advisor; however, the advisor does not represent the student in a student conduct Hearing and the student will be expected to speak for him or herself at all times.

The Committee may be accompanied by a Hearing Advisor. The Hearing Advisor will not question witnesses or evaluate evidence. The Hearing Advisor shall be responsible for the effective implementation of policies and procedures throughout the Hearing.

Appeal Hearing Procedure

No more than thirty (30) *days* following the request of an appeal, the Committee shall convene for an appeal hearing. All hearings are closed and information presented in them and all supporting documents are confidential.

No request for new witnesses and/or evidence may be presented at the Hearing unless the Chair receives notification and approves the request at least 5 *days* prior to the scheduled Hearing. During the Hearing, the student has the opportunity to offer information on their own behalf and to review all information, statements, or evidence presented.

This Hearing will have the following procedure:

- a. The Chair will explain to the appealing student their rights under the terms and conditions of the Hearing rules and regulations. The Chair will then read a statement explaining the allegations made as well as the misconduct violation and its definition. The Chair will then read the Preponderance of Evidence definition used when determining outcomes of misconduct.
- b. The Chair will then explain the Hearing procedure.
- c. The Investigator will describe the evidence collected, the rationale used to make their determination, and the rationale used when determining the sanctions assigned.
- d. The appealing student will then have an opportunity to ask questions of the Investigator and their investigation process.
- e. The Committee may ask questions of the Investigator and the appealing student.
- f. The appealing student will then describe their reason for appeal. The appellant may then question any witnesses. The Committee will have an opportunity to question witnesses presented by the appellant.
- g. The Committee may then ask any questions of the Investigator and the appealing student.
- h. Witnesses and other students involved during the conduct investigation may then be called and questioned by the Committee. The appellant will have an opportunity to question witnesses presented by the Committee.
- i. After the chair has determined that all necessary information has been presented and questions answered, the Committee will go into closed session and all other persons will be excused. The chair may reconvene the Hearing if the Committee decides that essential information has not been presented. The Committee will determine whether or not it believes the accused student is responsible for a violation of the regulations and, if so, whether the penalties determined by the Investigator are reasonable. The Committee Hearing will result in one of two outcomes:
 - a. that the Investigator's determination is affirmed; or
 - b. that the Investigator's determination is modified or reversed.

The Committee's decision shall be final unless, within 3 *days* following the entry thereof, the student lodges an appeal with the president of the university. Appeals with the president shall relate to procedural matters only.

SECTION IV: ACADEMIC ISSUES

ACADEMIC APPEALS PROCEDURE

1. The student must exhaust all appeal requirements of the academic department from which the appeal is made before the student may file an appeal with the Academic Appeals Committee. Any appeal made by a student to the committee will be denied by the committee if the student has not exhausted all departmental appeal procedures.

2. With the exception of a [Request to Change a Grade to a Withdrawal \(W\)](#), the student must exhaust the following university administrative remedies before filing a written [Application for Academic Appeal](#) of a course grade unless they are included in the departmental appeals procedure:
 - The student must discuss the issue with the course instructor. If the issue is not resolved to the satisfaction of the student, the student must proceed to the next step.
 - The student must discuss the issue with the chair of the appropriate department. If the instructor assigning the grade has left the university before the start of the appeal, the department chairperson shall represent the instructor in the appeal process. If the chair of the department is directly involved in the matter, or if the issue is not resolved to the satisfaction of the student, the student must proceed to the next step.
 - The student must discuss the issue with the associate dean/dean of the school in which the course is taught. If the dean is directly involved in the matter, or if the issue is not resolved to the satisfaction of the student, the student may file a written [Application for Academic Appeal](#).The policy in its entirety may be found online in the [Academic Appeals Procedure](#).

ACADEMIC DISHONESTY

All forms of dishonesty such as cheating, plagiarism, knowingly furnishing false information to the institution, alteration or misuse of institution records or documents, including university identification cards, constitute violations of university regulations for which students are subject to disciplinary action. Disciplinary actions may include penalties which range from an unsatisfactory grade on a particular assignment, examination, or course, to dismissal from the university. These actions shall be determined by the instructor of record **or** appropriate university official. The student may appeal an assigned grade through the normal Academic Appeals Committee process. The student may appeal sanctions including temporary suspension, suspension, indefinite suspension, or expulsion through the Committee on Student Conduct.

ACADEMIC FORGIVENESS PROVISIONS

Oklahoma State Regents for Higher Education policy provides for ways that, under certain circumstances, enable students to recover from academic problems. Students may seek academic forgiveness by utilizing the following institutional procedures:

1. **Repeated Courses**
Students may repeat courses and have only the second grade earned, even if lower than the first grade, count in the calculation of the retention/graduation grade point average (GPA). Students may repeat up to a maximum of four courses, not to exceed 18 hours, in which the original grade earned was a "D" or "F."
2. **Academic Reprieve**
Academic reprieve is a provision allowing students who have experienced extraordinary circumstances to disregard up to two semesters in the calculation of the retention/graduation GPA. Students may request academic reprieve from Oklahoma State System of Higher Education (public) institutions with academic reprieve policies consistent with these guidelines.
3. **Academic Renewal**
Academic renewal is a provision allowing students who have had academic trouble in the past and who have been out of higher education for a number of years to recover without penalty and have a fresh start. Under academic renewal, coursework taken prior to a date specified by the institution is not counted in the retention/graduation GPA.

Although the academic transcript will continue to be a full and accurate reflection of the student's academic performance, the academic forgiveness provision will be reflected in such matters as how the retention and graduation grade-point average is calculated.

If you are currently enrolled and believe the academic forgiveness provisions outlined below will assist you in meeting academic goals, please contact the Registrar's Office for application forms and additional information.

Note: Academic Forgiveness Provisions do not apply to graduate courses. See the [College of Professional and Graduate Studies](#) for provisions.

ADMISSION

All permanent academic records for each student are established and maintained in the Office of Admissions and Registrar. Students enrolling at SWOSU for the first time are required to have on file in the Registrar's Office (prior to enrollment) the following: an application for admission, a high school transcript and ACT scores (freshmen only), official transcripts from all colleges previously attended, and any special admission requirements specified in the application. First time entering freshmen are also required to attend New Student Orientation to enroll prior to the fall semester.

SWOSU takes into account the following non-academic criteria in admitting first-time, transfer or readmission students: (a) whether applicants have been expelled, suspended, or denied admission or denied readmission by any other educational institution; (b) whether the applicants have been convicted of a felony or convicted of a lesser crime involving moral turpitude; and (c) whether the applicant's conduct has been such that if the applicant had been a student at the time of the conduct in question, the conduct would have been grounds for expulsion, suspension, dismissal, or denial of readmission at the university. The existence of such previous activity does not automatically disqualify an applicant.

Students should check with their advisors each semester to make certain they are progressing satisfactorily toward the intended degree. Students should feel free to check in the Registrar's Office concerning any special problems with courses. Every junior should request an official degree check to be used with the advisor's assistance in planning the remaining courses for the degree.

ADVISEMENT

Academic advisement for freshmen with no previous university attendance occurs during New Student Orientation. Advisement of other students occurs during pre-enrollment and enrollment periods. Assigned faculty advisors assist students in planning academic programs of study. Students who have decided on a major are assigned advisors from the major area of study. Students who have not declared a major are assigned a general faculty advisor who will help them with general education requirements.

ASSESSMENT CENTER

The Assessment Center administers and/or coordinates many testing and survey programs pertaining to students, including the American College Test (ACT), Advanced Placement Testing, Course Placement Testing, Academic Certification Examinations, Course/Instructor Evaluations, Test of English as a Foreign Language (TOEFL), and many others. Visit our [website](#) for a full listing and contact information.

ATTENDANCE

The administration and faculty of SWOSU expect students to regularly attend the classes in which they are enrolled. Individual instructors shall determine the degree to which student absences shall affect class grades. Students will be notified of this policy in each of their courses. If the instructor does not mention attendance policies, students should ask for specific guidelines. Students may be withdrawn from a course for excessive absences upon the request of the instructor.

The University does not excuse students from class attendance for participation in school activities such as athletics, music groups, speech events, field trips, etc. In the event that a student will miss three or more days of classes due to illness, students may provide medical documentation to the Dean of Students and request that notification be made to their instructors.

COMPUTERS

Information Technology Services provides information technology services and support for the academic and administrative communities.

Email

All students are automatically assigned a student email account. SWOSU uses the student email address as the primary means of contact.

Computer Labs

A number of computer labs are available in facilities across campus. Equipment varies in the different labs from Microsoft Windows computers to Apple Macintosh computers. All computer lab/classrooms have printers available without charge to SWOSU students.

Labs, including specialty labs, are currently located in the following buildings: Stafford, Art, Assessment, Education, Science, Technology, Campbell, Stewart, Music, Chemistry/Pharmacy/Physics, and the Library. The mission of each lab varies, as well as the hours of operation, and assistance available. The main computer lab in Stafford 128 is open approximately 80 hours a week during the fall and spring semesters and 60 hours a week during the summer. It is closed during interims and holidays.

Wireless Access

Access to wireless internet is currently available across campus.

ENROLLMENT

Students are responsible for their own enrollment. They should familiarize themselves with the information contained in the official [University Catalog](#) available online and in each academic department. General information, general academic regulations, majors, and degrees should be carefully studied. Enrollment occurs at various times throughout the year. Online enrollment is available to most students except for freshmen, first semester transfer students, and some designated professional degrees.

GRADE CHANGES

Students requesting a grade change must submit the request in writing to the instructor of record. The student must state the specific reason(s) for the grade change request. Student grades may be changed within the following criteria:

1. In the case of instructor computation errors, errors in data entry, other errors by the instructor, and courses originally graded with an Incomplete (I), grades may be changed by the instructor in person in

the Registrar's Office. An instructor may change a grade from one traditional grade to another (A, B, C, D, or F), or from an Incomplete (I) to any grade (A, B, C, D, F, or W). No review is required for this process.

2. For each course, the number of grade change requests shall be limited to one (1).
3. A grade change request shall not be granted after the student graduates from the university.
4. The time limit for instituting a grade change is normally one semester after the semester in which the grade was assigned (i.e., by the end of the next regular semester). Except under extenuating circumstances that prevent the student from completing required coursework, Incomplete (I) grades should be changed to a traditional grade (A, B, C, D, or F) within one semester. In the case of an Incomplete (I) assigned to a student in a research or independent study course, in which consecutive semesters of enrollment in such a course with the same instructor may be required to complete a project, the student must complete any remaining course requirements by the end of the next regular semester after the semester in which the instructor of record deems that the project should have been completed.
5. If a student requests a change of a traditional (A, B, C, D, or F) grade to a Withdrawal (W), the student must complete the [Application for Academic Appeal: Request to Change a Grade to a Withdrawal \(W\) Grade](#) form and submit the form to the instructor of record. If the instructor of record approves the request to change the grade to a Withdrawal (W), the instructor shall sign the form and forward the request to the Office of the Provost for review by the Academic Appeals Committee to determine compliance with regulations applicable to the particular student (e. g., financial aid, veteran status, or international student status).
6. If the original instructor of record is no longer available, then the student shall submit the grade change request to the chair of the department.

GRADING SYSTEMS AND POLICIES

The following system of grading is used at SWOSU:

Grade	Definition	Points Earned
A	Excellent	4 points per semester hour
B	Good	3 points per semester hour
C	Average	2 points per semester hour
D	Below Average	1 point per semester hour
F	Failure	0 points per semester hour
I	Incomplete	0 points per semester hour until work is completed. An "I" grade not changed by the instructor will remain a permanent "I" and will not contribute to the grade point average.
W	Withdrawal without Failure	
S	Satisfactory Progress	
U	Unsatisfactory Progress	Failing Grade

GRADUATE STUDIES

Two primary objectives of the Graduate School are promoting independent thought and providing advanced declarative and procedural knowledge. Additional elements of each degree program are courses, research, and other learning activities that are designed to accomplish those objectives. A final function of the College of Professional and Graduate Studies is to ensure continued compliance with state boards and accrediting agencies. The Graduate Office is located in the Hibler Education Center. Graduate degree program applications are available at and should be submitted to the Graduate Office. SWOSU's Graduate Catalog contains information regarding admission, available programs, requirements, fees, and policies. The [catalog](#) is available online.

HONORS DEGREES

Undergraduate students may graduate with honors degrees. The distinctions awarded are:

Summa Cum Laude: 3.90

Magna Cum Laude: 3.75

Cum Laude: 3.50

Note: Honors standing is determined by calculating the grade point average (GPA) using all credit hours attempted at the time of graduation. The cumulative GPA, not the retention/graduation GPA, is used in the calculation.

LIBRARIES

The [Al Harris Library](#), named in honor of a former University president, is centrally located on SWOSU's Weatherford campus. The Oscar H. McMahan Library is located on the Sayre Campus. The SWOSU Libraries has over 305,000 bound volumes, over 360,000 electronic books, and subscribes to 47,200 print and electronic periodicals. The collection is expanded by 1,200,000 microforms, over 2,090,000 media materials, and access to 100 online and full text databases available through the SWOSU Libraries website. The Al Harris Library is a partial U.S. Government and Oklahoma state document depository.

The SWOSU Libraries' collections are supplemented by access to the holdings of other libraries through interlibrary loan, a statewide library card system called OK-Share, and by electronic access to hundreds of specialized resources. Off-campus access to these electronic resources are available by the same login credentials used for student webmail. Librarians also teach instructional sessions on research skills and information literacy throughout the school year. Research assistance is provided by faculty librarians on both campuses, both in person and virtually, by consultation appointment or phone (580) 774-7082 and through our [Ask-a-Librarian \(https://library.swosu.edu/ask\)](https://library.swosu.edu/ask) service (email, text messaging, and instant messaging).

REMEDIAL REQUIREMENTS AND COURSE PLACEMENT GUIDELINES

The Oklahoma State Regents for Higher Education established an ACT score of 19 in determining student readiness for college level course work. Students entering college must score a 19 or above in the four subject areas on the ACT test (Math, English, Reading and Science Reasoning) in order to avoid second level testing and/or remedial courses. Students who score below 19 on any ACT subtest are required to participate in remedial coursework and/or co-requisite courses. Students should contact the [Registrar's Office](#) or the [University Assessment Center](#) for full details.

RETENTION STANDARDS

Freshmen students with 30 or fewer credit hours, who have a GPA of 1.7 to less than 2.0, will be placed on academic notice. Any student not maintaining satisfactory progress toward an academic objective will be placed on probation for one semester. At the end of that semester, he/she must have a semester GPA of 2.0 on regularly graded course work, not to include activity or performance courses, or meet the minimum retention GPA standard required in order to continue as a student.

Students not meeting either of these criteria will be academically suspended and may not be reinstated until one regular semester (fall or spring) has elapsed. A student suspended from SWOSU a second time may not re-enroll until he/she enrolls in another institution and raises the GPA to the level required for admission as a transfer student.

Suspended students who wish to appeal their status may contact the office of the Dean of Students. Contact must be made no later than one week prior to the beginning of classes. Appeals are heard by the Academic Suspension Appeals Committee.

RETENTION MANAGEMENT SERVICES

The Office of Retention Management is a resource for students with academic concerns or deficiencies. This office assists committed students in recognizing their strengths while addressing any weaknesses that may be counterproductive to achievement. Department staff focus on helping students attain their collegiate goals and maximize their academic success through advisement, peer mentoring, and programming throughout the year. The office oversees all College Success courses and coordinates services provided to students on Academic Probation. Services provided through this department are available to any student interested in attaining information on University resources.

SEMESTER EXAM POLICIES

1. Students may drop classes with instructor permission up to five days prior to the beginning of finals.
2. During the regular semesters, the three class days prior to the beginning of finals are considered "dead days" in that no graded assignments or activities are to be scheduled. Extracurricular events (*other than unscheduled league play-off events*) and required field trips are prohibited. Attendance policies will remain in force.
3. If students feel that the dead days policy is not being followed, students should speak with the faculty. If no resolution is reached, students should contact the department chair and ask for their help. If that route is unsuccessful, students should speak with the dean of their college.
4. Departments/Academic Units will schedule room assignments for final exams through the office of the Vice President for Administration & Finance.
5. Exams for single classes must follow the schedule.
6. Multi-section exams scheduled by an instructor must have the approval of the Vice President for Student Affairs for both time and room space. These are scheduled on a first-come, first-serve basis.
7. Multi-section exams **must be approved one week before the first final exam** and classes notified of the schedule.
8. In case of conflict between single sections and multi-sections, the single section takes precedence for the student's time.
9. Occasionally the final exam schedule results in a student having more than three exams on any given day. Students may seek assistance in alleviating this excessive schedule from the Vice President for Student Affairs on the Weatherford campus or from the Dean at the Sayre campus.
10. **No Early Finals.** Early finals are any final given prior to 8:30 a.m. on the Monday of finals week. (Lab finals are scheduled prior to finals week.)
11. Students unable to meet the regular examination schedule will receive an "I" (*Incomplete*) and will have the next full semester in which they are enrolled to complete their work.

TEXTBOOKS

The University Bookstore is available on campus to purchase and sell new and used textbooks as well as supplies. Students can also rent textbooks or purchase textbooks online when they enroll. The University Bookstore is operated by Follett, Inc.

TRANSCRIPTS

Transcripts can be obtained in the Registrar's Office, located in the Hays Administration Building. All requests must include a valid photo identification with signature whether at the counter, or by mail, or fax. If a student

has an obligation to the University (library fine, parking tickets, documents not turned in, tuition not paid, etc.), transcripts will not be issued until the obligation is fulfilled.

TUITION AND FEES

Tuition and fees are due on or before the first day of classes each semester. Total withdrawals are processed through the Office of the Registrar. Refunds are made for approved withdrawals during the first ten days of the regular semester or the first five days of the summer semester. After the tenth class day during the regular semester or fifth day of summer session, there will be no refund. Tuition refunds will not be processed until after the tenth class day of each semester. Questions about refunds should be directed to the Office of the [Bursar](#).

TUTORING

Tutoring is provided through the department in which the course is assigned for some general education and upper division courses. The schedule for online tutoring and on-campus tutoring is located on the university [website](#).

VETERANS' AFFAIRS

The staff of the Registrar's Office provides service to veterans and dependents who are eligible for Veteran's Administration educational benefits. For information, contact the Registrar's Office, VA Coordinator, Room 106, Hays Administration Building, or call (580) 774-3008.

WITHDRAWAL

Students may need to withdraw from an individual class or classes during a semester, or they may need to withdraw completely from all of their currently enrolled classes during the semester.

1. To withdraw from an individual class, students should complete and submit an add/drop form to the Registrar's Office in the Hays Administration Building during the defined add/drop period. Students that have access to online enrollment may also do so through their self-service account.
2. A total withdrawal from the University must be processed through the Registrar's Office. Students should complete and submit a total withdrawal form to the Registrar's Office. Complete withdrawals also require a signature from Student Financial Services. Students who withdraw from classes or the University after the designated drop period but within the first eleven weeks will have a "W" recorded on their transcript. After the eleventh week, students are either graded with a "W" for courses in which they are passing or "F" for courses in which they are failing at the time of withdrawal. Grades of students leaving the University without officially withdrawing are recorded as "F". Refunds are made for approved total withdrawals according to dates published each semester in the Enrollment Information & Finals Schedule that can be found through the self-service portal or the course schedule. Total withdrawal from the university must be done prior to the first day of classes in order to avoid financial penalties.
3. The Refund Policy for SWOSU is maintained from past years, but the federal government has made changes related to federal student aid recipients who initiate complete withdrawals from the university. All students who receive federal aid, including the Federal Pell Grant, SEOG Grant, Stafford Loan, Unsubsidized Stafford Loan or Parent PLUS Loan, who withdraw during the first 60% of a semester must repay 60% of their aid back to the federal government. Students are strongly advised to confer with the Office of Student Financial Services before initiating a complete withdrawal so the economic impact of that decision can be clearly understood.

HARDSHIP WITHDRAWAL

A student leaving SWOSU for medical/psychological/hardship reasons should begin this process by meeting with the Dean of Students.

SECTION V: BUSINESS OFFICE AND FINANCIAL AID

FINANCIAL RESPONSIBILITY

Students are responsible for payment for the cost of attendance. Students receiving scholarships, loans, or grants are subject to all late fees if they fail to insure that the necessary paperwork to receive such financial aid is completed on time. Payment plans are available. Students who have payment problems must report to the Bursar's Office to prevent cancellation of their enrollment. Student accounts that remain unpaid at the end of the semester are subject to assignment for collection. Students are responsible for any additional charges made by the collection company for this service.

STUDENT FINANCIAL SERVICES

Student Financial Services is located in Stafford 217. This office provides students information on various types of financial assistance. This information can be found in the office and [online](#). A student must complete a Free Application for Federal Student Aid (FAFSA) in order to apply for need-based financial aid. Household size, the number of children in college and family income are important variables in determining eligibility for need-based financial aid. A FAFSA must be completed in order to apply for state and federal grants.

EMPLOYMENT

Part-time employment opportunities exist for students both on and off campus. Students apply for employment through the Bulldog Job Board. Federally funded work-study jobs are available in the majority of departments on campus. Students must complete the Free Application for Federal Student Aid (FAFSA) to establish eligibility for the work-study program. Students qualifying for work-study will be given an award letter from the Student Financial Services Office. Most work-study positions are paid at the current minimum wage rate. The number of hours a student employee may work varies on their specific eligibility. Most students work 10-15 hours per week, not to exceed 20 hours per week.

GRANTS

State and federal grants are available at SWOSU for those who qualify. To be considered for these need-based programs, complete a Free Application for Federal Student Aid (FAFSA) and a SWOSU Student Data Form. Both are available from the Office of Student Financial Services or online. Early application is critical to securing some of these types of aid. Many grants require at least half-time enrollment per term.

LOANS

Federal student loans and institutional short-term emergency loans are both available at SWOSU. Federal loans include the Federal Subsidized Stafford Loan, Federal Unsubsidized Stafford Loan or the Federal Parent Loan for Undergraduate Students (PLUS Loan). The FAFSA must be completed to determine eligibility for any federal student loan. To receive a loan you must be enrolled at least half-time per term. Apply early, since student loans take time to process. The Bursar reviews all requests for emergency short-term loans.

HONORS AND SCHOLARSHIPS

Institutional scholarships (tuition scholarships) are based upon academic achievement and financial need. Students may refer to the Scholarship Handbook for more details.

FINANCIAL ASSISTANCE FOR GRADUATE STUDENTS

Graduate students who need financial assistance should contact the Office of Student Financial Services to determine eligibility. Most financial assistance at the graduate level is limited to individuals who are enrolled in at least 5 hours per term. Graduate assistantships are available through academic departments that offer graduate programs. Graduate students are eligible to apply for Stafford Subsidized and Unsubsidized Student Loans. Additional funding may be available through school departments and the SWOSU Foundation. Graduate students may also apply for a tuition scholarship through the Graduate Office, located in the Hibler Education Center.

SECTION VI: UNIVERSITY POLICIES AND PROCEDURES

AMERICANS WITH DISABILITIES ACT AMENDMENT ACT (ADAAA)/SECTION 504

The American with Disabilities Act Amendment Act (ADAAA) requires the provision of "reasonable accommodations" to those qualified individuals with disabilities by providing equal, nondiscriminatory program access in the academic setting. Students are responsible for providing current documentation from a qualified professional to support their request for accommodations.

The ADAAA Officer (SWOSU Dean of Students) assists students in supplying required documentation so that SWOSU can make reasonable accommodations. Students must take the verifying documentation, provided by a qualified professional, to the Dean of Students. A full list of services to students with disabilities may be found on the DOS [website](#).

The student should meet with each instructor after the first class period or during the instructor's office hours within the first week of class and discuss the specific accommodation options that have been recommended and how they will be adopted in class. Accommodations cannot be retroactive and begin only after verifying documentation from a qualified professional is received and reasonable time for accommodation development has been allowed.

If a student with a disability believes that faculty members have not provided the appropriate accommodations, he or she may file a grievance with the Dean of Students. If a student does not believe their accommodation request has been fulfilled in a reasonable manner by the Dean of Students, the student may file an appeal with the Vice President for Student Affairs.

Any student attending SWOSU who has a physical or developmental impairment may make an application for vocational rehabilitation services.

CAMPUS SECURITY PROCEDURES AND PRACTICES

Emergency Response and Evacuation Procedures (ERAEP)

The SWOSU administration will immediately notify the campus community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. SWOSU law enforcement and designated persons will test the ERAEP annually and document

the information concerning a description of the exercise, i.e. date, time and if announced or not announced. Students must sign up for the [Emergency Notification System \(Alert System\)](#).

Missing Student Notification Process

Any SWOSU student presumed missing for 24 hours shall be reported as presumed missing to the SWOSU Chief of Police/Office of Public Safety. The Chief will contact other parties to assist in the search. Students may access the Campus Police's [website](#) for the complete process.

Parking Decal Required

Campus parking is available to all students. Because of the high number of vehicles parked on campus, it is required of all students with vehicles, both part and full-time, to obtain a parking decal at the Campus Department of Public Safety. The one-time cost to students of obtaining a parking decal is included in a Safety Service Fee students pay at enrollment. Replacement decals are available upon request when presenting photo ID at SWOSU's Department of Public Safety. Your safety is our primary concern; therefore, our traffic laws and parking stipulations will be stringently enforced. The jurisdiction includes all university property as well as adjacent or surrounding streets. Fines are charged to student accounts for violations ticketed by campus police. All of the SWOSU Police Officers are CLEET certified and may issue campus, municipal, or county tickets depending on the type of violation.

NOTICE: The State of Oklahoma prohibits motor vehicles being displayed for sale at unlicensed locations (university property). Students are asked to cooperate by not placing 'For Sale' signs on any motorized vehicle parked in university parking lots or on university property.

Reporting Crimes and Emergencies on Campus

Reports of criminal actions or other emergencies occurring on the SWOSU campus should be made to the campus Department of Public Safety (DPS) who will respond in accordance with established law enforcement procedures. Victims of serious crimes may request support personnel such as ministers and counselors during and after reporting.

Security of Facilities and Access to Residences

Security is provided in the maintenance of the university's facilities through a number of mechanisms, including limitations on hours of operation, policies on keys, restriction of access to those bearing appropriate identification as university staff or students and the provision of adequate lighting. A guide for living in residence halls is given to each student residing in the halls. The campus DPS performs building checks on all campus buildings at scheduled times. Students may be authorized to be in a building after lock-up, if under the direct supervision or written permission of an authorized faculty or staff employee.

Cooperation with Area Police Agencies

SWOSU cooperates with local police authorities to monitor and record information concerning criminal activity occurring away from the campus but involving university students or university-recognized student organizations.

Drug-Free Workplace and Schools

The consumption or possession of alcoholic beverages or illegal narcotics in any form on the campus, in the university housing, or at any affair on the campus sponsored by or for a student organization is forbidden. The University also acts in accordance with the Drug Free Schools Act, the Drug Free Workplace Act, and other applicable provisions of state and federal law. Annually SWOSU sends students a copy of these written policies: Drug-Free Schools, Drug-Free Workplace, and Student Code of Conduct. SWOSU offers the following programs dealing with alcohol and other drug abuse:

1. Alcohol Awareness Month focuses on fostering responsible drinking behavior. Various programs bring awareness concerning the disadvantages of alcohol and drug use and promote the non-use of all drugs.
2. Red River Transit provides transportation assistance to students from the community of Weatherford. It enables students to travel safely to and from various locations on campus and in the city.

In accordance with state law, no one other than a commissioned law enforcement officer may carry firearms on campus. Southwestern Oklahoma State University recognizes its responsibility as an educational and public service institution to promote a safe and productive educational and work environment. This responsibility demands implementation of programs and services which facilitate that effort. Southwestern supports federal laws requiring the establishment of antidrug programs which prohibit the use of illegal drugs in the schools and the workplace. Toward this goal, the University has implemented the following policies:

- Students and employees are required to abide by the terms of the Drug-Free Schools and Drug-Free Workplace Policies as a condition of enrollment and/or employment.
- Illegal manufacture, distribution, possession or use of illegal drugs on university property is strictly prohibited.
- A violation of the policy is to be considered a major offense that can result in immediate expulsion for students, termination of employment or require satisfactory participation in a drug rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon an individual for violation of this policy.
- Employees are required to notify their supervisors of a criminal conviction for drug-related offenses occurring in the workplace no later than five days following the conviction. Students are required to notify the Dean of Students of such a conviction on university property within the same time frame.
- Students and employees are provided access to the University's Employee Assistance Program (EAP), counseling and training programs which are designed to inform individuals about the dangers of drug abuse. Voluntary participation in or supervisory referrals to the Employee Assistance Program are on a confidential basis.
- Students and employees are forbidden from performing sensitive safety functions while a prohibited drug is in their system.
- Drug testing is mandated for sensitive safety positions prior to employment when there is reasonable cause, after an accident, on a random basis, and before returning to duty after refusing to take a drug test or after not passing a drug test. (Sensitive safety employees are defined in CFR Volume 32, Part 280 and CFR Volume 49 Part 653.) This legislation is available for review in the Human Resources Office.

Storm Warnings and University Assigned Shelters (no animals allowed)

In the event of storm conditions, the city of Weatherford will sound sirens strategically located across the city and on the University campus to warn the population to seek immediate shelter or take proper precautions. Members of the university community have several campus buildings available to them which are readily accessible for shelter.

CAMPUS EXPRESSION POLICY

Oklahoma statute has defined "Campus Community" as SWOSU students, administrators, faculty, staff, and their invited guests. "Expressive Activity" protected under Oklahoma statute include but are not limited to the participation of the Campus Community in any lawful verbal, written, audio-visual or electronic means by which individuals may communicate ideas to one another, including peaceful assembly, protests, speeches, guest speakers, distribution of literature, carrying signs, and circulating petitions.

Policy Statement

The University will not interfere with the rights of individuals and groups to the free expression of their views or impermissibly regulate their speech based on its content or viewpoint. SWOSU may establish reasonable time, place, and manner restrictions on Expressive Activity. Such restrictions must be content-neutral, narrowly tailored to serve a significant governmental interest, and allow ample alternative channels for communication of the information. No event or Expressive Activity shall be permitted to substantially disrupt normal University operations.

Oklahoma statute states that the outdoor areas of the SWOSU campus are deemed public forums for the Campus Community. Outdoor areas of campus are the generally accessible outdoor areas where members of the Campus Community are commonly allowed, such as grassy areas, walkways, and common areas. Outdoor areas where access is restricted from the majority of the Campus Community are not included.

The University designates the following indoor facilities as not available for Expressive Activity: administrative offices, laboratories, and (during instructional hours) classrooms. Rooms can only be reconfigured in a limited fashion and the sponsoring organization is responsible for clean-up, damages to property, etc. Restrictions on expressive activities occurring in indoor facilities will apply equally to all individuals and organizations and not depend upon the content or viewpoint of the expression or the possible reaction to that expression.

Time, Place & Manner Restrictions

Expression may be limited or restricted with respect to time, place or manner. These limitations shall be customized (i.e. to ensure the protection of public order, to avoid scheduling two events at the same time, to avoid disruption of functions of the University including its teaching, research, administration, disciplinary proceedings, public-service functions, or other authorized University activity) to assure compliance with local, state and federal laws. Limitations shall be reasonable and applied without regard to the content of the expression or the purpose of the assembly, except for expression that is not protected by the First Amendment.

Examples of such restrictions include imposing limits on the noise level of speech (sound amplification equipment is prohibited), capping the number of participants who occupy any given space, and protecting the safety of individuals, campus property and the continuity of the educational process. The carrying of torches or open flames, wearing helmets, carrying shields or bats, and wearing masks is prohibited, per [Oklahoma statute \(21 O.S. 1301\)](#).

Procedures

Reserving Campus Facilities

Student organizations must submit a completed [Application for Approval of Student Organization Activity](#). If other members of the Campus Community desire to reserve campus facilities, including the application of sidewalk chalk, they shall submit their requests to the appropriate facilities' director. At least twenty-four (24) hours advance notice, as defined by the calendar of administrative office days, should be given. If the event is to be scheduled on a Monday, notice shall be given no later than the preceding Friday. More notice may be required to allow for sufficient logistical support and to ensure the safety and security of the campus or if the requested location is already scheduled for use by another party.

Individuals or organizations who are not members of the Campus Community must be invited guests. The facility reservation request should be submitted by the member of the Campus Community issuing the invitation.

The Campus Community may request to reserve campus facilities on a first-come, first-served basis. These requests may be denied for the following reasons:

- a. The requested venue is an indoor facility that the University has designated as not available for Expressive Activity;
- b. The requested venue is an outdoor area where access is restricted from the majority of the Campus Community;
- c. The venue is already reserved for another event;
- d. The activity will attract a crowd larger than the venue can safely contain;
- e. The activity will substantially disrupt another event being held at a neighboring venue;
- f. The activity will substantially disrupt University operations (including classes);
- g. The activity is a clear and present threat to public safety, as determined by the University's police department;
- h. The activity will occur during examination periods; or
- i. The activity is unlawful or unprotected.

Outdoor Expressive Activity

For outdoor campus facilities and areas, the Campus Community may freely engage in spontaneous expressive activities as long as they do not block access to campus buildings, obstruct vehicular or pedestrian traffic, substantially disrupt previously scheduled campus events, substantially disrupt University operations, constitute unlawful activity, or create a clear and present threat to public safety, according to the University's police department.

No University personnel may impose restrictions on the Campus Community who are engaging in spontaneous expressive activities due to the content or viewpoint of their expression or the possible reaction to that expression. In the event that other persons react negatively to these activities, University officials (including Campus Police) shall take all necessary steps to ensure public safety while allowing the Expressive Activity to continue.

DRUGS, ALCOHOL, AND WEAPONS ON CAMPUS

The University enforces all state laws regarding the possession, use, and sale of alcoholic beverages, including those prohibiting the consumption of alcoholic beverage to persons under the age of 21.

The University's Alcohol Policy is available for review as part of the SWOSU Drug Free Workplace document available in Human Resources and on the office's website. It is also located on the Campus Police's website, in the Faculty Handbook, and in the Student Handbook.

SWOSU Campus Security enforces all state and federal laws concerning illegal drugs, and will apprehend anyone found in possession of, using, or selling drugs. Students may additionally be charged under any existing University student disciplinary code.

In accordance with state law, no one other than a commissioned law enforcement officer may carry firearms on campus.

Although "permit-less carry" will be in effect as of November 1, 2019, Oklahoma statute states that any firearms, machetes, blackjacks, loaded canes, hand chains, or metal knuckles are not permitted on university property, nor may they be removed from a vehicle without the prior consent of the university president while the vehicle is on university property. The university may notify the Oklahoma State Bureau of Investigation of any violation as well as take administrative action against any student found to be in violation.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

In compliance with the Family Educational Rights and Privacy Act of 1974 (commonly called the Buckley Amendment), SWOSU hereby institutes the following policies effective November 19, 1974. These policies shall be published annually in the Update on Contemporary Issues. Additional copies are available to any student or interested party, on request, in the Registrar's Office.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

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

Students should submit to the registrar, DOS, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Another exception permits a school to disclose personally identifiable information from education records without consent when the disclosure is to the parents of a "dependent student" as that term is defined in Section 152 of the Internal Revenue Code. Generally if either parent has claimed to student as a dependent on the parent's most recent year's income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception. (SWOSU processes student information through the Dean of Student/Title IX Office and student consent.)

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures *by Southwestern Oklahoma State University* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
202-260-3887**

Directory Information

In accordance with the Family Educational Rights and Privacy Act of 1974, SWOSU identifies the following numbered items as "directory information." This information can be released to interested parties on a "need to know" basis unless the custodian of the record is notified in writing to the contrary by the tenth class day at the beginning of each semester:

Students who do not want their directory information to be made public must notify the Registrar no later than the 10th class day of the semester.

1. Student's name
2. Local and permanent address
3. Telephone number
4. Date and place of birth
5. Major and field of study
6. Academic classification
7. Participation in officially recognized organizations, activities & sports.
8. Weight and height of participants in officially recognized sports
9. Educational institutions previously attended
10. Dates of attendance at SWOSU
11. Degrees and awards granted
12. Degree(s) held, date(s) granted and institution(s) granting such degree(s)
13. Part or full-time enrollment status
14. Photographs of students
15. E-mail address

Types of Records

In accordance with item one in the preceding subsection, SWOSU provides the following list of educational records maintained and the title of the individual(s) in custody of those records:

Record Type	Custodian of Record
Academic	Registrar
Discipline	Dean of Students, Dean of the College of Pharmacy
Health	University Nurse
Placement	Director of Placement
Financial Aid	Director of Student Financial Services
Admissions	Registrar/Admissions Counselor

An official copy of the Student Privacy Rights can be found in the Registrar's Office, Hays Administration Building, Room 108, (580)774-3777.

HEALTH AND WELLNESS

Guidelines for Individuals Infected with a Communicable Disease

An individual with a communicable disease shall be required to inform the proper university personnel that they have a communicable disease. Failure to do so may cause the employee to be suspended and/or the student to be administratively withdrawn from classes.

Students

A student will inform the University Nurse if they have been diagnosed as having a communicable disease. It will be the responsibility of the University Nurse to notify the appropriate administrator(s) within the normal channel of communication of this situation. In the event the student is a minor and the minor's parents are aware of the disease, the student's parents shall have a concomitant duty to so inform the University Nurse. The University shall request from the student (or if the student is a minor, from the parents of the minor) a medical report from a licensed physician, which may be reviewed by a physician designated by the University. The University reserves the right to request that the student be examined a second time by a physician designated by the University. The medical report or medical evidence will be used to assess each reported illness on a case-by-case basis.

Those evaluating the case will include the Dean of Student/Title IX Officer, University Nurse, the contracted University Physician, and appropriate administrative personnel, in conjunction with the student (the student's parents or legal guardians if the student is a minor) and, if desired, the student's physician. A determination shall be made, based on medical evidence concerning the nature of the risk posed by the illness, the likely duration of the risk, the severity of the risk, and the probability that the disease will be transmitted and will cause varying degrees of harm. If, upon the request of the DOS, the student refuses or otherwise fails to provide the medical report, the student will not be allowed to return to the University until such time as the medical report is provided. Should the illness persist, an updated medical report from a licensed physician shall be provided not less than every six (6) months as required by the University.

The student may be administratively withdrawn from classes if it is determined on the basis of medical evidence that his/her continued attendance poses an unacceptable risk to himself/herself or to others.

Guidelines on Infectious Diseases

Purpose

The purpose of this policy is to establish procedures to be followed when a university employee or student is infected with a communicable disease. Such diseases include, but are not limited to, hepatitis, meningitis, mumps, HIV/AIDS, whooping cough, measles, diphtheria, chicken pox, and tuberculosis.

General Policy

The University is committed to providing a working and learning environment free of health hazards for its students and employees. So long as medical evidence supports, with reasonable medical certainty, that a particular disease is not communicable by the casual contact normally found in the workplace or classroom, those areas will not be considered to be hazardous as a result of the presence of an infected student or employee.

The University will comply with all federal and state laws applicable to employees, students, and job applicants with communicable diseases.

The confidentiality of information regarding individuals infected with a communicable disease shall be respected.

As long as an employee (including student employees) with a communicable disease is able to perform job duties satisfactorily and medical evidence indicates that their condition is not a threat to themselves or others, the employee is to be treated consistently with others in the workplace. Similarly as long as a student with a communicable disease is able to pursue their education within the established academic standards and medical evidence indicates that their condition is not a threat to themselves or others, the student is to be treated consistently with other students.

Discrimination against and/or harassment of the employee and/or student may result in disciplinary action.

The University will make educational materials on communicable diseases available for students and employees through the University Health Center (office of the University Nurse).

Health Insurance

Health insurance for college students and their families is available in the Dean of Student/Title IX Office and Student Health Services. Health insurance for International students is required and available in the International Student Affairs Office. Athletes are also required to carry a health insurance policy.

POLICY FOR STUDENT IDENTITY VERIFICATION IN DISTANCE LEARNING

Purpose and Scope:

In compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance learning, Southwestern Oklahoma State University has established and will periodically evaluate its process to confirm that a person who has accepted admission to SWOSU is the person who is completing the enrollment form, that a student taking an examination is the student who registered to take the examination and that the student who is registered for an online course is the same student who participates in, completes, and receives credit for the course.

This policy applies to all credit-bearing distance education courses or programs offered by Southwestern Oklahoma State University, beginning with the application for admission and continuing through to a student's graduation, transfer, or withdrawal from study. The purpose of this policy is to ensure that Southwestern Oklahoma State University operates in compliance with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) concerning the verification of student identity in distance education.

The HEOA requires that institutions offering distance education courses or programs have processes in place to ensure that the student registering for a course is the same student who participates in the course or receives course credit. The Act requires that institutions use one of the following three methods:

- A secure login and pass code;
- Proctored examinations; and
- New or other technologies and practices that are effective in verifying student identification.

Compliance:

Secure Login and Password: The Dawgtag system is SWOSU's authentication and security measure to ensure that accounts are managed more securely across the University. Each student at Southwestern Oklahoma State University is provided a Dawgtag, email address, and an initial password for secure access to University systems, including SWOSU's learning management system. New students are provided their personal Dawgtag after admission through the Southwestern Oklahoma State University's Registrar's Office.

Students are responsible for providing their complete and true identity information in any identification verification process. It is against University policy for a user to give someone his or her password or to allow others to use his or her account.

The Southwestern Oklahoma State University uses Canvas as its learning management system. The Canvas system integrates with University authentication services to ensure appropriate and secure student access to courses and other Student Information Systems. All users of the University's learning management system are responsible for maintaining the security of Dawgtags and passwords, or any other access credentials as required. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or email is prohibited.

Personally identifiable information collected by the university may be used, at the discretion of the institution, as the basis for identity verification. For instance, a student requesting that their learning management system password be reset may be asked to provide two or more pieces of information for comparison with data on file, or to come to the Center for Excellence in Teaching and Learning in person with a photo ID or verification.

Responsibilities: All users of the University's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail is prohibited.

Access credentials may not be shared or given to anyone other than the user to whom they were assigned to for any reason. Users are responsible for any and all uses of their account. Users are responsible for all activity on their accounts. Users are responsible for changing passwords periodically to maintain security. Users are held responsible for knowledge of the information contained within the most recent University Catalog as well as the Student Handbook. Failure to read university guidelines, requirements and regulations will not exempt users from responsibility.

As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to use technologies and to design courses that use assignments and evaluations that support academic integrity. Changes in student behavior such as sudden shifts in academic performance or changes in writing style or language used in discussion groups or email may indicate academic integrity problems. Instructors routinely should use a variety of assessment instruments. As best practices suggest, faculty should routinely ask students to share in appropriate ways important ideas learned from texts and references, require research projects and paper assignments to be submitted in steps, and/or use Turnitin.com.

SWOSU provides for Respondus LockDown Browser™, and Respondus Monitor™ for faculty to make use of for assessment purposes to verify student identity. Respondus LockDown Browser is a custom browser that locks down the testing environment within online courses. Students are unable to print, copy, or access other websites and applications. Respondus Monitor™ is a companion application for Respondus LockDown Browser™ that uses webcam and video technology to allow assessment sessions to be recorded. Ideal for non-proctored environments where online tests pose unique challenges.

Faculty teaching courses through distance education methods hold primary responsibility for ensuring that their individual courses comply with the provisions of this policy. Faculty are responsible for informing the Office of Academic Affairs and Provost of any new technologies being used to verify student identity, so that published information on student privacy can be maintained appropriately, and so that the university can coordinate resources and services efficiently. Because technology and personal accountability may not verify identity absolutely or ensure academic integrity completely, faculty are encouraged, when feasible and pedagogically sound, to design courses that employ assignments and evaluations unique to the course and that support academic integrity.

Deans and directors of college-level units are responsible for ensuring that faculty are aware of this policy and comply with its provisions. Deans, chairs and directors are also responsible for ensuring that academic awards and degree programs within their units comply with the provisions of this policy.

At this time, there are no additional student fees associated with student verification. If any fees associated with the verification of student identity will be charged to students, they will be so indicated in the online catalog or on the “Tuition and Fees” website.

The Southwestern Oklahoma State University complies fully with the provisions of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. This act protects the privacy of student information in distance education by requiring, with certain limited exceptions, that the student's consent must be obtained before disclosing any personally identifiable information in the student's education records. Additional information on [FERPA](#) and [student record access](#) can be found online.

Review:

The Office of Academic Affairs and Provost is responsible for ensuring compliance with this policy and that deans, department chairs, and program coordinators are informed of any changes in the policy in a timely fashion. The Office of Academic Affairs is also responsible for ensuring that university-level processes remain in compliance with this policy (registrar, admissions, library, etc.).

RESIDENCE HALL RULES AND POLICIES

Residence hall guidelines and policies are listed in the Residence Hall Handbook which is located online at <http://www.swosu.edu/students/fpp.aspx>. Hard copies of the handbook are available upon request. In addition, each building has residence hall rules and policies determined by the individual residence hall’s House Council and university staff responsible for hall supervision.

SERVICE ANIMALS AND PETS ON CAMPUS

The following are regulations regarding pets on campus:

1. Only service animals that are used for persons with disabilities are allowed in the non-residential university buildings. Students who require the use of service animals must provide the appropriate documentation to the DOS following the university reasonable accommodations procedures.
2. Pets are not allowed to run free, nor may they be left unattended on university property.
3. Service or comfort animals with residents are allowed in the residence halls. Students who require the use of comfort animals must provide documentation to the DOS following U.S. Department of Housing and Urban Development regulations.

The penalties for violations are as follows:

1. First violation - warning.
2. Second violation – meeting with the DOS.

SOLICITATION

It is a violation for any person or group to solicit or sell to individual students or groups of students at any time on the property, campus, or grounds of SWOSU, except in those cases where specific authorization has been extended by the office of the Dean of Students or by the office of the Director of Auxiliary Services.

STUDENT DRESS AND APPEARANCE

Neatness and appropriate dress are important at all times. It is assumed that students who attend SWOSU will exercise mature discretion in regard to their personal appearance and hygiene. For obvious reasons of hygiene and safety, students shall not be shirtless and/or barefoot.

STUDENT IDENTITY VERIFICATION

SWOSU complies with federal rules and Higher Learning Commission policy (listed below) through the institutional practice of assigning and verifying student identity in the following ways:

- Upon university admission, the IT department staff assigns students a User ID and Password to access their web mail address for their email. Web policies are found on the [university webpage](#).
- Upon university admission, the IT department staff assigns students a secure login and password/PIN to access their grades, financial aid information, tuition bill, and to enroll for classes online (if applicable) via Campus Connect.
- When students enroll in courses that use Canvas course management system they use an assigned secure login and password for access to course materials and turn in their work or take exams.
- Students can change their Password/PIN anytime and are encouraged to do so immediately after initial access to email, Campus Connect and Canvas to protect their privacy.
- Students must present a Photo ID when taking exams or turning in their work when they enroll in courses offered at distance learning sites via interactive video, and web courses per guidelines established by the [Center for Excellence in Teaching and Learning](#).
- Students must present a Photo ID and/or other acceptable forms of identification in order to take any tests at the [Assessment Center](#).
- Limited access to VAX, Campus Connect, Canvas, and course information based on personnel job description and responsibilities affords additional student privacy protection. Some examples are listed:
 - Students have access to their individual information via Campus Connect.
 - Faculty has access to student information specific to their advisement assignment.
 - Registrar's Office has access to all student admission and enrollment information.
 - Business Office has access to all budget information for each department including student scholarships, grants.
 - [Student Financial Services](#) has access to any student financial aid information, scholarships, grants, and can access student admission data.
 - Student Affairs staff has access to [student records](#).
 - Human Resources staff has access to employment records.
 - Administrators (Department Chairs, Associate Deans, Deans, and Vice-Presidents) have access to records pertinent to their areas of assignment.
- University policy and practice governs the discipline of students and employees found to be in violation of breaching [privacy protections](#).

STUDENT ORGANIZATION ACTIVITY FUNDING

Funding is available for recognized student organizations so that they may provide campus-wide activities. Each year, student organizations must complete the Campus Organization Information Report and the Student Activity Budget Request Summary in order to apply for funds. Contact the Dean of Students for deadlines and additional information. Priority funding will be given to requests which benefit the student body on a campus-wide basis.

A student allocations committee, with oversight by the Dean of Students, reviews all requests from student organizations for these funds. The committee recommendations for funding must be approved by the Dean of Students and Vice-President for Student Affairs. These funds are deposited in a university account and are subject to the same requirements as any other student activity expenditures. There are three basic rules for use of these funds:

- 1) The amount and purpose must be approved by the committee.
- 2) A large purchase order, (signed by an organizational officer and sponsor) must be approved, prior to the purchase, through the Business Affairs office.
- 3) An invoice or check requisition (signed by the sponsor and officer) must be submitted to the Business Affairs Office for payment.

The funds may not be used for scholarships, donations, alcoholic beverages, cash advance gift cards, or for personal enrichment. Reimbursement of expenditures is allowed when a properly documented receipt is presented. Invoices for expenditures must be submitted to the Business Affairs Office. If no invoice is available, a check requisition may be used. **Note:** Payments for expenditures cannot be made from a purchase order. To prevent duplicate payments of the same expense, submit only one item (invoice or check requisition) per expenditure. Do not submit both an invoice and check requisition. Representatives of organizations may expect payment within one week from the date of the submission of the proper paperwork. Information will be sent to sponsors of campus organizations each fall (and spring if there is still funding) advising them of the deadlines for written requests for funding. Representatives of organizations with requests will come before the student committee for a hearing regarding the application for funds at a designated time following the application deadline.

Payment of charges incurred for the activity must be made by invoice to a vendor from an Agency Account established by the Business Office.

STUDENTS WITH DISABILITIES

Services are available at SWOSU to insure access for students with disabilities.

A disability is defined as a mental or physical impairment that substantially limits a major life activity. Examples of impairments that can have a substantial impact on a life function are visual impairment and blindness, hearing impairment and deafness, mobility impairment, learning disabilities, or chemical sensitivity. The impairment must be substantial to be covered by the Americans with Disabilities Act Amendment Act (ADAAA).

The ADAAA Officer (Dean of Students) has been educated at conferences that it is allowed under law to seek documentation so that SWOSU can make reasonable accommodations, since the ADAAA officer is not a diagnostician. All disabilities must be verified and documented through the [DOS Office](#).

Documentation must:

1. Verify the presence of a mental or physical impairment which substantially limits a major life activity or function.
2. Provide enough information to support reasonable accommodations that are appropriate and effective.
3. Include a copy of a diagnostic testing report verifying the disability and specific recommendations concerning the types of academic accommodations for which the student is eligible. All information must be within a five year period.

Once sufficient documentation is on file the DOS, working in a collaborative process with the student, will develop reasonable accommodation for the student and notify specific faculty and/or departments with the information. Students must meet with the DOS each semester for needs assessment.

TOBACCO POLICY

FOR HELP: 1-800-QUIT NOW or 1-800-784-8669

Southwestern Oklahoma State University (SWOSU) supports the surgeon general's report on use of tobacco products as a major cause of preventable death. Tobacco use research documents the health problems of those who engage in the practice of tobacco use and those who are subjected to an environment where smoke is present.

For the purposes of this tobacco-free policy, the following words and phrases shall mean:

Tobacco products: Includes all forms of tobacco, and is not limited to cigarettes, cigars, pipes, hookahs, chewing tobacco, snuff, and all other kinds and forms of tobacco, or non-tobacco, prepared in such a manner to be suitable for spit tobacco use, smoking, or both. This term also includes herbal tobacco products and simulated tobacco products that imitate or mimic tobacco products, including, e-cigarettes, vapor cigarettes, pipe or other types of inhalation devices.

Tobacco use: Includes smoking, chewing, dipping or any other consumption or use of tobacco, or non-tobacco and/or tobacco-like products.

Campuses: Includes any and all SWOSU owned or maintained property, including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds in Weatherford and Sayre. Campus includes all SWOSU-owned, leased, or rented vehicles whether parked or not. Campus includes private vehicles parked on university property. Campuses may not include any properties leased by SWOSU or leased to third parties under long-term leases.

Students: Includes all students enrolled in SWOSU classes and/or classes held on campus, as defined above.

(Faculty, staff and visitors are defined in the total policy online.)

All tobacco and tobacco-like products are prohibited on the campuses of SWOSU and/or wherever SWOSU events occur.

1. The use, sale, or distribution of tobacco and tobacco-like products is prohibited on SWOSU campuses.
2. No SWOSU publication shall accept any form of advertising of tobacco and tobacco-like products.
3. SWOSU shall provide students, faculty, and staff who wish to participate with tobacco-use cessation programs. In addition, SWOSU shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.
4. SWOSU shall not accept gifts or grants from tobacco companies.
5. New hires are informed of the tobacco-free work environment at the time of the employment.
6. The tobacco-free work environment and policy are reviewed at new employee orientation.
7. While this policy does not require employees to quit tobacco use, SWOSU supports and encourages all efforts by employees to quit tobacco use.
8. SWOSU offers smoking cessation and coping programs to students and employees and encourages them to participate. For more information, please contact Counseling and/or Health Services at ext. 3776.

9. [BCBSOK](#) has a Tobacco Cessation program available to help employees quit smoking. This program provides personal coaching, online tools, an Audio Health Library, and discounts to wellness-related products and services.
10. Compliance of this policy is a shared responsibility of all students, faculty and staff. Violations of this policy shall be addressed as follows:
 - a. ***SWOSU Students Residing in SWOSU Housing reported for violating this policy*** shall be directed to and handled by the Residence Life & Housing. If the violation merits such action, the complaint may be escalated to the DOS Office.
 - b. ***All Other SWOSU Students reported for violating this policy*** shall be directed to and handled by the Dean of Student/Title IX Officer.