



# OKLAHOMA CHRISTIAN UNIVERSITY

## **STUDENT HANDBOOK**

### **2021 – 2022**

Current as of: August 1, 2021

*NOTE: This handbook will be updated each summer before the fall semester begins. All employees and students will be notified of any significant changes that are made during the academic year through Campus Announcements. If you need a printed version of this document please check with the Student Life Office in the University Center.*

# Welcome from the Dean of Students

It is my honor to welcome you to Oklahoma Christian University, your university. You follow in the footsteps of many great alums who studied under many great professors and continued on to many great accomplishments.

The 2021-2022 academic year is going to be like no year we have ever had before. The excitement about being back together on-campus is only matched by the quality of our students.

Each year our campus is blessed with students like you: students who are here to make a difference in their own lives and in the direction and future of OC. Everyone at the University is here to guide you and to challenge you with questions and learning opportunities that will shape your direction for years to come. You can expect to reap life-long benefits from your time at Oklahoma Christian.

Your collegiate career at OC represents a cooperative effort between you and our faculty, staff, administration and distinguished alumni. Each of these groups plays a special role in your success. These groups rely on each other to continue to carry on the great work that is a guiding factor at OC.

Embrace the challenge that is before you to make OC and this year the best it can be. The Student Life Office will be praying for you and your development and success at OC this year.

God bless you, and may you have a great OC experience.

*Neil Arter*

Dean of Students

# OKLAHOMA CHRISTIAN UNIVERSITY STUDENT HANDBOOK

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## **I. MISSION DOCUMENTS**

### **A. Mission Statement**

Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, and service.

### **B. University Learning Outcomes**

As a Christian community of learning, we seek the following University outcomes:

#### **▪ ACTIVE FAITH**

A graduate of Oklahoma Christian University is able to:

1. Understand the living implications of Christian discipleship and
2. Demonstrate a mastery of scriptures and doctrine sufficient to support a life of service to the Christian community and the wider society.

#### **▪ FOUNDATIONAL KNOWLEDGE**

A graduate of Oklahoma Christian University is able to command a diverse knowledge base and effectively apply it as an educated Christian.

#### **▪ INFORMATION LITERACY**

A graduate of Oklahoma Christian University is able to:

1. Recognize when information is needed, and
2. Locate, evaluate, and use the needed information effectively and ethically.

#### **▪ STRUCTURED REASONING**

A graduate of Oklahoma Christian University is able to use the appropriate quantitative and qualitative methodologies to process and organize information into useful forms and models.

#### **▪ CRITICAL AND CREATIVE THINKING**

A graduate of Oklahoma Christian University is able to reach, accept, or create appropriate conclusions and works after a comprehensive exploration of options, issues, ideas, artifacts, and events.

#### **▪ EFFECTIVE COMMUNICATION**

A graduate of Oklahoma Christian University is able to use an understanding of how meanings are constructed between people to form relationships and communicate information effectively via oral, written, and interpersonal means.

#### **▪ PERSONAL, SOCIAL, AND GLOBAL STEWARDSHIP**

A graduate of Oklahoma Christian University is able to:

1. Demonstrate awareness of the impact the graduate, other individuals, and societies can

- have on their world, and;
2. Express that awareness with compassion and respect for self and others of similar and different worldviews and cultures.

### **C. The OC Covenant**

Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, and service.

The values and behavior of this Christian community are derived from the Bible, rather than the prevailing culture. Because we are a higher learning community dedicated to a distinctively Christian mission, we join together in a community covenant. This covenant is not a creed demanding strict belief in its veracity and inerrancy, and it is not merely an ideal to which we aspire; rather, it is a personal commitment that while we are members of this community, we will abide by the principles and ideals set forth in the covenant. The purpose of our covenant is to unite all of us at Oklahoma Christian University—students, staff, faculty, administration, and Board of Trustees—in a Christian community which is based on biblical principles and transforms lives for Christian faith, scholarship, and service.

We recognize that the University is not the church; however, we are a Christian community which seeks to be guided by the teachings of our Lord Jesus Christ as revealed in scripture. We welcome all students, regardless of their church affiliation, who agree to abide by this covenant. Because the University was founded by members of the Churches of Christ and because we seek to serve our church constituents effectively, we expect all full-time faculty and staff to be faithful, active members of the churches of Christ who fully embrace the principles of this covenant.

### **Our Foundation**

God interacts with this world as both Creator and Savior (Genesis 1; Hebrews 1:1-3).

The Bible is God's inspired word, which shows us the nature of God, the risen Son, and the Holy Spirit (2 Timothy 3:16; 2 Peter 1:19-21).

We seek to honor God by imitating the nature of God and his son, our Lord Jesus Christ, through the guidance of the Holy Spirit (John 13:13-17; 1 Corinthians 11:1; 1 Peter 2:21).

As members of this Christian higher learning community, we are guided by specific principles set forth in the Bible (Psalms 119:105; 2 Timothy 3:16-17).

### **Our Call**

God calls us to do our best in everything we do (Colossians 3:17; Colossians 3:23).

God calls us to submit our will to his (John 15:14; James 4:7; 1 John 2:17).

God calls us to submit to one another in love (1 Corinthians 10:23-24; Galatians 5:13-14; Ephesians 5:21; Philippians 2:3-4) and to show his love through the justice, mercy, and faithfulness of our lives (Matthew 5; Matthew 23).

God calls us to live lives of holiness (Ephesians 1:4; 1 Thessalonians 4:7; Hebrews 12:14; 1 Peter 1:15-16).

### **Our Community Life**

We strive to honor the Lord and be Christ-like in all of our conduct (Colossians 3:12-14; Titus 2:11-14).

We strive to demonstrate love and respect for everyone, even those who have views that differ from ours, and avoid conduct or language that is demeaning to others (Galatians 3:28; Philippians 2:3-4; James 2:1-13).

We strive to exercise our Christian freedom responsibly within the framework of God's Word, humbly submitting to others (1 Corinthians 10:23-24; 31-33).

We strive to use wise stewardship of our mind, body, time, abilities and resources and make thoughtful, biblically guided choices in matters of behavior, entertainment, and interpersonal relationships (Philippians 4:8).

We strive to practice honesty and integrity in everything we say and do (Colossians 3:9-10; Revelation 21:8).

We strive to treat our bodies with the honor due the temple of the Holy Spirit—honoring God's plan that sexual relations be a part of a marriage between a man and a woman, dressing modestly, and avoiding any self-destructive practices (1 Corinthians 6:19-20).

For the sake of our personal influence and our life together in Christian community, we also agree to certain community standards of conduct which are not specifically set forth in the Bible, but which enable the community to operate peaceably and in harmony with these principles and with one another. These community standards are set forth in the Student Handbook and the Employee Policy Manual.

By choosing to be a part of the Oklahoma Christian University community, every member of the student body, staff, faculty, and Board of Trustees affirms his or her understanding of, respect for, and commitment to abide by the principles, and standards of conduct set forth in this covenant.

## **II. Academic Policies & Procedures**

### **A. Academic Classification**

Freshman	0 – 29 credit hours
Sophomore	30 – 59 credit hours
Junior	60 – 89 credit hours
Senior	90+ credit hours

### **B. Class Attendance**

- Attendance policies and penalties rest under the purview of the professor. Those professors who require attendance for your course must detail those requirements and penalties in your syllabi. Students who exceed the number of absences or otherwise fail to meet attendance policies will experience the consequences as the professor explains in the syllabus. These may include withdrawing you from a course if you miss more than a specified number of classes.
- If the withdrawal takes place prior to the 12<sup>th</sup> week of the semester, the student will receive a “W”. If the drop takes place during the 12<sup>th</sup> week or later, the student will receive an “F”. The Vice President of Academic Affairs will also be notified of this status and will notify the student.
- If you believe you have received an unfair grade, you can appeal using the Grade Appeal process described below.
- While faculty members have developed their own class attendance policies regarding specific classes, students who cease attending all classes are asked to withdraw from OC.
- Students who participate in OC activities should inform their professors in writing of the scheduled activities and absences the first week of class or as soon as possible. Professors should make every effort to work with those who conscientiously inform them of absences due to university activities. Absences due to official university activities such as intercollegiate athletic contests and musical performances should not penalize you *per se*. However, numerous absences may still affect test scores and other performance in any course.

### **C. Weather-Related Attendance**

Because a large majority of OC's students live on or very near the campus, and because most professors also live very near, it is the policy of the University not to suspend classes for bad weather conditions unless their severity poses unnecessary risk to faculty, staff and students. Students who are prevented from meeting a class because of road conditions should notify their professors as to the cause of their absence, and the professor will treat the absence as being for an acceptable reason.

#### **D. Academic Good Standing**

In order to be considered in good standing, you must maintain the cumulative GPA shown below:

- Freshman 1.70 (D)
- Sophomore 2.00 (C)
- Junior 2.00 (C)
- Senior 2.00 (C)

All students will have an academic status check at the end of each semester. Those who are not in good standing will receive notification of their status.

#### **E. Academic Alert**

If your GPA for any semester, or if your cumulative GPA, falls below the level of good standing, you will be notified and placed on academic alert. Also, students with 64 or more hours and an undeclared major will be placed on academic alert.

#### **F. Academic Probation**

- If your GPA for the semester and your cumulative GPA fall below the level of good standing, you will be placed on academic probation.
- After two semesters of academic probation, you may not be allowed to continue at the university without permission from the Academic Appeals Committee.
- Students on academic probation are ineligible for intercollegiate athletic competition or for performance in other university-sponsored activities.

#### **G. Academic Suspension**

- When you have completed two semesters on academic probation without achieving the level of good standing, you may be suspended. Appeals of suspension should be addressed in writing to the Registrar, who will present the case to an academic suspension appeals committee.
- A suspended student may be re-admitted once, and the re-admitted student must attain a 2.0 GPA each semester while on probation. You will be removed from probation only when a cumulative GPA of 2.0 has been reached.
- The university may suspend or dismiss any student who fails to earn a GPA of at least 1.0 during a semester, regardless of classification or number of hours completed.

#### **H. Academic Appeals**

Any student may appeal a final grade received in a course. To assure due process and protect the rights of both you and the professor, the appeals procedure below must be followed. Except by

this process, no student-appealed grade may be changed, and no student-contested academic action by a professor may be reversed. The following four steps must be followed in order.

**1. Contact the Professor**

A student who disagrees with a professor on a course grade or other grade-related issue must contact the professor directly to explain the concern or complaint. If the student does not bring the matter to the professor's attention within four weeks of the final grade report, the student loses the right of appeal. The professor has two weeks to respond in writing to the student's appeal.

**2. Appeal to the Chair or Associate Dean**

If the interaction with the professor does not resolve the issue, the student has two weeks from that response to submit an appeal through the online Student Complaints system (available through MyOC) to the chair or associate dean of the professor's school or department. Otherwise the student loses the right of appeal and the issue is considered closed. If the professor is the chair or associate dean, the student will take the appeal to the dean.

The appeal must include a written description of the circumstances as understood by the student. The chair or associate dean will request any supporting documentation from the professor. The chair or associate dean will discuss the complaint with the professor and, where appropriate, with other students. The chair or associate dean will make a decision as soon as is reasonably practicable, but in no event longer than four weeks from the date of receipt of the appeal, and will communicate that decision in writing to the student.

After receiving the appeal, the chair or associate dean has two options: the chair or associate dean may make the decision and explain it to the student and the professor within two weeks or, if the chair or associate dean considers the matter sufficiently serious or complex, the chair or associate dean may take the matter to the dean of the professor's college for further review and response.

**3. Appeal to the Dean**

If the chair or associate dean makes the decision, and if the student or professor is not satisfied that the chair or associate dean's decision is fair and just, either may appeal to the dean of the professor's college by submitting information through the online Student Complaints system within one week of the decision by the chair or associate dean.

Upon receiving notice of the appeal, the dean will request from the chair or associate dean any documents submitted by the professor that are not available through the Student Complaints system and the chair or associate dean's rationale for the decision. The dean will discuss the matter with all those involved.

After receiving the appeal, the dean has two options: the dean may make the decision and present it in writing to the student, the professor, and the chair or associate dean within four weeks or, if the dean considers the matter sufficiently serious or complex, the dean may take the matter to the Academic Appeals Committee.

**4. Appeal to the Academic Appeals Committee**



If the dean makes the decision, and if the student or professor is not satisfied that the dean's decision is fair and just, either may initiate an appeal to the Academic Appeals Committee by submitting information through the Student Complaints system within one week of the dean's decision. The dean will present any documents submitted by the professor or gathered in evidence prior to the dean's decision that are not available through the Student Complaints system.

The Academic Appeals Committee will discuss the matter with the student and professor individually. The Academic Appeals Committee will decide the matter as soon as is reasonably practicable, but in no event longer than four weeks after the matter is submitted to it. After review, the decision of the Academic Appeals Committee is final and must be reported in writing within a week of the decision to all involved parties and to the Chief Academic Officer (CAO).

The time periods noted above may, in each instance, be extended due to extenuating circumstances or when the time period runs during school holiday periods, such as Christmas or summer break.

All academic appeals processes in programs or departments need to be clear that program-level appeals precede the institutional Academic Appeals Committee in order to be in compliance with the Department of Education and HLC standards, as well as appropriate legal practices. The Academic Appeals Committee appeal decisions supersede the program decisions.

## **I. Academic Honesty**

### **Cheating**

Cheating on an examination, assignment, roll sheet or other course related work or activities undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University. Accordingly, students who cheat on examinations, assignments or other course related work or activities will face serious consequences, as outlined in this policy.

### **Plagiarism**

One particular form of cheating is plagiarism. Plagiarism is the transmission of another's ideas, words, or materials as one's own and/or the failure to credit accurately the ideas, words, or materials of another. Plagiarism also includes passing off another's work (a friend, a parent, a website) as one's own. Plagiarism undermines the ethics of the academy and the specific Christian purposes of Oklahoma Christian University.

Accordingly, students who engage in plagiarism in assignments submitted will face serious consequences, as outlined in this policy.

### **Penalties for Academic Dishonesty**

- a. On the first offense, the student will receive zero (0) credit for the examination or assignment. For forms of cheating or dishonesty other than on examinations or assignments, the Professor shall have the discretion to

impose an appropriate penalty. Professors must send documentation of the first offense to the appropriate chair, the dean of the appropriate college, the CAO, and the Dean of Students.

- b. On the second offense in the same course, the student will receive an F in the course. Professors must send documentation of the second offense to the appropriate chair, the dean of the appropriate college, the CAO, and the Dean of Students.
- c. At either the first offense or second offense, the student may appeal using the process set forth for grade appeals.
- d. If the student commits offenses in two or more courses, an Academic Appeals Committee may assign penalties for academic dishonesty in addition to the penalties assigned by the professors in the courses. The Academic Appeals Committee may impose penalties up to and including suspension from the University in instances where a student has engaged in cheating or plagiarism in two or more courses. The Academic Appeals Committee will inform the CAO and the Dean of Students in writing of any penalties imposed by it and will report annually on its activities to the University's Academic Affairs Committee.
- e. Professors should maintain the highest standards of academic honesty both in and out of the classroom. Professors must report and apply the rules regarding cheating/plagiarism to the appropriate channels. The student should be referred to the Oklahoma Christian University Covenant for principles which should guide conduct in these matters.

## **J. Academic Appeals Committee**

The Academic Appeals Committee shall also decide the following matters:

- 1. Academic honesty, as detailed in Section I above;
- 2. Grade appeals, as detailed in Section H above;
- 3. Appeals from academic probation and academic suspension, as set forth in the University's catalog; and
- 4. Requests for the expungement of grades due to extenuating circumstances. Documentation of the circumstances may be required.

The Academic Appeals Committee will be chaired by the CAO or the CAO's delegate. In addition, the Academic Appeals Committee shall consist of the following members:

- 1. One tenured Faculty elected from each college annually, serving overlapping three year terms;
- 2. One tenured librarian elected by the library faculty, serving a three year term;
- 3. The University Registrar;
- 4. One representative from the Student Affairs Office (Ex-Officio); and

5. One undergraduate representative from the Student Government Association that is appointed by the SGA President; and
6. One graduate representative from the Student Government Association that is appointed by the SGA President.

#### **K. Final Exam Policy**

Generally, students may not reschedule final exams due to heavy testing in a single day. A student may request that his or her final examination in a class be rescheduled only where the student has more than three examinations scheduled for a single day. If a student wishes to reschedule a final exam, he or she must receive permission from the Dean. Final examinations will NOT be given early unless approved by the Deans' Council upon a showing of extraordinary circumstances. Examples of extraordinary circumstances are non-elective surgery or being called to active duty.

### **III. Behavioral Policies & Procedures**

#### **A. Anti-Harassment and Discrimination Policy {Revised Aug. 1, 2015}**

##### **1. Purpose**

Oklahoma Christian University is a Christian community that has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Therefore, it is the purpose of this policy to maintain a work and academic environment that is free of harassment.

(Sexual harassment is specifically addressed in the Sexual Misconduct Policy, rather than this, Anti-Harassment Policy.)

##### **2. Scope**

This policy applies to all members of the OC community, including trustees, faculty, staff, students, volunteers, vendors, and visitors and serves to protect those community members from harassment regardless of where the alleged misconduct occurred. However, misconduct that is alleged to have occurred outside of University property, or that is committed by a person outside the OC community, may be more difficult to investigate and remedy.

##### **3. Policy**

###### **a) Prohibition Against Harassment**

Harassment, as defined herein, is not tolerated at Oklahoma Christian University. Harassment is unchristian and uncivil behavior. It is a breach of community, which expresses disrespect, exploits and undermines relationships based on trust, and interferes with learning and productive work.

###### **b) Responding and Reporting**

Any person who experiences Harassment or who otherwise becomes aware of such an incident may object to this behavior by telling the perpetrator to stop and should promptly report the incident pursuant to this policy. Such harassment allegations must be made in good faith. It is a violation of the Student Code of Conduct and the Employee Standards of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

###### **Interim Measures**

The University reserves the right to take whatever measures it deems necessary in response to an allegation of harassment in order to protect the related individuals' rights and personal safety. Such measures include, but are not limited to, interim suspension or leave from campus pending a review; modification of class, work schedules, or living arrangement; potential no contact orders; and expulsion, termination, or temporary dismissal.

### **No Retaliation**

No member of the OC community may be subject to restraint, interference, or retaliation, by any employee or student, for actions taken in good faith to file or encourage one to file a complaint, participate in a review, or oppose unlawful harassment. Moreover, because a claim is not proof of prohibited conduct, a claim shall not be taken into account during performance review, promotion, reappointment, or other evaluation unless a final determination has been made that this policy has been violated. If necessary and appropriate, such decisions shall be deferred until the claim is resolved.

## **4. Definitions and Examples**

- a) "Harassment" includes Discriminatory Harassment as defined below.
- b) "Discriminatory Harassment" or "Hostile Environment Harassment" is unwelcome or verbal or physical conduct or other detrimental action based on religion, race, age, color, national origin, ethnicity, veteran's status, disability, or any other characteristic protected by applicable law when such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits the individual's work or educational performance or one's ability to participate in or benefit from the University's educational program or activity or creates a working or learning environment that a reasonable person would find intimidating, hostile, or offensive. OC is exempt from certain legal prohibitions against religious discrimination as set out in its nondiscrimination statement.
- c) **Examples of Discriminatory Harassment may include, but are not limited to the following:**
  - i. Threats or insinuations that a person's status or other condition of employment or academic status may be adversely affected because of one's legally protected characteristic.
  - ii. Unwelcome verbal or written expressions, derogatory comments, epithets, degrading jokes, or innuendos regarding one's legally protected characteristic.
  - iii. Posting objects, pictures, videotapes, audio recordings or literature that may embarrass or offend an individual because of one's legally protected characteristic. Such material, if used in an educational setting, should be clearly and significantly related to educational purposes.
  - iv. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally.

- v. Stalking, for this policy, is defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the OC community; or the safety of any of the immediate family members of the OC community.

## **5. Resolution/Review**

**Intake:** A student complaint alleging Harassment can be made in person or verbally to the Dean of Students and employee complaints may be made directly to the Chief Human Resources Officer.

**Initial Assessment:** After receiving a complaint, the University will make an initial assessment to determine if there is reasonable cause to believe the harassment policy has been violated. If so, the Dean of Students or Chief Human Resources Officer, (either individually or through his or her designee) will initiate a prompt, thorough, and impartial review and resolution.

**Informal Complaint and Resolution:** Before pursuing a formal complaint, a complainant may wish to informally resolve the issue. An informal resolution might involve the appropriate supervisor/administrator, or complainant discussing the issues with the responding party in order to establish the kind of behavior that may be deemed objectionable and securing the cessation of such behavior; it might also take the form of informal mediation between the parties. When valid complaints are resolved informally, the offending party should be cautioned that repetition of such conduct could lead to formal complaint or review, or other appropriate University action, either with or without an official complaint. The use of an informal complaint and resolution procedure is optional, and the decision of whether or not to pursue an informal process rests solely with the complainant. Nothing in this informal complaint process is meant to discourage an individual from filing a formal complaint. In instances where parties involved do not wish to engage in the informal procedure, where informal resolution is not appropriate (e.g. violence or sexual misconduct), or in situations where attempts at the informal procedure are unsuccessful, the formal procedure may be followed.

**Formal Complaint:** To file a formal harassment complaint, the complainant should submit a brief written statement of facts to the appropriate administrator. The appropriate administrator for students is the Dean of Students, and for complaints involving employees, the appropriate administrator is the Chief Human Resources Officer.

**Review:** Upon receipt of the written statement, the appropriate administrator will open a formal case file and begin the review. In certain circumstances, if appropriate, the administrator may involve an outside investigator, who will conduct the reviews under supervision of the administrator. A review shall include, but is not limited to, allowing the respondent to respond in writing and/or verbally in order to state his/her position; interviewing complainant, respondent, and key witnesses in order to gather relevant information; maintain appropriate documentation; provide status updates; and disclose appropriate information to others only on a need-to-know basis consistent with applicable law.

**Findings and Decision:** When the review concludes, the administrator will make written findings regarding whether a violation occurred. The administrator will present the findings to the respondent and complainant individually, but not necessarily contemporaneously.

**Remedies:** Anyone who violates this policy will be subject to appropriate disciplinary action.

Disciplinary measures available to remedy harassment or retaliation include, but are not limited to, the following: verbal warning/reprimand; written warning, reprimand letter of counsel, or performance improvement plan maintained in an employee or student disciplinary file; requirement of verbal and/or written apology to victim; mandatory education and training on harassment by means of reading assignments, videos, classes or other presentations; referral for psychological assessment or treatment; alternate placement, suspension, probation or termination; or other action OC deems appropriate under the circumstance. In determining what disciplinary or corrective action is appropriate, the university shall consider the totality of the circumstances, including but not limited to: number of victims and harassers involved; employment/student positions or status of the victims and harassers; relevant portions of prior disciplinary record of the harasser; threatened or actual harm caused by the harassment; frequency and/or severity of the harassment.

If a student or student groups are found to be in violation of this policy, any of the sanctions set forth in the OC Student Code of Conduct may also be involved.

**Notifications:** When a determination is reached regarding findings and sanctions, the appropriate administrator identified above will provide both complainant and respondent with notice of the same within five (5) business days. The notice will include information regarding the parties' right to appeal.

## **6. Appeal**

Either party may appeal the findings or sanctions imposed by filing a written appeal within three (3) working days of the above notification, to the appropriate administrator. The ONLY grounds for appeal are as follows:

- a)** The investigatory process, as outlined in the policy was not followed, and the failure to do so significantly affected the outcome of the review (e.g. established bias or material deviation from established procedure);
- b)** To consider new evidence unavailable during review that could substantially impact the original finding or sanction. A summary of the new evidence must be included along with a valid reason it was not available earlier;
- c)** The sanctions imposed are substantially outside the parameters of guidelines set by the institution.

For appeals from students, if there are sufficient grounds for appeal, the Executive Vice President, Vice President for Academic Affairs, and Vice President and Dean of Students shall convene as a tribunal of final decision. The non-appealing party will be notified of the appeal and have an opportunity to file a response. The non-appealing party will have three (3) business days to do so.

For appeals from employees, if there are sufficient grounds for appeal, the Executive Vice President, Vice President for Academic Affairs, and Vice President for University Services and Chief Human Resources Officer, shall convene as a tribunal of final decision. The non-appealing party will be notified of the appeal and have an opportunity to file a response. The non-appealing party will have three (3) business days to do so.

The original findings, appeal, and any responses thereto will be considered concurrently and independently by the tribunal of final decision. Their decision, which will be in writing and provided to both parties, will be final and cannot be appealed.

The procedure governing the consideration of appeals includes the following:

- a) If the committee of administrators determines that an appeal should be granted, it should make every effort to return the appeal to the original administrator for reconsideration (remand) where appropriate. In such cases, the decision made on remand by the original administrator is not appealable.
- b) Appeals are not intended to be a full reinvestigation of the complaint. Instead, they are confined to a review of the written documents.
- c) Appeals are not an opportunity for the appeals committee to substitute their judgment for that of the original administrator merely because they disagree with his/her findings and/or sanctions. Instead, they are to be deferential making changes only where there is clear error or compelling justification;

Sanctions imposed are implemented immediately unless the original administrator stays their implementation in extraordinary circumstances, pending the outcome of appeal.

## **B. Code of Conduct**

Many expectations of OC students are biblically based. Other expectations, while not necessarily based in scripture, are necessary for the good of the entire community. These expectations enable the community to function and operate peaceably and in harmony with each other and with the mission of the University.

Undergraduate students are especially susceptible to certain temptations in today's society. For the sake of a healthy lifestyle and their Christian influence (Philippians 2:3-4; Romans 14: 19-22a), we believe that students should completely avoid these temptations at all times and in all places. Students should remember that at all times and in all places, they



represent OC, its mission, its values, and our shared OC Covenant.

We take the following expectations quite seriously and are diligent in enforcing them on campus or at any university-related event. The following examples of misconduct are not exhaustive, but are intended to give a student an idea of the types of behaviors that may result in disciplinary action:

1. Violations of published university policies and procedures
2. Violations of federal, state or local law
3. Violations of the university policy on academic integrity and performance
4. Violations of the university chapel policies (Ethos)
5. Violations of the modesty code
6. The possession, use and/or distribution of alcohol and other drugs
7. The possession or impairment by use of marijuana, including medical marijuana on campus or during any OC sponsored event
8. The use of tobacco in any form on campus and at university sponsored activities
9. Any form of gambling on campus or at university sanctioned activities
10. Social activities that include dancing
11. Violations of the security and parking policy
12. Bullying or hazing of any kind
13. Profanity and offensive language
14. Disruptive behavior
15. Dishonesty
16. Conduct that is not in compliance with the request of a university official
17. Violations of the university policy on sexual relations, sexual assault and sexual harassment
18. Violations of the university policy on weapons
19. Vandalism of university and fellow student's personal property
20. Disrupting the judicial reviews process in any way
21. The misuse of any fire and safety equipment
22. Possession, use, or accessing of pornography or other offensive materials
23. Violations of the university housing regulations

All students are expected to maintain the highest standards of personal honor, morality and integrity. The University reserves the right to refuse admittance to or dismiss any person who violates these principles.

#### **Violations of the Code of Conduct**

Students at OC are expected to maintain a high Code of Conduct. These expectations are designed to help students develop as Christian citizens within our community and within the larger world community of which we are a part.

Because OC's high Code of Conduct is designed to encourage better living by Christian principles, it applies to all OC students during the regular school term, during the summer, between semesters and over holidays. OC reserves the right to hold individuals accountable for

their actions and reserves the right to take appropriate actions. This right may be extended retroactively.

Violations of this code result in disciplinary action by the University overseen by the Dean of Students, the campus' chief student discipline officer. Discipline may also be handled by the Associate Dean or Dean of Students, Director of Residence Life, Hall Director or Phase Manager.

## **C. Student Discipline**

The Dean of Students is responsible for overall coordination of rules and regulations regarding student discipline for misconduct and also serves as the final appeal for most student disciplinary decisions. The Associate Dean of Students serves as the Judicial Administrator appointed by the Dean of Student Life to be primarily responsible for the operational details of the disciplinary process. (If the Associate Dean of Students is not available, the responsibilities of Judicial Administrator go to the Dean of Students.) The Judicial Administrator will review reports of misconduct and may conduct an investigation. If the Judicial Administrator considers the report to indicate probable violation of the Code of Conduct, the incident is resolved by the Judicial Administrator.

### **Level of Infractions**

To help discern between minor and major violations of the OC Code of Conduct, they have been put into 2 sections of misconduct.

#### **a) Level 1**

- Violations of expectations that will result in a verbal or written reprimand as well as probation.
- These infractions may also include additional requirements to meet the desired resolution.
- EXAMPLES: 1<sup>st</sup>-time curfew violation (minimally late) or 1<sup>st</sup>-time modesty/dress code violation

#### **b) Level 2**

- Violations of expectations that result in probation or dismissal depending on the number of occurrences.
- The response to Level 2 infractions are based on the details of the infraction.
- EXAMPLES: Failure to comply with sanctions given by a Hall Director, Phase Manager, Dean of Students or any recognized judicial body, repeated Level 1 violations or violations of federal, state, or municipal laws

### **Reporting Misconduct**

- Anyone may report a violation of the Code of Conduct by contacting the Dean of Students' Office at 425-5906.
- The person reporting the violation will be asked to submit a written report. The report should be a brief written statement citing the section of the Code allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place.
- The University reserves the right to take action against an individual for violating the Code of Conduct regardless of how much time has passed since the incident.
- Students living in the residence halls or apartments may also notify their Resident Directors or Resident Assistants.

## **D. Disruptive Behavior, Violence & Endangerment**

### **Disorderly activities and disorderly or unlawful behavior**

Disorderly activities and disorderly or unlawful behavior are prohibited. These activities include the following:

- Excessive noise
- Unauthorized use of loud speakers
- Use of profanity
- Creating a disturbance
- Engaging in fights, assaults, riots and unlawful assemblies
- Causing damage/destruction of property
- Menacing/stalking
- Misuse of university resources (i.e., electronic mail, computer services, copiers, etc.)
- Violation of any municipal, state, or federal law
- Failure to identify upon request or comply with directives of Campus Police or any university official while performing their duties

### **Assault**

Members of the OC community believe that an assault of a fellow member of the university community or anyone else present on the campus is a very serious violation of the OC Covenant, the Student Code of Conduct and the other person's rights. As a result, assault, physical abuse or verbal harassment of any person on the campus is prohibited. Assault is defined as a physical attack upon another and/or an attempt or threat to do harm to another. Unwanted physical contact by a person upon another may also constitute assault.

### **Disruption**

Disruption is the obstruction of teaching, research, administration, disciplinary proceedings, and other college activities, including its public service functions on or off campus, or other

authorized non-university activities, when the act occurs on university premises.

- OC will not tolerate any behavior that can be considered as endangering the physical or mental welfare of another person.
- Any form of violence will result in immediate disciplinary action.
- Possession or use of any weapon or explosive agents including fireworks.
- Immediate disciplinary action is also taken for actions such as harassment, taunting, hostility, stalking, intimidation, coercion, threats, abuse, assault, battery or anything that may be interpreted as such regardless of what form it takes (verbal or non-verbal, mental or physical, including sexual) or what medium is utilized (face to face, phone, computer, etc.).

### **Weapons**

Possession of knives, swords, machetes and similar weapons or facsimiles, bows and arrows, firearms, **guns of any kind** (including Nerf, cap, BB or pellet guns and paintball guns), ammunition or items that replicate the same are strictly prohibited on campus.

### **Penalties for Disorderly Conduct**

- The University will cooperate with local, state or federal authorities as appropriate.
- Any student suspected of any form of endangering the physical or mental welfare of another person may be removed immediately from campus and suspended on an interim basis until either a decision is reached and/or the appeal process is completed. In such cases the student is not allowed to come on campus or make contact with any OC faculty member, staff member or student without prior appropriate consent from the Dean of Students.
- A student on interim suspension who fails to comply with any request is held accountable for his or her actions. He or she may be suspended or dismissed from the University for violating the conditions of the interim suspension.
- The University will utilize on and off-campus law enforcement agencies as necessary.

### **Statement on Joking about Violence (Including Games)**

OC takes a strong stand against any joking about violence, harassment, hostility, stalking, intimidation, coercion, threats, abuse, assault, battery or anything that may be interpreted as such. Also included in this injunction is participation in games where participants are "injured" or "killed" as part of the game.

## **E. Ethos Policy**

OC places premium value on maintaining the tradition of required spiritual development and considers chapel attendance, service to the community, small groups, and other spiritual development opportunities to be a cornerstone in the students' experience while attending

the University.

Students can receive credit at approved Ethos events by scanning their ID cards, checking in with the event organizer, or by checking in remotely by using the Ethos app on their personal electronic device.

Most chapels begin promptly at 11:00 a.m. Students arriving after the scanners are turned off at 11:00 a.m. are counted absent. Attendance at other events will be taken promptly at the beginning of the event and the person or persons hosting the event will verify attendance.

- Each student should scan in or check in with his or her personal ID card or personal electronic device only. Any student scanning a different ID card or having his or her ID card scanned by another person will face disciplinary action.
- If a student decides to leave an event after scanning in or checking in remotely, the student needs to contact the event organizer before leaving so the attendance records can be changed to reflect an absence. Disciplinary action is taken against any student who scans or checks in and leaves an Ethos event without notifying the event organizer before leaving.
- Students are expected to make sure personal electronic devices are turned off during chapel. **Laptop computers should not be used during chapel.** Those students that are engaged in any disrespectful or disruptive behavior are subject to disciplinary action.
- Students are expected to participate in Ethos events until officially dismissed. Those who leave early may be assessed an absence or disciplinary consequences.
- Full-time traditional students are required to accumulate a total of 65 kudos per semester, as outlined in the chart below (Ethos Attendance Requirements).
- Students are responsible for keeping track of their total kudos and may check their attendance on the homepage of MyOC or the Ethos app by logging on via a personal electronic device.

#### **Part Time Students and Ethos**

- \_\_\_\_\_Part time students must fill out a Permanent Requirement Reduction Form in order to have their required spiritual development credits reduced - this is not done automatically. [This form can be found on MyOC under Services.](#)

#### **Requirement Reductions**

- Students who believe that they have extraordinary circumstances and wish to see if they qualify for a reduction in their spiritual development requirements may schedule an appointment with Mrs. Emily McRay in the Spiritual Life Office. Students may reach Mrs. McRay via email at [Emily.mcray@oc.edu](mailto:Emily.mcray@oc.edu) or call her at 405-425-5928. This meeting should take place before or during the circumstance in question, if at all possible.

### Permanent Requirement Reductions

- A permanent reduction in Ethos requirements is available for students with special circumstances that prohibit them from attending Ethos events on 1 day or more per week.
- The online form for obtaining a permanent requirement reduction can be found on MyOC under Services, Student Services. (See 'Reasons for Permanent Requirement Reductions' below).
- A Permanent Requirement Reduction is good for only 1 semester. It must be renewed by the student each semester.
- Students are expected to notify Emily McRay in the Spiritual Life Office or by calling 405-425-5928 or email [emily.mcray@oc.edu](mailto:emily.mcray@oc.edu) if the reason for their reduction changes and the permanent requirement reduction becomes invalid.
- Reasons for a Permanent Requirement Reductions:
  - If you live off campus with no classes 30 MINUTES before AND after chapel.
  - If you are taking 11 hours or less (including UCO classes paid through OC)
  - If you are enrolled in a class at UCO which conflicts with chapel. You must submit a copy of the UCO schedule.
  - If you have a work conflict (working specifically during chapel) you must bring in an official letter on letterhead from your employer stating that you work during chapel along with completing the permanent chapel excuse form.
  - If you are involved in a practicum through Oklahoma Christian University, which conflicts with Chapel.
- If a permanent requirement reduction for the semester is granted, students should be aware that their total number of required kudos is outlined in the following chart:

#### ETHOS ATTENDANCE REQUIREMENTS

Weekly Chapel Assignment	Number of Kudos Needed Per Semester
5 Days Per Week	65 Kudos
4 Days Per Week	54 Kudos
3 Days Per Week	40 Kudos
2 Days Per Week	26 Kudos

1 Day Per Week	15 Kudos
0 Days Per Week	10 Kudos

- Permanent requirement reductions are retroactive for 10 working days from the date received; absences within the 10 working day period are excused.

### **Failure to Meet Minimum Ethos Requirements (Disciplinary Action)**

Should an OC student fail to meet minimum requirements of the Ethos program, the Associate Dean of Students or Dean of Students will make every effort to show grace and help get the student into compliance as soon as possible. If this effort isn't successful, then one of three options can be selected, based on what will be most helpful to get the student back on the right track.

Those three options are:

- Placing student on disciplinary probation.
- Placing a hold on the student's account, preventing the student from registering or obtaining a transcript.
- At the discretion of the Dean of Students, the student may have the option to pay a fine, Fines are assessed by multiplying the number of deficits times \$20 not to exceed \$350. This option will only be allowed once or twice during a student's time at OC.

## **F. Hazing**

### **Policy Statement**

Hazing is a criminal offense in the State of Oklahoma statutorily prohibited at TITLE 21 OKLAHOMA STATUTES §1190. Hazing is strictly prohibited at Oklahoma Christian University. No student, student organization, athletic team, performing group, or employee shall participate in any hazing activity, as defined in this policy.

### **Scope of Policy**

This policy prohibiting hazing activities shall apply to all students, employees, or agents and any club, organization, team, group, or any collective association of such individuals.

### **Sanctions**

Any student of Oklahoma Christian University, who participates in a hazing activity, as defined in this policy, is subject to discipline which may include expulsion. Hazing is a Level 2 violation of the Student Code of Conduct.

Any employee or agent of Oklahoma Christian University, who participates in a hazing activity, as defined in this policy, is subject to discipline up to and including termination. The Executive Vice President shall be the Responsible Administrator with regard to employee participation in hazing activities.

Any campus organization, team, or group, which violates the University prohibition on hazing, shall be subject to discipline including fines, suspension, or dissolution.

### **Grievance Procedure**

Any victim of any hazing incident shall report the incident to the office of Student Life by calling 405-425-5917, or by e-mailing [elizabeth.mcelroy@oc.edu](mailto:elizabeth.mcelroy@oc.edu). The Student Life office shall immediately report the incident to local law enforcement who shall conduct the investigation.

Oklahoma Christian University Student Life staff shall not investigate allegations of hazing. Such investigations will be conducted by local law enforcement, which shall determine if criminality has occurred. If so, local law enforcement will forward the investigation to the office of the Oklahoma County District Attorney.

### **Definitions**

1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a person for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of Oklahoma Christian University. Hazing activity is objectively forbidden regardless of whether or not the victim willingly participates in the activity.
2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverage, low-point beer, drug, controlled dangerous substance, or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual.
3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to mental stress, such as prolonged sleep deprivation, forced exclusion from social contact, forced conduct which could result in embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

### **Policy Implementation**

1. The Dean of Student Life shall distribute the Hazing Policy to all students via e-mail during the first month of classes.
2. As a condition of recognition as an official Oklahoma Christian University organization, team, or group, all campus organization leaders, team members, performing groups, and their faculty or staff sponsors or coaches, shall participate in a mandatory anti-hazing training session during the month of September, each academic year.



3. As a condition of recognition as an official Oklahoma Christian University organization, team, or group, during the annual training session, all campus organization leaders, and their faculty and staff sponsors or coaches, shall each acknowledge the following: (1) participation in and completion of the training, (2) receipt of the policy prohibiting hazing activities, (3) personal responsibility for implementing the policy prohibiting hazing activities within the organization, and (4) indemnification of Oklahoma Christian University against any harm, cost, or liability arising from violation of the policy by the organization, team, or group or any individual within the organization, team or group.
4. The annual acknowledgment shall be kept on file with the Office of General Counsel.

## **G. Judicial Procedures**

### **Philosophy of Student Discipline**

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and to encourage self-discipline, to foster a respect for the rights of others and to protect the rights, freedoms and safety of members of the University community. Law authorizes an institution of higher learning to establish and administer codes of conduct and to suspend, expel or dismiss students whose actions negatively impact the campus community; the University reserves this right.

Student disciplinary proceedings are not analogous to criminal court proceedings. However, the procedures are structured in order to facilitate a reliable determination of the truth and to attempt to provide fairness. Fairness requires that students be informed of the nature of the charges and be given an opportunity to respond.

### **Student Notification**

A Resident Director or the Office of Student Life notifies the student of the requested meeting. Information is gathered to determine whether or not the student is considered to have violated the Code of Conduct. A student's failure to respond in a timely manner to set up an appointment is, in and of itself, a Code of Conduct violation and may result in additional or more severe disciplinary action. In cases where the student does not respond to repeated appointment requests or fails to appear for the scheduled meeting, disciplinary action may be decided solely on the information at hand without the input of the student.

### **Informal Hearings**

In some cases of student misconduct, a formal hearing may not be necessary; this is most often true when the violation is of a less serious nature, where the misconduct would not result in suspension or dismissal. In such a case, the student attends an informal hearing with a university staff member (normally the Judicial Administrator or a Residence Director) to discuss the incident, the student's involvement in it and any steps that must be taken or sanctions imposed to resolve the matter. The meeting is followed by an official letter

summarizing this discussion.

### **Staff/Faculty/Student Judicial Board Procedures**

The Judicial Board is composed of a minimum of 2 faculty, 2 staff members and 1 student. The Judicial Administrator will serve as a non-voting member on the Judicial Board, representing the office of Student Life.

When the Judicial Board is satisfied that all parties have been adequately heard, it will deliberate in private. All hearings are recorded up to this point. Deliberation, however, will remain off the record.

The student is notified in writing as to the decision of the University.

Hearings are conducted according to the following guidelines:

1. **PRIVACY** – Hearings are normally conducted in private.
2. **ATTENDANCE** – Admission of any person to the hearing is at the discretion of the Judicial Administrator.
3. **MULTIPLE STUDENTS** – In hearings involving more than one accused student, the Judicial Administrator may permit the hearings concerning each student to be conducted separately.
4. **ORDER** – Hearings are chaired by the Judicial Board Chair Person and will proceed in the following manner:
  - a) Reading the student's specific violations of the Code of Conduct
  - b) Presentation of information by the University
  - c) Discussion of the information between Judicial Board and the Judicial Administrator
  - d) Presentation of information by the student charged and questions by the committee
  - e) Decision made by the Judicial Board
5. **ADVISOR** – Accused students have the right to be assisted by an advisor. The advisor may be a parent, friend, or attorney. Accused students are responsible for presenting their own response. Advisors are not permitted to represent the student or to participate in the hearing. Attorneys will not be allowed as advisors unless the attorney first notifies the office of General Counsel.
6. **WITNESSES** – The committee and the accused student may call witnesses. Witnesses may only be present while giving testimony.
7. **EVIDENCE** – Pertinent records, exhibits and written statements may be accepted as information for consideration by the committee at the discretion of the Judicial Administrator.
8. **QUESTIONS** – All procedural questions are subject to the final decision of the

Judicial Administrator.

9. VOTE – After the hearing, the board determines by a majority vote whether the student violated each section of the Code of Conduct that the student is charged with violating. The committee's determination is made on the basis of whether it is more likely than not that the accused student violated the Code of Conduct.
10. GUILTY/SANCTIONS – If the board finds the student in violation of the Code of Conduct, the board then determines appropriate sanctions. The Judicial Administrator notifies the student in writing of the board's decision and the issued sanctions.
11. RECORD – There is a single written record of the hearing, which normally consists of the statement of alleged misconduct, a summary of the information presented in the hearing, a summary of the statement of the accused, a statement of the decision, and the issued sanctions, if any; the hearing may be transcribed or otherwise recorded.
12. ABSENCE – If the accused student fails to appear at the hearing, the board may make a decision based on the available information. If the Judicial Administrator determines that the accused student is absent for a worthy reason, a new date may be set for the hearing.

#### **Appeals of Disciplinary Decisions**

- Any student may appeal a disciplinary decision within 5 working days.
- This appeal must be in written form or via e-mail.
- Disciplinary decisions made by Resident Directors may be appealed to the Associate Dean or Dean of Students.
- In matters involving suspension or dismissal, the student may appeal to the Staff/Faculty/Student Judicial Board. The Judicial Board will make a recommendation to the University about whether or not the decision should be overturned. This recommendation is presented to the Dean of Students for review and final approval.

#### **Disciplinary Sanctions**

The assignment of any disciplinary sanction(s) shall be determined by:

1. The nature of the offense.
2. The severity of the violation.
3. The behavioral history of the student and/or the overall performance as a student and as a member of the community at OC.

#### **Definition of Sanctions**

##### **a) *Disciplinary Probation***

Disciplinary probation may be an option for another offense after a written disciplinary report or for more serious infractions. **A student on disciplinary probation will have freshman curfew reinstated if living in a dormitory.** A student on disciplinary probation is

ineligible to:

- Participate in the student government as an officer
- Represent the University in public events such as varsity sports, Spring Sing or extracurricular activities (not a graded class requirement) such as plays or concerts during the probation period
- Sign out, except to his or her parent's house
- Have late permissions
- Participate in intramural sports
- Move to the campus apartments until he or she has successfully completed one semester without any violation resulting in disciplinary probation or suspension
- Receive a curfew waiver during the probation period
- Rush a social service club or hold an officer position

The University reserves the right to revoke the student's eligibility to remain in the campus apartments.

**b) *Dismissal***

- Dismissal is the temporary separation of the student from OC for a definite period of time, but not less than 2 semesters, after which the student must re-apply through the Office of Admissions and be granted acceptance before becoming eligible for re-enrollment at the University.
- Conditions for readmission may be specified, but the student is not guaranteed readmission.

***Dismissal from University Housing***

- In accordance with University housing policy, students required to live on campus but are dismissed from University housing will be dismissed from OC.
- Any student dismissed from the residential community prior to the end of the contractual period may be responsible for any remaining monetary charges, as well as ineligible for reimbursement for any charges already paid.

***Educational Sanctions***

Educational sanctions consist of, but are not limited to, the following:

- Community service
- Essay writing assignment
- Attendance at a seminar
- Drug or alcohol programs/assessments
- Other discretionary sanctions as deemed appropriate by appropriate University officials

***Expulsion***

- Expulsion is the permanent separation of the student from OC.
- The student is dismissed from the University and is permanently ineligible to

re-enroll at the University at any time in the future.

- When students are dismissed, expelled or suspended for disciplinary reasons, there is no refund of tuition or room charges for the semester and all financial aid is canceled.

### ***Fines***

Fines are the payment of charges for violation of regulations. These charges are added to a student's account.

### ***Forfeiture of Financial Assistance***

- Every student who has accepted a scholarship, loan, fellowship, grant-in-aid, or any other financial assistance by the University or the state is deemed to have agreed to observe the rules and regulations of the University.
- The University shall review the record of each recipient of financial assistance who has been placed on University disciplinary probation, suspended, expelled or dismissed from the University, or arrested and convicted as a result of a violation of University policy.
- In such cases students who have accordingly violated the student Code of Conduct as outlined in the Student Handbook may forfeit their financial assistance.
- For further information regarding this policy, please contact the Office of Financial Assistance.

### ***Interim Suspension***

In certain circumstances, the Dean of Student Life or a designee may impose a University or residence-hall suspension prior to a meeting with the Student Disciplinary Committee. Interim suspension may be imposed:

- To ensure the safety and well-being of members of the University community or preservation of University property
- To ensure the student's own physical or emotional safety and well being
- If the student poses a definite threat of disruption of or interference with the normal operations of the University

During the interim suspension, the Dean of Students may deny access to the residence halls and/or to the campus facilities (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible.

### ***Loss of Privileges***

Such loss may include, but is not limited to:

- Financial assistance
- Eligibility to represent the University officially on athletic teams or performing groups
- Seeking or holding an elected student office
- Participation in /or use of specific University facilities, computer systems, equipment or services

### ***Non-Disciplinary Procedures***

It is our desire at OC that students, who want help for behavioral concerns and are willing to be responsible and honest, be able to get that help without disciplinary action being taken, if possible. Therefore, students that voluntarily confess an addictive lifestyle issue (including alcohol, drugs, pre-marital sex, pornography and eating disorders) to the Dean of Students are eligible for a range of non-disciplinary options, including counseling or medical treatment. The following conditions must be met in order for the student to be eligible:

- a. The student must initiate the discussion before the issue has been identified by University personnel or reported to the Office of Student Life. Once the issue or violation has been identified or reported, normal disciplinary processes begin.
- b. The student must be willing to submit to intervention as deemed appropriate by the Dean of Students.
- c. A failure to comply with assigned intervention(s) and complete all requirements by any deadline imposed results in disciplinary action.
- d. Another violation in the same area(s) addressed after the initial meeting results in disciplinary action being taken.
- e. Issues involving harm to self, endangering others or legal issues do not qualify under this provision and are handled through normal University procedures.

### ***Non-Disciplinary Emergency Withdrawal***

- A student may be subject to an emergency withdrawal if he or she engages, or threatens to engage, in behavior which:
  - Is harmful or destructive to himself or herself.
  - Substantially impedes the normal activities of other members of the campus community, which includes the disruption of residential life.
  - Indicates that he or she is unable to successfully complete the current academic requirements.
- The University may impose additional requirements or conditions before the student may be considered for re-admittance.
- The student may appeal the withdrawal decision within 5 working days by

sending a written request to the Dean of Students outlining the reasons why the decision should be reversed.

- The University will conduct a review to determine if the decision to withdraw the student should stand or be reversed. This review may utilize a consultation from a licensed mental health professional as well as an overall evaluation of the student's previous performance in and out of the classroom.
- The student may obtain, at his or her own expense, an independent psychological evaluation from a licensed mental health professional and present this information to the administration for consideration.

### ***Restitution***

Restitution is the compensation for loss, damage or injury. Failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).

### ***Sanctions for Student Organizations***

- Student groups and organizations may be charged with violations of this Code of Conduct.
- A student group or organization and its officers may be held collectively and/or individually responsible when violations of this Code occur, either during an event sponsored by the organization or by an individual representing or associated with that organization or group.
- The following sanctions may be imposed upon groups or organizations:
  - Disbandment: this includes the loss of all privileges, including University recognition, for a specified period of time
  - Permanent dissolution
  - Warning
  - Reprimand
  - Probation
  - Fines
  - Loss of privileges
  - Restitution
  - Other educational sanctions
- See the Student Organization Handbook for additional information. (add link?)
- Alternative disciplinary action fitting the offense as mandated by the Dean of Students, the Judicial Board, or any other appropriate University official or appointed board may also be imposed.

### ***Suspension***

- Suspension is the temporary separation of the student from OC for a definite

period of time, after which the student is eligible to return without re-applying through the Office of Admission.

- If the student is absent for 2 or more academic years, he or she is required to re-apply and be readmitted by the Office of Admissions, as is the case for all students. Conditions for readmission may be specified.

#### ***Warning***

- Oral or written notice to the student that the student violated the Code of Conduct and that the continuation or repetition of misconduct may result in a more severe sanction.

#### ***Written Disciplinary Report***

- A written disciplinary report is an officially recorded disciplinary action.
- It is usually, but not always, given for a Code of Conduct violation after the student has already received a warning; a written disciplinary report is also issued for behavior that is viewed by the University as more serious than that which would require a verbal warning, but less serious than that which would require probation or other sanctions.
- This document is placed in the student's permanent file.
- Any other violation of the Code of Conduct (even a minor violation) for the remainder of the school year may result in consequences found in the next level of disciplinary action (such as disciplinary probation or more severe sanctions).

## **H. Medical Withdrawal Policy**

### **Policy Statement**

Oklahoma Christian University (“OC”) recognizes that students may experience medical situations which significantly limit their ability to function successfully and/or safely in their roles as a member of the University community. In these circumstances, the following procedure will apply.

### **Definitions**

For purposes of this policy the following definitions apply:

- “Individualized Assessment” is a plan of action specifically designed for a particular student based on their specific needs.
- “University Community” is any member of the Oklahoma Christian University faculty, staff, student body, alumni, board of trustees, and/or friends of the University.

### **Procedures**

#### **1. Interim Suspension**



When, in the judgment of the Vice President for Student Life or his or her designee, the continued presence of a student at Oklahoma Christian University presents an immediate danger to the fulfillment of the educational mission of the University or to the life, health, welfare, safety or property of any member(s) of the University community, the student may be subject to a change in student status including immediate denial of campus residency and/or suspension from the University pending the outcome of an initial individual assessment or disciplinary action which shall be scheduled as expeditiously as possible.

## **2. Voluntary Medical Withdrawal**

Oklahoma Christian University recognizes that students may experience medical situations that significantly limit their ability to function successfully or safely as a student. In these situations, students should consider requesting a medical withdrawal, which allows students to take a break from University life and their studies, so that they may receive necessary treatment and the possibility of returning to the University with an opportunity to complete their studies. Each request is evaluated on a case by case basis.

A voluntary medical withdrawal can be taken for issues such as injury, illness, substance issues, mental health issues, etc. Supporting documentation must be submitted in order for a voluntary medical withdrawal to be approved. Acceptable documentation would be a letter or note from your physician, psychologist, or counselor, on their letterhead, and should indicate: (1) the reason you are requesting a medical withdrawal, including your diagnosis; (2) the date of initial treatment; (3) the dates of subsequent treatment (if applicable); and (4) the expected semester of recovery.

If your request is related to a mental health and/or substance related condition, you must schedule an appointment and submit documentation to the Oklahoma Christian University Counseling Center. If your request is related to any other health condition, please contact student services to submit documentation. A student may apply for re-admission to the University by following the procedure described in the re-admission from medical withdrawal section.

## **3. Involuntary Medical Withdrawal**

Oklahoma Christian University has a variety of support services to help with medical needs, including certain mental health needs, faced by students in our University Community. On occasion, students may experience health needs requiring a level of care that exceeds what the University can appropriately provide. When these situations arise, students may take a voluntary medical withdrawal in order to seek the treatment required. If a student is unable or unwilling to carry out substantial self-care obligations, where current medical knowledge and/or the best available objective evidence indicates that a student poses a significant risk to the health or safety of any member of the University community, including where a student poses an actual risk to their own safety, not based on mere speculation, stereotypes, or generalizations about individuals with disabilities, and the student does not want to take a Voluntary Medical Withdrawal, the Vice President for Student Life has the authority to place the student on Mandatory Medical Withdrawal.

The University will abide by the following procedure when conducting an individual assessment of a student's situation.

- a) The Vice President for Student Life or his or her designee may require a mandatory assessment if a student's condition renders him/her unable to function in the University community without harming a member of said Community and/or disrupting the educational mission of the institution.
- b) When in the opinion of a professional member of the Oklahoma Christian University counseling or health center staff a student is unable to be adequately helped by the center or by other available facilities, and the student's condition renders them unable to function at the University without harming a member of the University community and/or disrupting the educational mission of the institution, the staff member shall notify the Vice President for Student Life or his or her designee as soon as possible.
- c) When the Vice President for Student Life receives notification under either (a) or (b), described above, the Vice President for Student Life or his/her designee will review appropriate documentation and make a decision regarding the student's status. Failure to appear for a mandatory assessment can result in an involuntary medical leave of absence without further process.
- d) During the individualized assessment, Oklahoma Christian University will consider if there are reasonable accommodations that would permit the student to continue to participate in the University community without a mandatory medical withdrawal.
- e) Once a final determination has been made, the student will be promptly informed of the decision as well as the required subsequent steps.
- f) If requesting an appeal of the decision, the student must submit an appeal, in writing, to the Vice President of Student Life, within one week (7 days) after being informed of the final decision.
- g) After one full semester following the semester in which the leave began, a student may apply for re-admittance by following the process described in the procedures for re- admittance from a medical withdrawal.

#### **4. Re-Admittance from a Medical Withdrawal**

A return from a Medical Withdrawal requires approval from the Vice President for Student Life following an individualized re-entry assessment. The assessment must be requested from the Office of the Vice President for Student Life at least two weeks prior to the beginning of the semester in which the student desires to return.

In most cases the Vice President for Student Life will establish specific requirements for reinstatement if the circumstances of the student's departure warrant it. The goal of these requirements is to demonstrate the student's readiness for a successful return to the University. All conditions or requirements for reinstatement will be based on an individualized assessment of each student including consideration of current medical knowledge and/or

the best available objective evidence. Careful consideration will be given to the opinions and recommendations of the student's treating physician or mental health professionals.

Oklahoma Christian University reserves the right to deny any application for return from a medical withdrawal if a return would create health or safety issues to any member of the campus community, a return would disrupt the educational mission of the University, or the school is unable to reasonably accommodate the needs of the student. The student can submit a written appeal to the office of the Vice President of Student Life within two weeks.

## **I. Modesty & Decency Policy**

### **Decency Policy**

Decency prohibits forms of expression inconsistent with OC's mission such as:

- Profanity or vulgarity
- Display of advertisements for any substance or behavior restricted by OC (including empty alcohol or tobacco containers)
- Any material that may be construed overtly suggestive, demeaning or pornographic

Due to the subjective nature of defining these categories, Resident Directors, Director of Residence Life and University officials reserve the right to make these decisions on a case-by-case basis.

### **Statement on Modesty**

Oklahoma Christian University expects its students to conduct themselves as responsible citizens in a Christian community. Enrollment at OC is a privilege that brings with it responsibilities and accountability. Students should be challenged by the question, "Are you honoring God with what you wear?"

In modesty, as in all areas of life, Christians are to be in the world and not of the world. Purity of heart and of action is our standard. Fads and fashion trends often beguile us to settle for attire that is not appropriate for one who honors the temple of God's Spirit. The apostle Paul also alerts us not to dress or conduct ourselves in a way that causes another to stumble. In the area of modesty, the world's standards are not our standards.

As an institution devoted to helping people live like Jesus, we believe it is our responsibility to teach and demonstrate modesty. We do not seek just outward compliance to a written code. Rather, we seek a spirit that recognizes what is immodest and a spirit that regularly chooses to wear what is appropriate.

An additional challenge for members of God's family is to not sacrifice the opportunity to have a positive influence on others by the way we appear and present ourselves. Each of us makes a decision about what we portray with what we wear. It should be our goal to remain pure in our minds and in our actions.

- The University reserves the right to make decisions regarding a student's attire and appearance on a case-by-case basis.
- Members of the faculty and administration shall have the right and are expected to

require students to change their clothing if they believe they violate these expectations.

- Students are expected to hold one another accountable to following this policy.
- Faculty and staff are expected to uphold the same expectations.

*Ephesians 5:3 – But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people.*

### **University Dress Code**

The determination of precisely when an article of clothing crosses over from modest to immodest is a matter of judgment and maturity. However, as followers of Christ it should not be our objective to get as close to the line as possible without sinning. The following expectations will help us live up to Jesus' standard of modesty and should be followed. Any questions or clarifications can be directed to the Student Life Office.

- Attire should be modest and appropriate at all times.
- Shirts should be worn at all times.
- Clothing on upper and lower torso must meet at all times.
- Shorts and skirts should be at a minimum one-inch below the tips of the fingers with the arms and hands fully extended on the side. This applies with or without leggings.
- If wearing leggings your shirt should be one-inch below your fingertips when your arms and hands are fully extended to your side. Tights as pants are not acceptable. Athletic and yoga pants are only appropriate on campus when covered with shorts.
- All shirts and dresses must have straps that are at least one inch in width.
- Students should wear clothing that has an appropriate neckline that is not revealing or indecent at any time. This would include shirts that are too loose, too low cut or too tight, making them inappropriate or calling undue attention to any area of the body.
- Advertisements worn on clothing or on jewelry must uphold the values and expectations of the University. Verbal or visual references to profanity, alcohol, tobacco, and drugs are prohibited on clothing.
- During work periods student workers are expected to conform to the dress code set by the department in which they work.
- Individual faculty members may have additional dress requirements in their classrooms.

### **Modesty and the Fitness Center**

Minor variations from this modesty code may be allowed in the fitness center; however, students should honor the principles of this code in their exercise clothing. Attire for travel to and from the fitness center should fully meet the modesty code.

### **University Hair Policy**

The University seeks to have student that are appropriately groomed. Unconventional hair styles are

evaluated on an individual basis. Students whose hairstyles are deemed inappropriate will be asked by student life personnel to make alterations.

## **J. Non-Discrimination/Equal Opportunity Policy**

The University shall not discriminate on the basis of race, color, age, sex, disability, or national or ethnic origin in employment opportunities, in employment, admissions, or the provision of services, in keeping with applicable state and federal laws. Accordingly, subject to the provisions of the following paragraph, the University shall actively seek to diversify its employee and student base.

In applying this policy, the Board recognizes that Oklahoma Christian University is affiliated with the fellowship of the Church of Christ and that the University is controlled by a Board of Trustees all of whom are members of the Church of Christ, and is operated within the Christian-oriented aims and ideals and religious tenets of the Church of Christ as taught in Holy Scripture. Thus, as a religiously-controlled institution of higher education, Oklahoma Christian University is exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

The University very intentionally claims and protects its rights to hire co-religionists and individuals who share and support the mission of the University, and who follow the doctrines and practices of its founding fellowship, and to exclude from employment individuals who do not meet these criteria.

## **K. Sexual Misconduct Policy**

### **Policy Statement:**

Oklahoma Christian University prohibits all unlawful discrimination on the basis of sex in its educational programs and activities. Discrimination on the basis of sex is also prohibited by federal laws, including Title VII and Title IX. Notwithstanding, Oklahoma Christian University is a religious institution with sincerely held religious beliefs, based in scripture, and is therefore exempt on religious grounds, from certain civil rights laws including portions of Title VII and Title IX.

This policy governs the University's response to unlawful discrimination based on sex, and all forms of sexual misconduct which includes sexual harassment, sexual violence, dating violence, domestic violence, sexual exploitation and stalking. Such behaviors are against the law and are unacceptable behaviors under Oklahoma Christian University policy. These unacceptable behaviors are hereafter referred to as "sexual misconduct." The University does not tolerate sexual misconduct and it will take action to prevent and address such misconduct. The University has jurisdiction over all Title IX and related complaints. Questions about Title IX may be directed to Oklahoma Christian University's Title IX Coordinator, Tamie Willis, (405) 425-5320, or the Department of Education's Office of

## Civil Rights.

Individuals who have experienced sexual misconduct are strongly urged to promptly report such incidents to the Title IX Coordinator. Oklahoma Christian University will respond promptly to all reports of sexual misconduct. According to the procedures below, the University will provide a fair and impartial review and resolution for complaints and, where appropriate, issue sanctions and remedial measures. The severity of the corrective action, up to and including termination or expulsion of the respondent, will depend on the circumstances of the particular case. Any person who is a Responsible Employee, at the University, such as administrators, supervisors, managers or certain faculty members, and who has received information or has knowledge of sexual misconduct, must make a report to designated University officials or be subject to disciplinary action (see section on Responsible Employees below).

Retaliation against anyone who makes a report of sexual misconduct is prohibited by University policy as well as Title IX and other state and federal laws. Procedures for reporting incidents of sexual misconduct, and investigating and adjudicating sexual misconduct complaints are part of this policy and are included or linked below. In exceptional cases the University reserves the right to take prompt action without employee or student conduct proceedings.

### **Scope of the Policy:**

This policy is designed to protect all members of the University community:

- (1) all students
- (2) all employees: academic, staff, temporary (hourly)
- (3) others including volunteers and visitors while on University property or involved in an Oklahoma Christian University program off-campus.

The policy applies regardless of sex, immigration status and citizenship status. It applies to relationships among peers as well as to superior-subordinate relationships.

Other University policies and codes related to misconduct will remain in effect for complaints of misconduct other than sexual misconduct. However, any report or complaint of misconduct that includes elements defined below will be addressed in accordance with this sexual misconduct policy and included procedures.

### **Purpose of the Policy:**

Oklahoma Christian University is committed to the safety and well-being of all members of the University community including students and employees. Oklahoma Christian University recognizes that sexual misconduct may result in grave and often long-lasting effects on those involved and is committed to timely investigation of allegations of sexual misconduct, use of interim measures when appropriate, and appropriate actions and consequences following investigations. Oklahoma Christian University is committed to compliance with state and federal laws regarding sexual misconduct, required reporting to state and federal agencies, and to working with law enforcement officials and agencies.

The University is also committed to education to improve preventative programs.

**Important Policy Definitions (Additional Definitions Below):**

***Sexual Harassment***

Sexual harassment is unwelcome conduct or behavior of a sexual nature. Sexual harassment includes Sexual Violence. Both violent and non-violent sexual harassment are prohibited. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, written, electronic (e.g. by e-mail, text, social media, etc.), or physical conduct of a sexual nature. Sexual harassment occurs when:

- (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement, or when
- (2) such conduct is sufficiently severe, pervasive or persistent to limit or deny a person's ability to participate in or benefit from the University's educational programs or affects employment.

***Sex-Based or Gender-Based Discrimination***

Sex-based or Gender-based discrimination is verbal, nonverbal, graphic, or physical aggression, intimidation, or hostile conduct based on sex, sex-stereotyping, sexual orientation or gender identity, but not involving conduct of a sexual nature, when such conduct is sufficiently severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the University's education or work programs or activities. For example, persistent disparagement of a person based on a perceived lack of stereotypical masculinity or femininity is prohibited under this policy. Nothing in this policy limits or restricts any of the University's rights under any religious exemption from any civil rights law.

***On or Off Campus Behaviors***

This policy applies to sexual misconduct that occurs on campus or in the context of any University program or activity, including off-campus conduct in the context of a University program or activity. This policy also applies to sexual misconduct that has a continuing adverse effect or creates a hostile environment on campus or in any University program or activity whether on or off campus. Prohibited conduct that takes place off campus includes, but is not limited to, sexual misconduct in connection with an academic course assignment, internship, practicum, field trip, study abroad program, student teaching, research, or other University activity; or sexual misconduct in connection with any activity sponsored, conducted, or authorized by the University or by a student organization; or where the sexual misconduct undermines the security of the University community or the integrity of the educational process or poses a serious threat to self or others. Where a student organization has contributed to or created a hostile environment in connection with an incident of sexual misconduct, the student organization will be subject to discipline and appropriate sanctions, as determined by the Vice President and Dean of Students.

### ***Consent***

Consent – is expressed through affirmative, voluntary words or actions mutually understandable to all parties involved:

- (1) Consent is given for a specific sexual act at a specific time and can be withdrawn at any time.
- (2) Consent cannot be coerced or compelled by duress, threat, or force.
- (3) Consent cannot be given by someone who, for any reason, cannot understand the facts, nature, extent, or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent, asleep, unconscious, mentally or physically impaired through the effects of drugs or alcohol, or mentally impaired due to an intellectual or other disability.
- (4) Consent cannot be assumed based on silence, the absence of “no” or “stop”, the existence of a prior or current relationship, or prior sexual activity.

### ***Intellectual Inquiry and Debate***

In determining whether sexual misconduct, not including sexual violence, has occurred and what type of remedy, if any, might be appropriate in a given case, the University will also consider the fact that free intellectual inquiry, debate, and constructive dialogue are vital to the University’s academic mission and must be protected even when the views expressed are unpopular or controversial. Notwithstanding, certain speech or conduct by an employee that violates the OC Covenant or other University policy, may violate this sexual misconduct policy, or other employment policies, regardless of such conduct or speech being protected by law or academic freedom principles.

The definition of sexual harassment in this policy is meant neither to proscribe nor to inhibit discussions, in or out of the classroom, of complex, controversial, or sensitive matters, including matters involving sex, gender, sexuality, sexual-orientation, sexual behavior, or gender-identity or expression, when in the judgment of a reasonable person they arise for legitimate pedagogical purposes. This includes intellectual inquiry, debate, and dialogue on issues of sexual misconduct. The mere expression of views, words, symbols or thoughts that some people find offensive, does not by itself create a hostile environment.

### ***Awareness, Education, Prevention and Training Programs***

Oklahoma Christian University is committed to providing ongoing educational programming for students, employees and other members of the University community to promote awareness of the problems caused by sexual misconduct and to help prevent and attempt to reduce the risk of the occurrence of sexual misconduct. Educational programs will include information on how and where to report incidents of sexual misconduct, resources available, as well as safe and positive options for bystander intervention that may be carried out by individuals to prevent harm or intervene when there is a risk of sexual misconduct being inflicted on another person. Employee training shall be provided to those involved in reporting, receiving reports, investigating, adjudicating and otherwise responding to charges of sexual misconduct at the University. The appropriate training will be tailored to the audience, and include reporting and response obligations, available resources, as



well as information about how to prevent and identify sexual misconduct. Individuals specifically involved in implementing the University's sexual misconduct procedures will be trained on issues and applicable policies and procedures relating to sexual misconduct, as well as how to conduct the investigation and hearing process in a manner that protects the safety of all parties and promotes fairness and accountability.

### ***Resource Information***

The University will disseminate campus-specific information regarding available on and off campus resources and other relevant materials. Resource information will include, but is not limited to:

- (1) University and community psychological and counseling resources;
- (2) University and community medical resources (including the availability of nurses trained in sexual assault response);
- (3) Resources for non-U.S. citizens (visa, immigration, and translation assistance);
- (4) How to report an incident of sexual misconduct to the University and local law enforcement;
- (5) Available confidential employees;
- (6) Information and assistance regarding adjustments to academic housing, financial aid, obtaining no contact orders, and other needs on campus;
- (7) Community resources such as legal assistance and obtaining protective orders.

### ***Duties of Title IX Coordinator***

Oklahoma Christian University's Title IX Coordinator, Ms. Tamie Willis, (405) 425-5320, will be informed of all reports of sexual misconduct, and will oversee the University's review, investigation, and resolution of those reports to ensure the University's compliance with Title IX, and other related laws, and the effective implementation of this policy. The Title IX Coordinator will have adequate training on what constitutes sexual harassment, including sexual violence.

#### ***The Title IX Coordinator is:***

- (1) Responsible for oversight of the investigation and resolution of all reports of sexual harassment, sexual violence, stalking, and domestic and dating violence involving students, and employees;
- (2) Knowledgeable and trained in University policies and procedures and relevant state and federal laws;
- (3) Available to advise any individual, including a complainant, a respondent, or a third party, about the courses of action available at the University, both informally and formally, and in the community;
- (4) Available to provide assistance to any University employee regarding how to respond appropriately to a report of sexual misconduct;
- (5) Responsible for monitoring full compliance with all procedural requirements, record-keeping, and timeframes outlined in this policy;
- (6) Responsible for overseeing training, prevention, and education efforts, and any reviews of climate and culture; and

- (7) Responsible for providing the University aggregate, non-identifying information in regard to reports, investigations, resolutions, and sanctions.

Deputy Title IX Coordinators are responsible for assisting the Title IX Coordinator and tracking and reporting to the University Title IX Coordinator all incidents of sexual misconduct. Deputy Title IX Coordinators will work with the University Title IX Coordinator to ensure that the appropriate designated campus officials are involved in investigating and adjudicating complaints according to this Sexual Misconduct Policy and other applicable University policies and procedures.

Deputy Title IX Coordinators will work with the University Title IX Coordinator to ensure that adequate education, training, sanctions, and appropriate resources are available and provided. Student Services Professionals assist in educating the campus community and directing those who report an incident of sexual misconduct to the appropriate campus resources.

## **Procedure**

### ***Immediate Assistance***

**In an emergency or if you see a crime in progress, always call 911 immediately.**

The University shall provide, publicize and update information for immediate assistance, including contact information for emergency and medical assistance, counseling services, as well as local law enforcement. Information about ways to report anonymously or to speak to a confidential employee will also be provided to each student and employee.

The University will provide written information to anyone who has experienced sexual misconduct, about:

- (1) University procedures dealing with sexual misconduct, including to whom and how the alleged offense should be reported, as well as their rights and options;
- (2) The importance of preserving evidence that may assist in proving the alleged criminal offense occurred, as well as suggestions for how to preserve such evidence;
- (3) Options and assistance concerning the involvement of law enforcement agencies;
- (4) Rights and University responsibilities with respect to orders of protection and how to obtain such orders; and
- (5) Available campus and community resources.

### ***Reporting Sexual Misconduct***

**In an emergency or where immediate help is needed, call 911.**

Anyone wishing to report an incident of sexual misconduct can do so using the following methods:

- (1) Reporting directly to campus or local law enforcement if the incident involves sexual violence;
- (2) Reporting directly to the Dean of Students;
- (3) Reporting directly to a Deputy Title IX Coordinator; or

(4) Reporting directly to the University Title IX Coordinator.

All reports of sexual misconduct will be shared with the University Title IX Coordinator in a timely manner. In addition, if a report of sexual misconduct is not made initially to the Oklahoma Christian University Police Department (OCPD), and the information indicates it may be a crime reportable under the Clery Act, non-identifying information regarding the date, time, location and nature of the crime will be shared with OCPD for purposes of complying with the Clery Act, regardless of the complainant's instructions regarding confidentiality. If the University and/or Deputy Title IX Coordinator(s) receive a report that indicates law enforcement should be informed and involved due to the potential threat to health and safety of an individual or the University community, they may also share the identifying information needed for appropriate response by OCPD.

***Sexual Misconduct Involving a Child/Minor***

Sexual misconduct involving a child/minor (anyone under 18 years of age) must be reported. Oklahoma state law requires that any person who has reason to believe that a child/minor is a victim of child abuse or neglect (including sexual misconduct) has an affirmative duty to make an oral report to Department of Human Services (see 10A Okla. Stat. §1-2-101). Failure to report may result in criminal charges to the non-reporting individual.

***Amnesty***

The University strongly encourages students to report instances of sexual misconduct. Therefore, students reporting an incident of sexual misconduct will not be disciplined by the University for a violation of the Code of Conduct related to their own drug and/or alcohol consumption in connection with the reported incident of sexual misconduct.

***Retaliation***

Protections against retaliation are critical to reducing the prevalence of sexual misconduct within the University community. Retaliation against anyone who has reported an incident of sexual misconduct, provided information, or participated in procedures or an investigation into a report of sexual misconduct, is prohibited by the University and will not be tolerated. Acts of retaliation include intimidation, threats, and/or harassment, whether physical or communicated verbally or via written communication (including the use of e-mail, texts and social media), as well as adverse changes in work or academic environments or other adverse actions or threats. The University will take steps to prevent retaliation, and will impose sanctions on anyone or any group who is found to have engaged in retaliation in violation of this policy. Concerns about potential retaliation in connection with a report of sexual misconduct should be reported to a Deputy Title IX Coordinator or the University Title IX Coordinator.

***The Role of a "Responsible Employee" to Report and Respond to Sexual Misconduct***

The University encourages anyone who has experienced sexual misconduct to talk to someone about what happened, to ensure they are informed of the available support, resources and applicable complaint processes and to allow the University to respond appropriately. The information below explains the obligations of certain employees, known as Responsible

Employees under Title IX, to report information brought to their attention regarding incidents of sexual misconduct to the appropriate University officials.

### ***Responsible Employees***

Pursuant to Title IX, a “Responsible Employee” includes those University employees who have the authority to redress sexual misconduct, who have the duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty.

The University’s Responsible Employees include, but are not limited to:

- (1) All full-time instructors, including full-time professors, lecturers, and any others who offer instruction (whether in-person or online) or office hours to students;
- (2) All advisors;
- (3) All coaches, and other athletic staff who interact directly with students;
- (4) All student affairs administrators;
- (5) All residential hall staff;
- (6) All full-time employees who work in offices that interface with students; and
- (7) All supervisors and University officials.

When an individual tells a responsible employee about an incident of sexual misconduct, that individual has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. Therefore, Responsible Employees have an obligation to report the information as explained below, as well as assist the individual in seeking medical attention and emergency response where appropriate, in understanding available resources on and off campus, and in understanding their options in making a criminal complaint as well as a complaint through the University’s procedures set forth in this policy.

**If the incident is an emergency or poses a serious and continuing threat, the Responsible Employee should first call 911 or campus police immediately.**

In all situations, a responsible employee must report to the Title IX Coordinator or a Deputy Title IX Coordinator. The responsible employee must report all relevant details of the alleged sexual misconduct that are known or reasonably known to them, or that have been shared with them, that the University will need to be aware of to determine what happened. This includes the names of the individual(s) affected and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. A responsible employee should not discuss or share any information related to the incident, including the individual’s name, with anyone other than the Deputy and University Title IX Coordinators, and those directly involved in handling the University’s response, unless the responsible employee received the individual’s prior consent or in the event of an emergency or existing threat to anyone’s health and safety.

**Responsible Employees should make every effort to ensure that all individuals, including students, understand that the employee is legally obligated to make a report to the University**

**Title IX Coordinator or a Deputy Title IX Coordinator in the event they are made aware of an incident of sexual misconduct.**

In some instances, an individual who has experienced sexual misconduct may express a desire that the University not investigate the incident and/or not inform the individual accused. In those situations, the responsible employee must still report the information known to them, as required, but should also explain to the individual that the University will strongly consider the request, and will generally honor the request except in limited circumstances where the safety and well-being of the individual or the University community outweighs the reasons for the request. In reporting the details of the incident to the Title IX Coordinator, the responsible employee should ensure they inform the Coordinator of the individual's request. Responsible employees who are also Campus Security Authorities (CSA) under the Clery Act, will satisfy their CSA reporting obligation by reporting incidents of sexual misconduct to a Deputy Title IX Coordinator or the University Title IX Coordinator, who will ensure that the appropriate non-identifiable information is conveyed to OCPD for Clery Act compliance purposes.

If an individual has not yet shared information with a responsible employee regarding an incident of sexual misconduct, and the individual wishes to maintain anonymity, the responsible employee may refer them to a Confidential Employee or off-campus resource. However, once a responsible employee has knowledge of an incident of sexual misconduct, they must report.

**Role of Law Enforcement**

Any individual who has experienced sexual violence is encouraged to contact OCPD or local law enforcement. OCPD responds to emergency situations on the Oklahoma Christian University campus, and typically communicates and works with the University Title IX Coordinator to assist in investigations and incident response, as well as to track statistics for Clery Act reporting.

Individuals with a possible criminal case who have not made their initial complaint via the OCPD will be provided with information about how to file a complaint with either OCPD or local law enforcement. Individuals may also request assistance from campus authorities in notifying law enforcement. Individuals may decide not to notify law enforcement authorities, and proceed with a University investigation.

A University investigation under the procedures outlined in this policy may be initiated and/or proceed simultaneously with a criminal case. The University will cooperate with law enforcement, and if requested by law enforcement, defer its fact gathering for a brief period during the evidence gathering stage of a criminal investigation. However, the University will not consider its investigation on hold pending a criminal prosecution or investigation and will continue to communicate with individuals and address the need for any interim measures regarding safety and well-being, and resume its own fact gathering as soon as reasonable.

The determination by law enforcement whether or not to prosecute a respondent or the outcome of a criminal proceeding does not determine whether a violation of University policy has occurred. Records of University proceedings may be subpoenaed for a criminal prosecution. The University shall comply with the Family Education Rights and Privacy Act (FERPA).

## **Confidentiality and Privacy**

### ***Confidential Employees***

Certain University employees – based on their professional licensure and the nature of their role on campus – are available to speak with individuals about incidents of sexual misconduct and maintain the individual's desire for anonymity and absolute confidentiality. These confidential employees are exempt from the reporting requirements that apply to Responsible Employees. Individuals, who desire anonymity in discussing and seeking assistance about sexual misconduct, should contact and/or be referred to a confidential employee.

The University's confidential employees include:

- (1) Licensed, professional mental health counselors working in that capacity, and those they supervise;
- (2) The Campus Ministers;
- (3) Health care professionals and staff located in on-campus health care centers; and
- (4) Any staff or specialists on a campus specifically designated as non-professional sexual assault advocates, if any.

**Note:** *faculty, staff and other employees who are licensed mental health workers or are licensed medical workers, but who are not working in that capacity, such as faculty members in psychology, social work, nursing, etc., are not confidential employees under this policy. The University shall identify and publicize confidential employees.*

### ***Privacy***

The University is committed to safeguarding the privacy of the parties in a manner consistent with the objective to effectively investigate and prevent incidents of sexual misconduct. In all cases, the University will share the parties' information and details of the allegation only with University officials, law enforcement personnel, and other individuals who have a legitimate administrative or legal reason to be so informed. Records will not be disclosed outside the University unless required by law. All individuals with knowledge of an alleged incident of sexual misconduct are expected to safeguard the privacy of those involved and should refrain from discussing the incident with anyone other than appropriate University officials and law enforcement.

### ***Requests for No-University Action***

If an individual discloses they have experienced an incident of sexual misconduct to a responsible employee, but requests that the University not investigate the particular incident, requests

that no disciplinary action be taken, requests that the alleged perpetrator not be notified, or makes any similar request, the University will consider such request(s), and in general work to honor them. The responsible employee must still report the information to the designated officials, but also convey the individual's desired request(s). The University will weigh such request against its obligation to provide a safe, non-discriminatory environment for all students, including the individual who experienced the sexual misconduct. If the University determines that it is able to honor the individual's request(s), the individual should understand that the University's ability to meaningfully investigate the incident and/or respond appropriately may be limited.

The University has designated the following individual(s) to evaluate an individual's request for no or limited action by the University in connection with a report of sexual misconduct: the Title IX and Deputy Title IX Coordinator(s), in consultation with relevant administrators, where appropriate.

### **Investigation**

Upon receipt of a report of sexual misconduct, the University will respond promptly to investigate and provide interim measures where appropriate. Procedures after a report of sexual misconduct will follow the steps listed below depending on whether the respondent is a student or employee. Employees who are students may be subject to procedures for students or employees, or both, at the sole option of the University. Investigation of the alleged misconduct shall be conducted by the University Title IX Coordinator, or a Deputy Title IX Coordinator. Information for the investigation may be provided by the parties, witnesses identified by any party, or the University. The University may also consider information relating to prior complaints of misconduct known to the University. Information related to prior sexual history of the parties will be prohibited, except in very limited circumstances regarding prior sexual history between the parties where such information may be relevant to the issue of consent. However, consent will not be assumed based solely on evidence of any prior sexual history.

All investigators shall have the appropriate required and ongoing training on conducting sexual misconduct investigations, issues related to sexual misconduct and applicable University policies and procedures.

If the person identified as having engaged in sexual misconduct is not a student or employee of the University, the University shall take all appropriate measures to determine information regarding the individual, what occurred, whether another entity needs to be contacted to join in or assume an investigation (e.g. another institution of higher education), and to provide assistance in notifying the proper law enforcement authorities. The University will also provide interim and remedial measures, to the extent possible, to protect the reporting individual and eliminate any hostile environment. If upon investigation, it is determined that an individual is responsible for sexual misconduct and has a continuing relationship with the University, the University shall consider appropriate sanctions to prevent further harm and eliminate the hostile environment. In addition, the University reserves the right to investigate circumstances that may involve sexual misconduct in situations where no complaint, formal or informal, has been filed.

### **Interim and Remedial Measures**

Procedures for incidents involving students and employees will include providing appropriate and necessary interim measures pending the result of an investigation and remedial measures that will be long-term and continuous. Both interim and remedial measures are available to an individual who has experienced sexual misconduct, regardless of whether they move forward with their complaint. Interim and remedial measures may vary depending on the individual, the individual's needs and the specific circumstances. These measures could include no contact orders; assistance in changing academic, living, transportation, and/or work situations; counseling services; victim advocacy services; and assistance in obtaining protective orders. Interim measures may also include suspension of the respondent pending completion of the investigation.

### **Summary of Rights of the Complainant and Respondent in Sexual Misconduct Procedures**

The rights of the parties to a sexual misconduct proceeding include:

- (1) To be fully informed of University policies and procedures as well as the nature and extent of all alleged violations contained within the allegation.
- (2) To be treated with respect by University officials.
- (3) To have an advisor present during a University sexual misconduct proceeding, investigation meeting, or related meeting. The role of the advisor will be limited to being present only; they will not be allowed to speak during any University sexual misconduct proceeding, investigation meeting, or related meeting. If the advisor is an attorney, the attorney must notify the Vice President and General Counsel prior to being present at a University sexual misconduct proceeding. Attorneys may serve as an advisor but shall, like all such advisors, remain silent during such proceedings.
- (4) Adequate, reliable, and impartial investigation and appropriate resolution of all reports of sexual misconduct.
- (5) To be informed by the University of the option to notify proper law enforcement authorities including OCPD and local police, and the option to be assisted by campus authorities in notifying proper law enforcement, if the individual chooses.
- (6) To be notified of available counseling, mental health, academic, legal and other support services, both at the University and in the community.
- (7) To have allegations investigated by individuals who are properly trained to investigate and resolve allegations of sexual misconduct.
- (8) Equitable participation in the investigation and disciplinary process, including the opportunity to identify witnesses and other appropriate evidence.
- (9) To the use of the preponderance of the evidence standard (more likely than not) in determining responsibility.
- (10) The right to appeal as set forth in these procedures.

### **Procedures for Responding to Incidents Involving Allegations of Sexual Misconduct by or against Students**

The University will promptly respond to all reports of sexual misconduct alleged against a University



student following the procedures outlined in this policy. Allegations of sexual misconduct by students will be addressed by the Sexual Misconduct Policy and the Student Code of Conduct (“Student Handbook”). Students may be charged according to specific code violations under the Student Handbook, which will reference the Sexual Misconduct Policy.

Any individual reporting they have been a victim of sexual violence will be informed of how to, and provided assistance in, making a criminal complaint with the appropriate law enforcement agency. The pursuit of criminal charges may be in addition to, or instead of, pursuing cases through the University process.

Throughout the process, the parties will have equal opportunities to present information, have advisors present, and pursue an appeal, if applicable. The University will have as a priority, the interests of all parties involved, in regard to fairness, dignity, privacy, and fairness.

The investigation and determination of responsibility will generally be concluded within 60 days of the report, absent special circumstances.

- (1) **Investigation:** Upon receipt of a report of sexual misconduct by a victim/survivor (hereinafter referred to as “complainant”) or third party, the University will take immediate and appropriate steps to investigate the incident. If the complainant requests confidentiality or asks that the complaint not be pursued, the University will take all reasonable steps to investigate and respond to the complaint consistent with those requests, keeping in mind that the University must weigh such requests against its obligation to provide a safe, non-discriminatory environment for all students, including the complainant.
  - a. If sexual misconduct proceedings are initiated, the parties will be notified, and the student alleged to have engaged in sexual misconduct (hereafter referred to as “respondent”) will be provided a date by which an appointment must be made to discuss the matter. At such time, the respondent shall be informed of the allegations made against them and shall be provided the opportunity to respond.
  - b. The investigation may include, but is not limited to, interviews with the complainant, the respondent, and other witnesses identified as having information relevant to the allegations made, as well as the examination of written statements by the parties, relevant documents, and other relevant information. Information for the investigation may be provided by complainants, respondents, witnesses identified by any party, or the University. Any person believed to have information relevant to an investigation may be contacted and requested to make an appointment to discuss the matter.
  - c. Failure to comply with a request to make and/or keep an appointment relevant to an investigation may result in a disciplinary hold being placed on a student’s account and/or the initiation of charges for student conduct failure to comply.

- d. All members of the University are expected to cooperate with the investigative process. Failure to do so may result in disciplinary measures pursuant to applicable University policy and procedure.
- e. Upon completion of the investigation, the University will provide notice of all relevant charges and notice of next steps of the sexual misconduct process.

(2) ***Alternative Resolution Options:***

- a. In appropriate cases, the University may pursue alternative resolution with the consent of all parties at any point in the investigation process. Alternative resolution options may include, but are not limited to, mediation, development action plans, voluntary resolutions, and/or appropriate sanctions.
- b. Under any alternative resolution, the complainant will not be required to resolve the problem directly with the respondent, unless desired by the complainant. All parties must be notified of the right to end the alternative resolution process at any time, and begin the formal process. Mediation may not be used in cases involving sexual violence. The Investigator shall document the outcome of any alternative resolution and share with the parties.

(3) ***Acceptance of Responsibility Option:***

- a. In cases where facts are generally not in dispute, and the respondent expresses a willingness to accept responsibility for all charges in a case, with the consent of the complainant, the respondent will be offered the opportunity to waive the right to a formal hearing and all related procedural guarantees, and agree to receive a sanction from a designated official by whom charges were brought or by the Sexual Misconduct Hearing panel. In such situations, the parties will each be provided the opportunity to submit a written statement to the designated official or hearing panel for consideration in determining appropriate sanctions.
- b. The designated official or hearing panel shall consider only the parties' written statements regarding sanctions, the relevant facts from the investigation, and past conduct history of the respondent (if applicable). In such cases, the right to appeal will be limited to an appeal on the grounds that the sanction is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in consideration of applicable University guidelines. The parties may end this process, and seek full hearing, at any point prior to issuance of the sanction.

(4) ***Sexual Misconduct Hearing:*** The respondent and complainant are required to attend the sexual misconduct hearing. Generally, the respondent, and complainant will not be in the same room as the same time without prior written consent of both parties.

a. **Sexual Misconduct Hearing**

- i. A hearing panel will be assembled for the sexual misconduct hearing. The hearing panel will be composed of three staff or faculty members of the University. Hearing panel members will be drawn from the pool of

staff and faculty members who have completed the University's required annual training on issues related to sexual misconduct and University policies and procedures. At a minimum, at least one panel member shall be a student affairs officer. The Dean of Students shall be an *ex-officio* member of the hearing panel.

- ii. The sexual misconduct hearing is closed. However, the complainant and respondent may each select one advisor of his/her choice and expense to accompany him/her at any point in the disciplinary process. Advisors are limited to an advisory role and may not participate or speak. Both parties will be afforded similar and timely access to view any information that will be used at the hearing.

**b. Procedures for a Sexual Misconduct Hearing**

- i. The Chair of the panel shall review the charge(s) made against the respondent and the specific facts alleged. The respondent may, but need not, respond to allegations.
- ii. Both the complainant and the respondent will have equal opportunity to present oral and/or written evidence. The respondent may, but need not, respond to the allegations and evidence. Generally, the complainant and respondent shall not be in the hearing at the same time, unless each agrees in writing.
- iii. Only the hearing panel members, the complainant, and the respondent may pose questions during the hearing. The complainant and respondent may not directly question each other, but may submit questions to the Chair, to be asked of the other party. The Chair or other panel members will review questions prior to posing to the other party to prevent questioning that is not permitted under these proceedings.
- iv. If the respondent fails to appear at the sexual misconduct hearing, the hearing may proceed without his or her participation. The respondent may explain the failure to appear in writing to the University within two business days of the scheduled hearing. Written documentation supporting the cause of absence must be included. Within three business days after receiving the respondent's letter, the University will notify the respondent and the complainant whether the failure to appear was excused, and if so the hearing may be rescheduled. The failure to appear will only be excused due to extraordinary circumstances.
- v. If the respondent failed to appear and such failure was not excused, the respondent's right to appeal the finding and any sanction(s) imposed will be automatically forfeited, and the outcome reached in absentia will go into effect.

**c. Decision & Sanctions**

- i. At the conclusion of a hearing, the panel shall deliberate without the parties present to determine responsibility based on the evidence, and sanctions if applicable.
- ii. If, after deliberations the hearing panel determines that the information available in the sexual misconduct hearing *does not* support by a

- preponderance of the evidence (more likely than not) that the respondent is responsible for a violation of the Sexual Misconduct Policy, the hearing panel will notify both the respondent and the complainant by means of a written notice. The complainant and/or respondent may request an appeal.
- iii. If, after deliberations, the hearing panel determines that the information available in the sexual misconduct hearing **does** support by a preponderance of the evidence (more likely than not) that the respondent is responsible for a violation of the Sexual Misconduct Policy, the hearing panel will notify both the respondent and the complainant and will assign appropriate sanctions by means of a written notice. The respondent and/or the complainant may request an appeal.
  - iv. Possible sanctions for cases in which students are found in violation of the Student Handbook for acts of sexual misconduct include, but are not limited to formal warnings, required behavioral assessment and/or counseling, required educational training, disciplinary probation, suspension, and/or permanent expulsion.
- (5) **Appeal:** The respondent or the complainant may appeal the decision of the sexual misconduct hearing panel to the Vice President and Dean of Students. To initiate an appeal, the respondent or complainant must send written notice of appeal to the designated official. The written notice must include the basis for seeking the appeal and include information to support such basis (See Section 5b.)
- a. **Timing:** The notice of appeal must be filed no later than five (5) calendar days after the date the written decision of the sexual misconduct hearing panel is sent. If no written request for an appeal is received by the University within the time specified, the request for an appeal will not be reviewed, any sanction(s) proposed by the hearing panel will be imposed, and the action will be final.
  - b. **Basis for Appeal:** The Vice President and Dean of Students will have the sole discretion in determining whether the basis for appeal has been met and whether the appeal can move forward. An appeal must be based on one of the following criteria:
    - i. Significant procedural error that reasonably would have affected the outcome.
    - ii. The sanction imposed is grossly disproportionate to the violation(s) committed, in light of all relevant aggravating and mitigating factors, and in consideration of applicable University guidelines.
  - c. **Decision and Sanction:** If the basis for appeal has been met, the Vice President and Dean of Students will review the written appeal and the pertinent part of the sexual misconduct hearing panel record only. The Vice President and Dean of Students will not consider new evidence or information that is not a part of that record. The Vice President and Dean of Students must render a decision within ten (10) calendar days of receipt of the appeal and may take any of the following actions:
    - i. Affirm the original decision regarding responsibility.

- ii. Affirm the original decision concerning the disciplinary sanction/s to be imposed.
  - iii. Set aside the original decision regarding responsibility and impose a new decision.
  - iv. Set aside the original decision regarding responsibility and order that a new sexual misconduct hearing be held before a new hearing panel.
  - v. Set aside the original decision concerning the disciplinary sanction/s to be imposed and impose a different sanction or set of sanctions.
  - d. The Vice President and Dean of Students or his/her designee is required to notify the respondent and the complainant, in writing, of his/her decision and will initiate the necessary procedures to effectuate the decision.
  - e. The decision of the Vice President and Dean of Students or his/her designee is final and there will be no further appeal.
- (6) **Notice:** To the extent possible, the complainant and the respondent will be provided notice of the outcome of the sexual misconduct hearing, in person, with an accompanying written notice provided. In addition, the parties shall be provided, to the extent possible, simultaneous written notice of the outcome of the sexual misconduct hearing, the appeals process, and the appeal decision, if applicable. Written notice may be provided electronically through Oklahoma Christian University email accounts. In the event the appeal decision changes the results of the outcome of the sexual misconduct hearing, notice of such change shall be provided before those results are final, and include an explanation of when those results will become final.

**NOTE:** *Just as students with disabilities may be eligible for accommodations in their classes, accommodations may be available for these procedures as well. Students with disabilities requesting accommodations and services under these procedures will need to present a current accommodation verification letter from the disability services office before accommodations can be considered and provided.*

## **Definitions**

For purposes of addressing complaints of sexual misconduct against or by University students and employees, the following uniform definitions shall be used by the University:

**Advisor** - means any person, who may assist, support, guide and advise the respondent or complainant during the investigation, conduct proceedings, and/or related meetings. Advisors are not permitted to actively participate or speak during the investigation, proceedings and related meetings. In certain circumstances where a party may be unable to speak on their own behalf, an advisor may present a statement prepared by the party. An attorney may be used as an advisor but must provide notice to the Vice President and General Counsel prior to being present as an advisor, regardless of whether the attorney is representing the party or is present in some other capacity.

**Bodily injury** - shall mean physical pain, illness, or any impairment of physical condition.

**Campus security authority (CSA)** - a term used in the Clery Act to describe someone who has

significant responsibility for student and campus activities. The Clery Act (34 CFR 668.46) defines a CSA as:

- (1) A campus police department or a campus security department of an institution.
- (2) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department such as an individual who is responsible for monitoring entrance into institutional property.
- (3) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- (4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.
- (5) Pastoral and professional counselors are not considered a campus security authority when acting in their roles as a pastoral or professional counselor.

**Clery Act** – refers to The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, (20 U.S.C. §1092(f)), a federal law that requires institutions such as Oklahoma Christian University to collect and publish statistics for certain crimes reported to have occurred on OC’s “Clery Geography” (i.e., occurring on campus, on public property within or immediately adjacent to campus, and on other noncampus OC property), for the purpose of informing current and prospective students and employees. Oklahoma Christian publishes an Annual Security Report under the Clery Act, which contains these crime statistics as well as campus specific information on resources, campus emergency responses, safety and security policies, and disciplinary procedures. These crime statistics include, but are not limited to, domestic violence, dating violence, sexual assault, and stalking. Clery also requires “timely warnings” be issued to the campus community for crimes occurring on Clery Geography that are considered a serious or continuing threat to students or employees. Under Clery, any good-faith report of a crime occurring on Clery Geography must be included in the statistical data.

**Complainant** - refers to a member of the University community who brings a complaint of sexual misconduct under this policy.

**Confidential Employees** - certain University employees – based on their own professional licensure and the nature of their role on campus – are available to speak with individuals about incidents of sexual misconduct and maintain the individual’s desire for anonymity and absolute confidentiality. These confidential employees are exempt from the reporting requirements that apply to responsible employees. Individuals who desire anonymity in seeking assistance about sexual misconduct should be referred to a confidential employee.

The University’s confidential employees include:

- (1) Licensed, professional mental health counselors working in that capacity, and those they supervise;
- (2) Health care professionals and staff located in an on-campus health care center; and
- (3) Oklahoma Christian University's Campus Minister.

**Consent** – is expressed through affirmative, voluntary words or actions mutually understandable to all parties involved:

- (1) Consent is given for a specific sexual act at a specific time and can be withdrawn at any time.
- (2) Consent cannot be coerced or compelled by duress, threat, or force.
- (3) Consent cannot be given by someone who, for any reason, cannot understand the facts, nature, extent, or implications of the sexual situation occurring, including, but not limited to, those who are under the legal age of consent, asleep, unconscious, mentally or physically impaired through the effects of drugs or alcohol, or mentally impaired due to an intellectual or other disability.
- (4) Consent cannot be assumed based on silence, the absence of “no” or “stop”, the existence of a prior or current relationship, or prior sexual activity

**Dating violence** - violence committed by any person who is or has been in a relationship of a romantic or intimate nature. The existence of such a relationship will be determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of interactions between the persons involved in the relationship. (See 42 U.S.C. 13925(a))

**Domestic violence** - includes conduct that is an element of an offense under either 21 Okla. Stat §§641-642, occurring in the context of a domestic relationship as further described herein. Domestic Violence occurs under this policy if the conduct is an element of assault or battery and perpetrated by one party against another party who:

- (1) is or was a spouse of;
- (2) is or was living as if a spouse of;
- (3) has a child in common with;
- (4) is a minor subject to the control of; or
- (5) is an incapacitated individual under the guardianship or otherwise subject to the control of the other person regardless of whether the act or threat has been reported to a law enforcement agency or results in a criminal prosecution.

**Employee** – this term shall be synonymous with and include all employees working for Oklahoma Christian University – academic employees, including faculty, and staff, including full-time, part-time, and temporary (hourly) employees working on behalf of the University.

**Finding of Responsibility** - means that it is more likely than not that the Respondent has committed one or more acts of sexual misconduct. A preponderance of the evidence standard must be used when determining responsibility for sexual misconduct.

**Force or threat of force** - (a) the use of physical force which overcomes the person's resistance or (b) the threat of physical force, express or implied, against the person or a third party that places the person in fear of death or in fear of serious personal injury to the person or a third party where the person reasonably believes that the actor has the present or future ability to execute the threat.

**Hostile environment** - when conduct is sufficiently severe, pervasive or persistent to limit or deny a person's ability to participate in or benefit from the University's educational programs or affects employment.

**Oklahoma Christian University Property** – buildings, grounds, and land that are owned by Oklahoma Christian University or controlled by Oklahoma Christian University via leases or other formal contractual arrangements to house ongoing OC operations.

**Interim and Remedial Measures** - procedures for incidents involving students and employees will include providing appropriate and necessary interim measures pending the result of an investigation and remedial measures that will be long-term and continuous. Both interim and remedial measures are available to an individual who has experienced sexual misconduct, regardless of whether they move forward with their complaint. Interim and remedial measures may vary depending on the individual's needs and the specific circumstances surrounding the complaint. These measures could include no contact orders, assistance in changing academic, living, transportation, and/or work situations; counseling services; victim advocacy services; and assistance in obtaining protective orders. Interim measures may also include suspension of the respondent pending completion of the investigation

**Investigator** - a University official authorized to investigate reports of sexual misconduct under the procedures outlined in this policy. Typically the investigator is a trained Title IX Deputy Coordinator or the Title IX Coordinator.

**Notice** - To the extent possible, the parties shall be provided simultaneous written notice of the outcome of the sexual misconduct proceeding, the appeals process, and the appeal decision, if applicable. Written notice may be provided electronically through Oklahoma Christian University email accounts.

**Member of the University community** - includes any individual who is a student, staff, faculty member, University official, trustee, or any other individual employed by, contracted, or acting on behalf of, the University. An individual's status in a particular situation shall be determined by the Investigator or Title IX Coordinator.

**Rape** - penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Respondent** - any member of the University community alleged to have engaged in sexual misconduct as



defined in this policy.

**Responsible Employee** - Pursuant to Title IX, a “Responsible Employee” includes those University employees who have the authority to redress sexual misconduct, who have the duty to report incidents of sexual misconduct, or who a student could reasonably believe has this authority or duty.

The University’s responsible employees include, but are not limited to:

- (1) All professors and instructors, including full-time professors, adjuncts, lecturers, teaching assistants (TAs), and any others who offer classroom instruction or office hours to students;
- (2) All advisors;
- (3) All full-time coaches, and other athletic staff that interact directly with students;
- (4) All full-time student affairs officers and administrators;
- (5) All full-time residential hall staff;
- (6) All employees who work in offices that interface with students; and
- (7) All supervisors and University officials.

**Retaliation** - Protections against retaliation are critical to reducing the prevalence of sexual misconduct within the University community. Retaliation against anyone who has reported an incident of sexual misconduct, provided information, or participated in procedures or an investigation into a report of sexual misconduct, is prohibited by the University and will not be tolerated. Acts of retaliation include intimidation, threats, and/or harassment, whether physical or communicated verbally or via written communication (including the use of e-mail, texts and social media), as well as adverse changes in work or academic environments or other adverse actions or threats. The University will take steps to prevent retaliation, and will impose sanctions on anyone or any group who is found to have engaged in retaliation in violation of this policy. Concerns about potential retaliation in connection with a report of sexual misconduct should be reported to a Deputy Title IX Coordinator or the University Title IX Coordinator.

**Sexual assault** - is committed when an individual subjects another person to sexual penetration (i) without the consent of the person, (ii) when the individual knew or should have known that the other person was mentally or physically incapable of resisting or appreciating the nature of the other person’s own conduct, (iii) or when the other person is less than sixteen years of age.

Sexual assault is also committed when an individual touches another person for the purpose of sexual arousal or gratification of either party (i) without consent of the person, or (ii) when the actor knew or should have known that the person was physically or mentally incapable of resisting or appraising the nature of the person’s own conduct, (iii) or when the person is less than sixteen years of age.

**Sexual exploitation** – conduct or manner that extends the bounds of consensual sexual activity with or

without the knowledge of the other individual for any purpose, including sexual gratification, financial gain, personal benefit, or any other non-legitimate purpose.

Examples of sexual exploitation include but are not limited to:

- (1) Non-consensual streaming, audio- or video-recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without consent of all parties involved;
- (2) Allowing others to view sexual acts (whether in person or via a video camera or other recording device) without the consent of all parties involved;
- (3) Engaging in any form of voyeurism (e.g., “peeping”);
- (4) Compelling another individual to touch his or her own or another person’s (third party) intimate parts without consent;
- (5) Knowingly exposing another individual to a sexually transmitted disease or virus without that individual’s knowledge; and
- (6) Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

**Sexual harassment** - Sexual harassment is unwelcome conduct or behavior of a sexual nature. Sexual harassment includes sexual violence. Both violent and non-violent sexual harassment is prohibited. Sexual harassment can include unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal, written, electronic (e.g. by e-mail, text, social media, etc.), or physical conduct of a sexual nature. Sexual harassment occurs when:

- (1) submission to or rejection of such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing or is used as the basis for employment decisions or for academic evaluation, grades, or advancement (quid pro quo), or when
- (2) such conduct is sufficiently severe, pervasive or persistent to limit or deny a person’s ability to participate in or benefit from the University’s educational programs or affects employment, creating a hostile environment.

**Sexual misconduct** - includes sexual harassment, sexual violence, dating violence, domestic violence, sexual exploitation and stalking. For purposes of this policy, unlawful sex or gender based discrimination is considered sexual misconduct.

**Sexual violence** - refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to use of drugs or alcohol, or due to an intellectual or other disability. Sexual violence includes rape and sexual assault.

**Stalking** - a knowing or an intentional course of conduct involving repeated or continuing harassment of another person that would cause a reasonable person to feel terrorized, frightened, intimidated, or threatened and that actually causes the victim to feel terrorized, frightened, intimidated, or threatened.

**Student** - includes all individuals taking courses at the University, whether full-time or part-time, pursuing undergraduate, graduate, or professional studies, whether or not they reside in

the University residence halls. Individuals who withdraw after having allegedly committed sexual misconduct, or who are not officially enrolled for a particular term, but who have an expected continued academic relationship with the University, may be considered “students.”

**Student Affairs Officer** - individuals authorized by the University to be responsible for the administration of the Student Handbook, and in certain circumstances includes his or her designee.

**Title VII** - refers to Title VII of the Civil Rights Act of 1964 (42 U.S.C. section 2000e), which prohibits employment discrimination based on race, color, religion, sex and national origin.

**Title IX** - refers to the portion of the Education Amendments of 1972 (20 U.S.C. section 1681-1688), which provides in part that “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance”.

**Title IX Coordinator** - the individual designated by the University to coordinate University’s compliance with Title IX and respond to allegations of sexual misconduct by members of the University community. In some circumstances this can include his or her designee.

**University** - means Oklahoma Christian University, and any of its subsidiary corporations or associations.

### **Important Contact Information**

#### **OC Title IX Coordinator**

Ms. Tamie Willis  
Oklahoma Christian University  
PO Box 11000  
Oklahoma City, OK 73136  
Email: [tamie.willis@oc.edu](mailto:tamie.willis@oc.edu)  
(405) 425-5320

#### **Office for Civil Rights**

U.S. Department of Education Office for Civil Rights  
Lyndon Baines Johnson Department of Education Building  
400 Maryland Avenue, SW Washington, DC 20202-1100  
Telephone: 800-421-3481  
FAX: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Website: <http://www2.ed.gov/about/offices/list/ocr/index.html>

## **L. Substance Abuse**

To protect the safety and well-being of our students, the University takes a very strong stand against the

possession, use or distribution of alcohol and illegal drugs. This also includes the improper use and distribution of prescription drugs. Due to the addictive nature of these substances and the often-tragic consequences of their use, OC has adopted a no tolerance policy towards alcohol, marijuana, and the misuse of prescription drugs, and illegal drugs. The possession, use or distribution (both on campus and off campus) of these substances or related paraphernalia is punishable by suspension. OC will cooperate with local, state or federal law officers in investigations of the illegal possession, use or distribution of these substances.

- If a Resident Director, Director of Residence Life, or Dean of Students reasonably believes that that a student has been using alcohol he or she can request the student to take an alcohol breath test.
- If it is determined that it is reasonably likely that a student has used illegal drugs, the student is required to participate in drug testing off campus.
- Students are responsible for paying for drug tests if the test results are positive.
- Tampered specimens are automatically considered a positive test with the student also held accountable for attempting to deceive the University. Refusal to submit to testing for alcohol or drug use is grounds for suspension.
- A student who is honest about alcohol or drug possession, use or distribution may potentially be eligible to remain at OC if the Dean of Students determines the student is performing satisfactorily socially and academically and is not likely to repeat a drug or alcohol infraction.
- In lieu of suspension, the following is required: a 10-week disciplinary probation, an alcohol/drug screening assessment to be completed within 5 days of the determination that a violation has occurred and a 6 session counseling program.
- The student assumes all costs for the alcohol education and substance abuse screening.
- This option of being able to remain at the University is granted only once during a student's career. A second alcohol or drug offense will result in suspension.
- A student with an alcohol or drug violation may be subject to random alcohol or drug tests during the probationary period with testing costs assumed by the student.
- Failure to meet these or any other requirements set by appropriate university officials are grounds for suspension.

NOTE: Counseling services are available at the Wellness Center for substance abuse and addiction. A student may voluntarily seek assistance from the Wellness Center without being referred for disciplinary action. Our 1<sup>st</sup> concern is for the well-being of students and getting help if desired.

### **Tobacco**

Tobacco is a proven addictive health hazard. It is also the cause of many custodial problems in facilities.

The use or possession of tobacco in any form is prohibited on campus.

### **E-Cigarettes and Other Vapor Smoking Devices**

These devices have the look and feel of real cigarettes and even emit smoke. They do not promote a healthy lifestyle, therefore their use or possession is prohibited on campus.

## **IV. General Services & Programs**

### **A. AED Policy**

The AED Program is a part of Oklahoma Christian University's commitment to the safety and health of employees, students, and visitors. The purpose of this program is to provide public access to university maintained AED for use in the event of a cardiac emergency. This policy establishes protocols for training, use, and maintenance of AED located on Oklahoma Christian University property.

#### **A. Program Management**

1. AED Oversight Committee
  - a. Membership of the oversight committee will include the AED Medical Director, Chief of Police, Executive Director of Facilities, Nursing faculty member, appointed staff member, and the Dean of Students.
  - b. The committee will meet annually and/or as needed to do the following:
    - i. Develop and/or update the AED Policy and the locations of AED devices on campus.
    - ii. Inform the campus community on the AED policy and locations of AED devices on campus.
    - iii. Coordinate information regarding the use of AEDs with local EMS.
    - iv. Develop standard post incident debriefing protocol.
    - v. Review each use of an AED device as soon as possible to determine if any policy change is needed.
    - vi. Annual review of records of inspection, testing and maintenance.
    - vii. Appoint a Program Coordinator.
2. Medical direction – physician appointed to medical oversight of program
3. AED Program Coordinator will be the University point of contact for the program and is responsible for the coordination of the following:
  - a. Establish policies governing placement, maintenance and use of AED equipment.
  - b. Establish policies governing the selection of AED devices and the training of personnel on proper usage of AED.
  - c. Oversee the certification/recertification of personnel in CPR and AED usage.
  - d. Coordinate maintenance, inspections and inventory for all AED devices.
  - e. Maintain all records on maintenance, inspections, incident reports, malfunctions, etc.

#### **B. AED Locations will be determined by the Program Coordinator.** Each location will be determined based on the following criteria:

1. The number of visitors in the area.
2. Does the location have any high stress activities taking place?
3. Can a device be mounted or a portable device be secured to prevent tampering?
4. Are there signs to identify an AED that are easy to read?
5. Does the sign advise use by personnel with AED and CPR training?

6. Each location will be reevaluated annually based on this criteria.

**C. Maintenance & Support Equipment**

1. Each AED will undergo monthly and annual inspections and testing according to the manufacturer's guidelines.
2. Batteries and electrode pads will be inspected and replaced according to the manufacturer's guidelines
3. Each device will be thoroughly cleaned after each use.
4. An inventory of batteries and electrode pads will be available at all times.

**D. Personnel Training**

1. Personnel will be trained and certified in CPR and AED
2. Trained volunteer responders will be identified

**E. AED Use**

A victim who does not respond, or appears to be in distress may have an abnormal heart rhythm that stops the heart from pumping blood. In such a case, an AED may be used to provide aid to the victim. Observe the following steps:

1. Check to see if the scene is free of hazards such as:
  - a. Electrical (e.g., downed power lines, electrical cords, etc.),
  - b. Chemical hazards (e.g., gases, liquids, solids or fumes),
  - c. Suspicious individuals or anyone that could potentially harm a person,
  - d. Traffic both vehicular and pedestrian that may harm the victim, and
  - e. Fire or flammable gases such as medical oxygen or cooking gas.
2. Determine that the victim is:
  - a. Unresponsive
  - b. Not breathing, or
  - c. Without a pulse.
3. Immediately begin chest compressions and CPR, if trained and feel comfortable doing so.
4. Notify Campus Police immediately by calling 425-5500 and call 911
5. Retrieve or ask someone to retrieve the nearest AED.
6. When the AED arrives:
  - a. Turn on the AED and follow the voice prompts provided by the AED exactly.
  - b. Remain clear of the victim while the AED analyzes the heart rhythm. Remember that the AED will not advise a shock in all cases.
  - c. Continue following the AED voice prompts until Emergency Medical Services (EMS) personnel arrive.
7. Advise Campus Police to contact the AED Program Coordinator that an AED is in use so that the appropriate actions and paperwork are initiated.
8. Maintain custody of the AED until it can be turned over to the Program Coordinator for repair and maintenance.
9. Complete the AED Incident Report form and return it to the Program Coordinator with the AED.

**F. Post-incident Follow-up**

1. An Incident report (on myOC) must be completed each time an AED is used.
2. Following use, the device will be prepared for future use by the Program Coordinator.

## **B. Campus Bookstore**

The Oklahoma Christian University Bookstore offers OC students, employees and campus visitors an exciting shopping experience on the campus of Oklahoma Christian University. The OC Bookstore sells textbooks, school and office supplies, electronics, food, health & beauty products, Bibles, Christian books, software, diploma frames and OC imprinted gifts & clothing.

The OC Bookstore offers various textbook options including but not limited to: custom published books, traditional texts, used books, downloadable books, e-books, book rentals, special competitive book pricing, special delivery services, and on-line textbook ordering. These offers allow the bookstore to keep up with and/or stay ahead of the rapid changes taking place in all retail industries today.

The OC Bookstore provides additional services to OC students, employees and campus visitors including but not limited to: free Band-Aids, free fax service, free bicycle rental, free safety pins, free coin exchange, UPS shipping service, long board rental, delivery services, year round book buy-back, free sport coat rental, free giveaways, Bible imprinting, postage stamps, resume printing, full service bicycle repair, free tire air for bicycles and vehicles, extended hours during special events, croquet set rental, disc golf rental, tennis racket rental, custom club imprinted merchandise, willingness to open the bookstore during off hours by appointment and free smiles.

The Campus Bookstore is located in the Gaylord University Center near the clock tower and is open year round. Students can use Eagle Bucks in the Campus Bookstore to purchase food and drinks.

## **C. Campus Dining**

UDining is proud to be the food service provider at OC! UDining provides students with great food selection and service. Located in the Gaylord University Center, the Cafeteria (or Caf) is open from 7:00 am - 7:00 pm on weekdays, excluding Wednesday when closing is at 6:30 pm and more limited hours on the weekends.

An exciting addition to the foodservice offerings is our on campus, full-service Chick-Fil-A Express. Chick-Fil-A is open Monday – Friday 11:00 am – 11: pm, and Saturday from 6:00 pm – 11:00 pm. Also we have added a brand new concept called *Aguila's* where students can get street tacos, quesidalls, salads, and more!

The Caf is an all-you-care-to-eat operation serving breakfast, lunch and dinner daily. One swipe of your student ID card equals one meal.

Breakfast selections in the Caf include scrambled eggs, biscuits and gravy, sausage, hash browns, bacon, ham or sausage, and pancakes or french toast. . Made-to-order omelets and eggs cooked to order are also offered each morning. Cereal, waffles, muffins, bagels, juices, fresh fruit and specialty coffees also are available.

At lunch and dinner students will find a variety of choices:



- **The Chef Station** offers special items cooked to order – like burgers, hot dogs, grilled cheese, French dips and much more. Dinner offers Mongolian Wok and other specialty items cooked JUST FOR YOU!
  - **The Main Line** offers fresh items cooked just before the student arrives and features items such as chicken fried steak, mashed potatoes, vegetable of the day and dinner rolls. Good old comfort food!
  - **The Gluten Free Line** is a featured line that serves hot and fresh gluten free specialty items meticulously prepared with no gluten. It might be gluten free, but as our students have found out, it's not taste free!
  - **The Fresh Market Salads & Wraps Line** has freshly prepared salads and wraps, made to order. Each day brings a different salad/wrap and includes items like Grilled Chicken Caesar or Buffalo Chicken.
  - **The Fresh Market Sandwich Line** is much like the salad and wrap line except each day will feature a different specialty sandwich made to order, like the Turkey Club on Croissant or Buffalo Chicken Sandwich.
  - **The Dessert Bar** has freshly baked desserts, cookies, cakes, cheesecake, ice cream and ICEE's.
  - **The Pizza/Pasta Bar**, at which students may watch their items being cooked, is available during lunch and dinner as well as throughout the afternoon.
- The Mid Day Grill**, this concept is open weekdays from 2-4pm and offers made to order favorites including burgers, chicken sandwiches, brauts, and french fries.
- **The Salad Bar** contains 35 feet of fresh items daily, and includes a baked potato bar, nachos, chili and cheese!

Lending an ID to another student to purchase a meal will result in disciplinary action. The board portion of the student's bill is based on the assumption that only the student to whom a card is issued will use that card for meals. All food must be consumed while in the Caf. Drinks, a piece of fruit, ICEE's and ice cream may be taken out, but meals cannot be taken out.

When glasses, bowls and silverware are taken from the cafeteria by students, UDining must make unbudgeted purchases, the cost of which must be passed on to the students. So please leave those items in the Caf.

### 1. **Eagle Bucks System**

- Eagle Bucks are like cash, and they are put on the student's ID card.
- Eagle Bucks can be used in the on-campus Chick-fil-A, Aguila's Grill, the Caf, Jimmy Johns Sandwich Shop (on Benson Road), Alfredo's Mexican Café (33<sup>rd</sup> & Broadway), On Cue (Memorial and Boulevard), Sonic (on Memorial) and the Campus Bookstore (for food and drink items) just like cash.
- Eagle Bucks can be purchased anytime throughout the year at the UDining office located just inside the Caf, or on MyOC anytime during the semester.

### 2. **U-Dining – more information and contacts**

- Find us at [www.udining.com](http://www.udining.com)
- Menus are tweeted daily at [www.twitter.com/udining](https://twitter.com/udining)
- Like us on Facebook (Search UDINING) and you get menus as we post them

- Office Hours are from 9:00 a.m. – 4:00 p.m. Monday – Friday
- Contact numbers:
  - o Office 405-425-5020 – Lisa Yu
  - o Catering 405-425-5017 – Lauren Olson
  - o Director of Operations 405-425-5021 – Mike Payne

## **D. Career Services**

The Career Services Office at Oklahoma Christian University equips students with essential tools that recognize and identify strengths, which instills confidence to pursue their career and calling through the following:

- Exploring various career paths through career assessments and counseling
- Setting up job shadowing and informational interviews
- Providing current information about specific job markets
- Building and editing resume/cover letters
- Training for job interviews
- Conducting career readiness seminars – e.g. professional dress and etiquette
- Offering networking assistance between students and alumni/contacts in industry
- Coordinating, scheduling, and hosting job fairs, employer recruiting days, and graduate fairs (i.e. on-campus interview days, company information sessions, lunch & learn events)
- Posting jobs and maintaining an online jobs data base
- Reaching out to new companies to make connections with the university

## **E. Complaint System**

The Student Complaint System, accessible through the campus intranet, provides a single online portal for all types of student complaints. Students select one of four complaint categories, (Title IX, Academic Appeals, Student Life, and Campus Police) and then complete the online form related to that category. Once completed and submitted, the form is automatically routed to the appropriate university employee (e.g., the Title IX coordinator, FERPA officer, Dean of Students, or Campus Police department), who has a specified period of time to respond. Upon clicking the “submit” button, student receive an automated email confirming the submission and providing information about the expected response time. The responsible employee also receives an email notifying him or her of the complaint and reminder emails if the complaint is not resolved within the specified timeframe. All responses to the complaint and the complaint resolution are documented in the system, which provides a log of all complaints submitted as well as information about the response time for various areas.

## **F. FERPA - Privacy Rights of Parents and Students: Public Law 93-380**

Oklahoma Christian University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), a Federal law designed to protect the privacy of a student's education records. The law

applies to all schools which receive funds under any program of the U.S. Department of Education. Students can request a complete copy of FERPA regulations from the Office of Student Life. FERPA affords students (former and current students) certain rights with respect to their “education records”.

### **Inspect Records**

Students have the right to inspect and review all school maintained education records within 45 days of the University’s receiving such request. All student academic records are kept in the Office of the Registrar, except financial records (kept in the Business Office) and student conduct records (kept in the Office of Student Life). The student should submit to the Registrar, Dean of Students, Controller, or other appropriate university official a written request that identifies the requested record(s). If the university official who received the request does not maintain the record(s), that official shall advise the student of the correct office. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. The University is not required to provide copies of materials in educational records unless it is impractical or impossible for the student to inspect the record(s). The University shall charge a fee for copies which shall be \$0.10 per copy.

### **Corrections**

Students have the right to request that the University correct records believed to be inaccurate or misleading. The student should write the university official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record, the student is notified and advised of the right to a hearing regarding the request for amendment. After the hearing, if the University still decides not to amend the record, the student has the right to place a statement with the record commenting on the contested information in the record.

### **Releasing Information**

The University must have written permission from a student before releasing any information from a student's education records. However, FERPA allows the University to disclose records, without consent, to the following parties: (NOTE: This is not an exhaustive list.)

- University officials with legitimate educational interest
- Parents of students claimed as IRS dependents, upon proof of such status,
- Other schools to which a student is transferring
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies, or providing services, for the University
- Specified officials for audit or evaluation purposes
- Accrediting organizations

- Individuals who have obtained court orders or judge signed subpoenas
- A parent or legal guardian regarding a student's violation of any law or institutional rule or policy concerning alcohol or drugs if the student is under 21 years old and the institution determines that the student has committed a disciplinary violation
- Persons who need to know in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law

OC considers a school official a person employed by the University in an administrative, supervisory, academic, 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, collection agent or other service provider), a person serving on the Board of Trustees or a student serving on an official committee such as a disciplinary committee or assisting another University official in performing his or her tasks.

Directory information is normally released without student consent. If a student does not wish such information to be made public, he or she can fill out a request form available in the Office of Student Life during the 1<sup>st</sup> two weeks of classes. Directory information is defined as: "information that would not generally be considered harmful or an invasion of privacy if disclosed," including, but not limited to, "the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended."

### **Filing a Complaint**

If a student believes their FERPA rights have been violated, they can file a complaint using the Student Complaint system on myOC. This will be routed to the FERPA officer and the complaint will be investigated. If OC does not resolve the alleged complaint, students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by OC to comply with the requirements of FERPA.

### **The OC FERPA officer:**

Office of the Registrar  
 Oklahoma Christian University  
 Attn: Dr. Stephanie Baird  
 PO Box 11000  
 Oklahoma City, OK 73136  
 E-Mail: stephanie.baird@oc.edu  
 The Registrar's office is located in Cogswell-Alexander Hall

Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605  
(800) 872-5327 (voice) / 1-800-877-8339. (TDD Federal Information Relay Service)

## **G. Financial Aid**

The University's financial aid policies can be found through the following link:

<http://www.oc.edu/services/financial/university-financial-policies.html>

## **H. Health & Wellness**

### **Mercy Clinic**

**2801 E. Memorial, Suite 140 (next to Jimmy Johns on Memorial Rd.)**  
**405-425-6100**

The Mercy Clinic is committed to the health and wellness of the University campus community. The clinic is open from 8 a.m. -5 p.m., Monday through Friday including during school breaks for campus convenience and to insure continuity of care. The clinic also offers appointments to faculty and staff. The clinic has scheduled appointments, but may have times available for those that "walk-in" with urgent (same day) needs. Fees are based on services rendered.

### **Personal Counseling Services**

**Heritage Village | 2801 E. Memorial Road (next to Jimmy Johns on Benson Rd.)**  
**405-425-5250**

The Center provides mental health and wellness services, education, assessment, and screening activities to support and encourage students and other members of the campus community to take personal responsibility for developing healthy attitudes and behaviors in all areas of their lives (intellectual, spiritual, emotional, social and physical). The Center cooperates and coordinates services with other university departments to develop and promote a campus culture of wellness and optimal health for each individual.

- Personal counseling services are available for students Monday - Friday by appointment.
- Services include individual, couple, marital and premarital counseling.
- The primary issue addressed is adjustment to college. Short-term, solution-focused counseling is provided for issues such as relationship concerns, stress and time management, and communication skills, assertiveness and positive lifestyle choices focused toward wellness.

- Mental health screenings and education are emphasized throughout the year.
- Students are encouraged to take advantage of workshop and group activities.
- For students needing more extensive, long term services, referrals are made to professionals in the area.
- Short-term counseling services for students are offered at a reasonable cost. Please see below.

Initial appointment	No fee
Appointment number 2-6	\$10
Appointment number 7-11	\$15
Appointment number 12-16	\$20
Appointment number 17 +	\$25

- There is a charge for testing/assessment services.
- A fee of \$50 per session is charged for counseling services provided to faculty, staff and/or their families.
- All services provided by the Counseling Center are confidential.
- Each staff member adheres to a professional Code of Ethics to assure the highest level of ethical conduct and confidentiality as defined by law.

## **I. Identification Card**

The Oklahoma Christian University identification card identifies you as a current member of the OC community. This ID card can be used as an electronic door key and provides access to a variety of functions and facilities on campus-including Ethos events, dining facilities, athletic events, fitness centers, the library and more.

The ID card is the property of the University, should be carried at all times while on campus, and is non-transferable. It may be used for such purposes as the University designates and may be revoked at any time. This card must be presented and/or surrendered upon request by any University official; failure to do so, or lending this card to anyone, is considered misuse. The card is void upon termination or interruption of enrollment and/or employment and must be surrendered at that time.

This ID card serves as a key to many facilities and therefore the card and the associated Personal Identification Number (PIN) should be kept secure and not shared with others for any reason.

Lost and stolen cards must be reported promptly to the Office of Information Technology. This will help prevent unauthorized access to facilities and other cardholder services. There is no charge for replacement ID cards that become defective or fails to work. Lost cards can be replaced at a cost of \$10.00.

No person shall possess more than one Oklahoma Christian University ID card. For security reasons, once a replacement card has been issued an older version card cannot be used or re-activated for any reason. Once replaced, if the old card is found it should be destroyed.

Card access questions can be referred to Support Central.

## **J. International Programs**

### **Semester Programs**

- **European Studies Program (Fall and Spring terms)**

Students spend the semester in Europe at Das Millicanhaus, OC's residential and academic facility in Vienna, Austria. Travel to additional countries is available including a field trip to Italy. A full course of study is offered in core curriculum courses. Participants have the option of engaging in mission work during the program.

### **Summer Programs**

- **Summer European Studies Program**

Modeled after the semester-long program, students have the opportunity to study and travel in Europe up to 8 weeks during the summer.

- **Asian Studies Program**

Students can spend up to 6 weeks studying in China and Japan. Special features include classes and activities on the campuses of Ibaraki Christian University and Xi'an Polytechnic University.

- **HonduraServe Medical Mission Program**

Nursing and Pre-Med students work with Predisan Medical Mission gaining professional international experience working in medical clinics including mountain villages.

### **Study and Travel Courses**

Short term faculty led programs may be offered each year. These are usually discipline specific and can range from 1-5 weeks. Check the study abroad website for current offerings.

### **Long-Term Exchange**

- **Study Program at Ibaraki Christian University (Summer & Fall terms)**

OC and Ibaraki Christian University have agreed to accept 2 students per year for scholarships to take 2 semesters of work at the sister institution. The program for OC students begins in May and ends in December; 2 terms of academic work are completed.

- **Study Program at Korea Christian University (Summer & Fall terms)**

OC and Korea Christian University have agreed to accept 2 students per year for scholarships to take academic work at the sister institution. The program for OC students begins in

September and ends in December; 1 term of academic work is completed.

### **For the International Student**

OC provides support services for international students. Assistance is provided in visa compliance, cross-cultural adjustment, and tutoring. Some students spend 1 – 2 terms in ESL classes, a University language and academic readiness program.

### **Contact Information**

#### **Office of International Programs**

Gaylord Hall

405-425-5475 = Tel

405-425-5477 = Fax

[http:// www.oc.edu/services/international-programs/](http://www.oc.edu/services/international-programs/)

#### **John Osborne**

Director of International Programs

[john.osborne@oc.edu](mailto:john.osborne@oc.edu)

#### **Mendy Kooi**

Study Abroad Coordinator

[mendy.kooi@oc.edu](mailto:mendy.kooi@oc.edu)

#### **Joslyn Hill**

International Student Advisor

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## **K. Intramural Sports**

### **Intramural Sports Eligibility**

All students and employees are eligible for intramural competition, with the following exceptions:

- A. Any student who was a member of a varsity sport program must sit out for one year before he/she is eligible to participate in intramurals in the particular sport.
- B. Any student who is placed on disciplinary probation may not participate while the probation is in effect.
- C. The Intramural Director reserves the right to review each case on an individual basis.

### **Major Intramural Sports (For Both Sexes)**

- Softball
- Soccer
- Flag football
- Volleyball
- Basketball



### **Minor Intramural Sports (For Both Sexes)**

- Cross-country
- Disc Golf
- Free throws (team)
- Swimming

### **Individual Intramural Sports**

- Tennis
- Pool (singles and doubles)
- Table tennis (singles and doubles)

### **All Sports Champions**

The club that has accumulated the greatest number of points (including both team and individual sports) throughout the 1<sup>st</sup> two semesters is declared All-Sports Champions.

At the end of the 2<sup>nd</sup> semester, one male and one female athlete are selected as the Outstanding Intramural Athlete of the Year. These awards are based on attitude, sportsmanship and ability in each activity.

## **L. Library Services**

The Tom and Ada Beam Library, known as the Beam Library (<http://library.oc.edu>) seeks to create an atmosphere that supports the learning environment of the University community by providing access to a diversity of information resources and services. Online research assistance is available through <http://libanswers.oc.edu/> providing options of an online form, text, chat, and the direct email addresses of the reference librarians. Face-to-face research assistance and consultations are also available on a drop-in basis or by appointment. The library's main phone number is (405) 425-5312.

For detailed information about the Beam Library and all the policies please link to the library's website <http://library.oc.edu> and look under Library Information or go to <http://libanswers.oc.edu>.

Follow the library's twitter account <http://twitter.com/OCBeamLibrary> for up-to-date information and announcements.

### **Library Hours**

Sunday:	1:30 p.m. - 11:00 p.m.
Monday:	7:30 a.m. - 11:00 p.m.
Tuesday:	7:30 a.m. - 11:00 p.m.
Wednesday:	7:30 a.m. - 5:00 p.m.; 9:00 p.m. - 11:00 p.m.
Thursday:	7:30 a.m. - 11:00 p.m.
Friday:	7:30 a.m. - 5:00 p.m.
Saturday:	12:00 p.m. - 5:00 p.m.

\*Any changes in hours during breaks, holidays, finals week, dead week, summer, etc. are linked from the

[library's homepage.](#)

### **Library Catalog**

The Beam Library catalog is an online web-based catalog accessible from the [library's homepage.](#)

### **Check-out Policies**

**a)      *Undergraduates***

- 2 week loan period
- A total of 15 items checked out at any given time excluding interlibrary loan material.

**b)      *Graduates***

- 4 week loan period
- A total of 25 items checked out at any given time excluding interlibrary loan material.

A student is blocked from checking out library materials if a fine of \$3.00 or more has accumulated or the student has an overdue item.

### **Fines and Fees**

Students' responsibilities for overdue materials include the following:

- \$0.10 per day for overdue OC material up to maximum amount of \$3.00
- \$0.50 per day for overdue interlibrary loan material with no maximum amount
- The cost of replacing lost or damaged material
- The cost of replacing material that is not returned
- Fines for overdue reserve material varies

### **Interlibrary Loan**

Interlibrary loan (ILL) is used to obtain materials NOT held in the Beam Library. Other libraries that have the item may either loan the item or make an electronic copy of an article and send it to the student through the Beam Library. For more information about ILL, for example, how to make ILL requests, policies on fines and fees, and loan periods, please link to: <http://libanswers.oc.edu/a.php?qid=358040>.

### **Research Databases**

- The library's online research databases are linked from the library's homepage..
- The library's databases are accessible through the campus network and remotely

by current OC students and employees.

### **OK-Share**

- The OK-Share Program allows borrowing privileges at participating OK-Share academic institutions for any student with an OK-Share library card.
- To obtain an OK-Share card, OC students must come to the Beam Library's circulation desk and fill out an application. If students are in good standing with the Beam Library (e.g., no overdue books, fines, etc.), the library staff will issue an OK-Share card.
- The card is valid for a semester.
- For more information about the OK-Share program, please link to <https://libguides.oc.edu/okshare>

### **Public Computers, Printers, Copiers**

- The Beam Library has computers on the first and third floors of the library for student use. The computer lab on the first floor is open for all students to use.
- Public printers are available on the first and third floors of the library. The printer in the lobby is a colored printer.
- The printer in the lobby and on the third floor can also be used as a copier and scanner.
- All printers are set up through the campus print management system.

### **Services for Students with Disabilities**

The Beam Library offers good faith efforts to accommodate requests for assistance with library services to all members of the Oklahoma Christian University community with disabilities. The type and nature of assistance is usually determined at the time a request is made. If you have special needs, please contact the library in advance for accommodation.

Assistive Technology (available on the 1<sup>st</sup> floor of the library):

- Merlin Reader - Enlarges print images such as pages of magazines and books for viewing. (Image)
- Plustek Book Reader - Converts written text to speech that can be saved as an MP3 file.

## **M. Lost & Found**

A lost and found service is maintained by the Student Life Office which is located in the Gaylord University Center.

## **N. Motion Picture Policy, On-Campus**

### **1. Purpose**

This policy defines the scope within which University students, employees, and outside organizations may display motion pictures, which are protected by copyrights ("protected motion

picture”), on campus property.

## 2. Policy

It is a violation of University policy for any employee, student, campus organization, or off-campus organization, to publicly display a protected motion picture, on the Oklahoma Christian University campus, unless such public display is protected by law (e.g. instructional use, fair use, etc.), without first obtaining a license or written permission from the owner of the copyright thereof.

## 3. Scope and Definitions

**Limited to Non-Instructional On-Campus Display of Motion Pictures.** Federal law protects the interests of those who create motion pictures. (See Federal Copyright Act, *17 USC §101 et. seq.*) Notwithstanding, Federal Law also provides certain limited exceptions allowing for the public display of a protected motion picture. This policy applies to all non-instructional projections or displays of motion pictures that are protected by copyright, if the motion picture is shown outside of a residential setting.

- **Protected Motion Picture:** For purposes of this policy, the term protected motion picture shall include documentaries, simulcast or pre-recorded sporting events, simulcast or pre-recorded television shows, motion pictures, and other public displays of any moving pictures which are subject to copyright protections.
- **Fair Use:** For purposes of this policy the term “fair-use” is defined as the non-instructional public display of a portion of a protected motion picture, which is the lesser of ten percent (10%) of the entire work, or three (3) minutes. Non-instructional public display of a portion of a protected motion picture which exceeds the policy definition of “fair-use” shall be subject to the approval procedures of this policy.
- **Instructional Exclusion:** Please consult the Vice President for Academic Affairs for additional information on the display of protected motion pictures for an instructional purpose.
- **Residential Setting:** A residential setting is the place in which the licensee resides. The license to display a rented motion picture extends to the showing of the motion picture in the residence of the licensee. A student who rents a motion picture from an entity in the business of renting movies for profit (Blockbuster, Netflix, Redbox, etc.) has obtained a license for residential display of the rented movie. Residential display is therefore exempt from this policy. However, display of the rented movie outside of the licensee’s residence shall require compliance with the approval procedures of this policy.

**Responsible Administrator.** This policy shall be enforced as a matter of University risk management and shall be enforced by all administration, faculty, and staff. The Responsible Administrator

of policy enforcement and implementation is the Executive Director of Events Management.

#### **D. Approval Procedures**

The following procedures must be followed prior to the non-instructional display of a protected motion picture on Oklahoma Christian University property, outside of a residential setting.

- a) A minimum of two weeks prior to the public display of any complete protected motion picture the Activity Sponsor must contact the Responsible Administrator and complete the OC Motion Picture Checklist.
- b) Prior to the display of the motion picture the Activity Sponsor must provide proof to the Responsible Administrator that the motion picture to be displayed is licensed for public display. The license issued by the licensing company shall be sufficient proof.
- c) The Responsible Administrator must sign the checklist and authorize the display before OC equipment or facilities may be used to display the motion picture on OC property.
- d) The Responsible Administrator shall maintain a file of all completed OC Motion Picture Checklists, as well as copies of the license provided by the Activity Sponsor.
- e) The Responsible Administrator may implement other necessary procedures.

#### **5. Resources**

The following list of resources is provided to assist the Oklahoma Christian community in abiding by this campus policy. For additional information or questions please contact the Responsible Administrator at 425-6300.

##### **a) *Movie Licensing Resources:***

##### **(1) Copyright Clearance Center**

222 Rosewood Drive  
Danvers, MA 01923  
Phone: 978-750-8400 / Fax: 978-646-8600  
E-mail: [info@copyright.com](mailto:info@copyright.com)  
<http://www.copyright.com/>

##### **(2) Motion Picture Licensing Corporation**

5455 Centinela Avenue  
Los Angeles, CA 90066  
Toll Free: (800) 462-8855  
<http://www.mplc.org/>

(3) **Swank Motion Pictures, Inc.**

10795 Watson Road  
St. Louis, Missouri 63127-1012  
Toll Free: (800) 876-5577  
<http://www.swank.com/>

b) ***Legal and Educational Resources***

**The United States Copyright Office.** <http://www.copyright.gov/>

**The Federal Copyright Act** *17 USC §§101 et seq* <http://www.copyright.gov/title17/>

**O. Public Expression Policy**

*Interpretive Notes:*

- (a) These policies and guidelines refer to non-educational activities on University property and not to the conduct of academic or co-curricular activities that are governed by their own policies and standards. These policies do not refer to other officially approved University events that must follow established University event protocols.*
- (b) These policies and procedures are in addition to and supplement the **Public Speakers, Programs, and Events** policies in the Employee Policy Manual. In the event of a conflict between those policies and this policy, the stricter policy shall be followed.*
- (c) These policies and procedures apply to off-campus activities sponsored by the University or a University department or organization. The term 'on-campus' shall be interpreted broadly to include such activities.*

**Definition of public expression**

Freedom of inquiry is encouraged at Oklahoma Christian University. However, in order to ensure an atmosphere in which open communication can occur without disrupting the academic mission or the daily functions of the University, this policy shall govern all forms of public expression activity on Oklahoma Christian University property, defined for this purpose as including activities such as, but not limited to: campus meetings and forums; public assembly and demonstrations; public speeches; and the distribution and/or posting of written materials or other forms of communication carried out in connection with these activities. As a private, nonprofit organization, Oklahoma Christian University enjoys certain rights regarding free speech and the University vigorously supports and defends those rights.

**Definition of members of the on-campus college community**

For the purpose of this policy, “members of the on-campus college community” are defined as currently enrolled students, current trustees and currently employed members of the faculty,

administration, and staff.

### **Definition of visitors**

Individuals who do not belong to any of the above identified groups are considered campus visitors. Except for visitors invited by a specific faculty member to speak in a specific academic class or activity, visitors who wish to speak on campus must be invited and approved by a chief level administrator.

### **Public expression by members of the on-campus college community**

Oklahoma Christian University encourages dialogue and opposing points of view and affords all members of the on-campus university community – students, faculty and staff -- with substantial privileges with respect to freedom of public expression. This privilege, however, is subject to reasonable restrictions of time, place and manner so that the activities do not intrude upon or interfere with the academic mission and daily functions of the University, or with other rights of members of the on-campus college community as defined by University policies. Additionally, certain forms of speech that promote lawlessness, endanger others, are inflammatory, pornographic, or profane will not be allowed.

### **Procedures for public expression activities by members of the on-campus University community**

- a) Students must apply to the Office of the Dean of Student Life at least two business days prior to their requested date of activity. Employees must apply to the Vice President for Human Resources within that same time frame. Greater advance notice of the request is helpful
- b) The Dean of Student Life or Vice President for Human Resources has one business day in which to (a) act on a request and communicate a decision to the person or organization making the request, or (b) request additional information necessary to make an informed decision, and then to act and communicate a decision after receiving such information. Decisions will take into account both any special circumstances that may relate to University activities and/or the burden the requested activity may place on the University's safety and administrative staffs. Any special conditions that attach to the requested activity must be stated in writing.
- c) Public expression activities are authorized to occur only at one or more of the following locations, if available, as assigned by the Dean of Student Life or the Vice President of Human Resources, in concert with the Executive Director of Events Management:
  - Student Center patio or in a designated inside common area
  - Lawson Commons
  - Brick courtyard area outside of Williams – Branch Center for Biblical

#### Studies

- The University may assign an indoor facility depending on need, weather or other factors.
- d) The number of occasions on which specific individuals or groups will be permitted to engage in public expression activities will be limited to three times during a calendar year.
- e) The total number of people engaging in public expression activities at any one location on campus may be limited by the Chief Operations Officer, his designee, or by any University administrator.
- f) Any signs, placards or banners that are displayed must not be inflammatory to a reasonable person, may not use profanity or other defaming language, and in general must be in the spirit and meet the standards related to the treatment of others as described in the OC Covenant.
- g) Microphones, bullhorns, or other amplification devices may only be used if suitable for the area and time.
- h) No sidewalks, building ingress and egress, campus traffic or parking or athletic facilities may be blocked, nor may normal University operations be impeded.
- i) Physical or verbal harassment of members of the University community, or public expression activities in violation of this policy or outside of the hours or locations for which permission has been granted, will be cause for the immediate revocation of privilege for those involved. Any act of disorderly conduct will result in intervention by authorized campus personnel.
- j) The time frames for notice and response may be waived by the University in cases of emergency, but such waivers shall be in the sole discretion of the Chief Operations Officer.

#### **Limited Rights for Campus Visitors**

Campus visitors do not share the same privilege as members of the on-campus University community to participate in public expression activities on Oklahoma Christian University property.

- a) Specifically, campus visitors are not permitted to be involved in public expression on University property except as invited participants at official, approved University events, or at events approved by a senior official of the University, and in a manner consistent with the intent of the event as approved by officials of the University. Furthermore, visitors' presence on campus is not only contingent upon their compliance with standards maintained by the University, and as such, visitors may be asked to leave the campus at any time by an authorized official of the University. Visitors wishing to engage in public expression on the campus must submit to the Executive Vice President's office a detailed, accurate, and complete written request of the nature, purposes, and content of the proposed public expression a minimum of five (5) working days in



advance of the event, the approval of which must be in writing and shall be in the sole discretion of the University. The University shall have two (2) business days in which to (a) act on a request and communicate a decision to the person or organization making the request, or (b) request additional information necessary to make an informed decision, and then to act and communicate a decision after receiving such information.

- b) Visitors may not engage in activities which hinder or obstruct approved public expression or affect the University's ability to provide a quiet, contemplative educational environment for its members. Any approved public expression by campus visitors must at a minimum meet the standards and limitations set forth above in paragraphs 4 and 5, as well as the "OC Covenant" and other campus regulations. Visitors acting in violation of this policy and/or the related guidelines or failing to accept the directions of authorized University authorities will be required to leave campus and may be referred to the local public authorities in the event of violations of applicable laws. Any police arrests and criminal charges are separate from judicial actions at Oklahoma Christian University.

## **P. Public Speakers, Programs, & Events**

### **Purpose**

As an academic institution committed to excellence and interested in both nurturing and challenging our students, faculty, staff, and visitors toward greater spiritual maturity, Oklahoma Christian University welcomes speakers, programs and events from across wide social, cultural, religious, and political spectra. In the spirit of a Christ-centered intellectual venue, the University seeks to offer events that inspire, inform, question, challenge, and transform audiences. Though the University's facilities are used by both on- and off-campus groups, this usage does not constitute an endorsement by the University of every speaker, program, or event on the campus.

All public programs and events, whether sponsored by the University or by others who have permission to use University facilities, must be conducted in a way that reflects the University's fervent desire to be a faithful, positive, and Christ-like witness to those about us and our community at large. We recognize that some speakers, programs and events, widely acclaimed and recognized as outstanding by a wider academic and professional community, may be unsuited for public performance or display at the University when they overtly contradict our stated Christian mission or reflect a non-Christian worldview.

This Policy contains three categories of guidelines:

- A. Guidelines which apply to both University-sponsored events and events sponsored by others who use the University's services and facilities;

- B. Guidelines which apply only to University-sponsored events; and
- C. Guidelines which apply only to events sponsored by others who use the University's services or facilities.

The presentation of ideas, materials, questions, and viewpoints must be done with integrity, exercise of due care in the selection of words and images, Christian charity, decorum, appropriateness, and respect for others and for the nature of this faith-based institution.

### **Non-Endorsement**

The University does NOT ENDORSE every idea, image, speaker, event and program on the campus. In the interest of community service, fairness, and the search for truth, the University may allow third-party sponsored or departmental-sponsored programs and activities with which it may not agree philosophically, politically, or religiously, but which must be consistent with this Policy and the principles of civil discourse in the University's Statement of Academic Freedom and Responsibility.

### **Program content**

The content must not be profane, pornographic, or treasonous; call for violence or the overthrow of governing authority in this nation; unduly inflammatory; or intended to undermine the Christian faith. Content of events must not include character attacks and assassinations, defamation of character, denigration of people or institutions, and other irrational or disrespectful comments – written, oral, or visual. Humor, satire, and storytelling that contain such material must be obvious as humor or intended to make an important point that does not violate the general intention of this policy. Just because there is an academic purpose for a discussion or display does not alone mean it should be discussed or displayed publicly on the campus, particularly where there are more appropriate venues for the study and discussion of those materials. Events which contain elements that are unduly provocative (as described below) must be approved in writing by University officials up to and including the administrator responsible for sponsoring the department, or by the President's office if there is no sponsoring department. The concepts of controversial or unduly provocative are matters of judgment on which reasonable people might disagree. The judgment to be made by the individual proposing an event or program is not whether he or she considers the matter controversial or unduly provocative, but whether a reasonable person should be aware that other reasonable people might consider a work or activity as controversial or unduly provocative in a Christian university environment. University employees are expected to know when something is unduly provocative when they see it or hear it, and thus to err on the side of safety and follow the requirements of this policy. Where either a third party or a department proposes to invite a speaker who (or conduct a program or event that) is perceived by University constituents to hold, or to represent an organization that holds a public position on a controversial issue, the President's Advisory Council shall be asked

to determine whether having the speaker, program, or event is in the best interests of the University. For reasons previously stated in this policy, just because an event, program, or image is considered controversial or unduly provocative does not mean that it will be prohibited by this policy. The purposes and manner in which it is presented may contribute to learning and understanding consistent with the purposes of the University. The University may provide a form to be used to obtain the signatures of the approving/disapproving officials in the event a potentially controversial or unduly provocative program is proposed.

### **Venue**

Programs and events shall take place only in facilities that are appropriate for the program or event in question, as determined by the nature of the activity (e.g., staging requirements, anticipated audience). To reserve a venue, the sponsor must make arrangements with and comply with the requirements of the Events office.

### **Alcohol, Tobacco and Drugs**

The use or promotion of alcohol, tobacco products and illegal drugs is strictly prohibited on campus.

### **Dress Code**

All dress or costuming should fall within the campus policy regarding modesty and appropriate dress.

### **Religious Programs**

If the use is religious, it will not involve alter calls, sacraments, or other religious worship from non-affiliated churches (limited exceptions may be made in the case of disasters or other humanitarian crises.) The University will practice *a cappella* music in all its chapel and other worship assemblies.

### **Marketing**

All written and oral representations about the use will be clear that the University is not endorsing the program, any ideas espoused, or any candidates, unless endorsement is approved by appropriate senior officials of the University.

### **Health and Safety**

The University reserves the right to cancel immediately any program or event if it is determined that damage to University facilities is or will likely result, or that activities are or may occur which endanger the health or safety of participants or others.

### **Impact of Programs**

Programs and events may not interfere with the operation of the University or negatively impact the surrounding community.

### **Legal Compliance**

All events must be conducted in a manner consistent with existing laws and University policies.

### **Posters and Signs**

All posters and signs in University facilities or on University property are subject to the University's policy regarding signage. That policy is available from the Office of Student Life.

### **Public Address Systems**

No public address or amplifying system may be used outside without the approval of the Executive Director of Events Management.

### **Cleanup**

Users are responsible for the cleanliness and order of all open spaces following their use. Users will be billed for cleanup they do not adequately and timely complete themselves.

### **Political Activity**

The University recognizes that it is generally prohibited from participating in political activity. The University's services and facilities may not be used in connection with political activity without the prior written approval of the President or the President's delegate, who will often need sufficient time to consult with the administrators and General Counsel regarding the permissibility of the proposed services or use of facilities. Failure to follow this policy and to refrain from using campus services or facilities in connection with political activity may compromise the University's tax-exempt status under federal and/or state law.

### **Dancing and Dance Programs**

Because there are so many different types of dance (ranging from the purely athletic and artistic to the highly sensual and debauchery), and because it is extremely difficult to monitor and control both costume and behavior in advance of or during the event, the University maintains a general prohibition against dancing and dance programs on campus and at sponsored events. The University does not consider that all such activities are bad, but as a practical matter does not want to be in the role of trying to predetermine whether such activities would or would not be acceptable. Therefore, the University's services and facilities may not be used in connection with dancing or dance programs, including dance recitals, receptions, banquets, etc., regardless of the age of the participants. Limited exceptions may be allowed for cultural performances, theatrical choreography, etc. done in good taste and not offensive to the general mores of this campus community.

### **Guidelines Which Apply Only to University-Sponsored Events**

**a) *For purposes of this Policy, a University-sponsored event is an event sponsored or organized by:***

- (1) A student group recognized by the University's Office of Student Life; or
- (2) A group established by administration officials, faculty or staff for purposes associated with the University's mission.
- (3) A group other than those listed above whose specific event has been officially approved for University sponsorship by appropriate senior officials of the University.

**b) *Limitations of the Policy***

This Policy specifically addresses only public speakers, programs and events. It does not address issues of speakers, programs or events within the classroom setting. Policies and guidance regarding classroom setting are found in the Academic Policy Manual as well as The OC Covenant. Questions and issues regarding 'academic freedom' at the University shall be interpreted consistently with the University's Statement of Academic Freedom and Responsibility. The University embraces deliberate and high standards of academic freedom and responsibility as outlined in its Statement of Academic Freedom and Responsibility. Therefore, subject to the limitations of that Statement and this Policy, it welcomes intellectual and respectful discourse and activities on nearly any subject as we seek to be a place where ideas are examined, challenged, and honed in the honest and humble search for truth. The University does not believe it or its leadership has found or understands all truth or that the University should be a place of indoctrination. Rather, it is affirmed that the truth has nothing to fear from inquiry.

**c) *Exercise of Judgment***

In public programs and events, we will seek to respect the sensitivity of our core constituencies while maintaining the integrity of the work we are presenting or performing. At the same time, the University also recognizes the importance of allowing for diversity of public viewpoints, opposing ideas, and even questionable content when it can be intelligently used as a means of opening doors for conversations that ultimately create a more informed, more intellectual, and more faithful believer.

**d) *Approval Process***

To insure the spirit of these guidelines is met, those who are proposing a program or event on the campus which might be considered controversial or unduly provocative in light of this Policy should (i) exercise sound judgment with respect to the speaker, event or program, (ii) seek to understand the nature of possible objections to a program or event and (iii) obtain approval from the appropriate administrator before the invitation is extended or public announcements are made. For potentially

controversial or unduly provocative events (as described in A.2 above) related to the University's academic offerings, the written approval of the Department Chair, the appropriate Dean, and the Chief Academic Officer must be obtained before the invitation is extended or public announcements are made. If the potentially sensitive nature of the event is discovered after the invitation is issued and/or the public announcement is made, the administrator, Dean and/or Department Chair shall be consulted promptly after such discovery so that appropriate steps can be taken, which may include actions up to and including cancellation of the event.

**Guidelines Which Apply Only to Events Sponsored by Others Who Use University Services or Facilities**

**a) *Denial of Requests***

Many of the decisions related to this Policy are judgment calls on which reasonable people might disagree. The University administration reserves the right to exercise its sole and unlimited discretion to deny or limit use or rental when the programs and/or activities are thought to be contrary to this Policy and/or the values of the institution, or when it is thought the potential harm to the University, members of the University community, visitors, or surrounding community may outweigh the good that would come from allowing the program or use.

**b) *Adequate Compensation***

The University is mindful that allowing use of its facilities by individuals or groups for amounts that do not constitute adequate compensation or have a compensatory purpose may be viewed as a special arrangement which results in the increment of net earnings for the benefit of private individuals, or a violation of tax regulations related to political advocacy. Free use of University services or facilities requires the prior written approval of the President or the President's delegate, who will often need sufficient time to consult with outside counsel regarding the permissibility of the proposed services or use of facilities. Failure to follow this policy and to refrain from allowing campus services or facilities to be used without adequate compensation may compromise the University's tax-exempt status under federal and/or state law.

**c) *Admissions Charges***

University facilities and services may not be used for personal gain. Charging of admission or collection of money is generally not allowed unless fully disclosed and approved in writing by the University and the University is appropriately compensated.

**d) *Access***

Access to campus roads and parking is subject to posted signs. Parking or driving on grass or sidewalks

is not permitted. University grounds and facilities are generally open to the public, except as provided below:

Access to buildings or facilities is not allowed without authorization if the building or facility is locked or if signs indicate that the building or facility is closed for a specific event.

Without specific authorization, access is not permitted to:

- Dorms or apartments;
- Laboratories;
- Maintenance, utility and storage areas;
- Institutional food preparation areas;
- Private offices or work rooms;
- Studios, including art, radio and television studios;
- Theater program shops and facilities (e.g., costume shop, scene shop, lighting lofts, prop station, etc.)
- Athletic facilities; or
- Any other area indicating that access is restricted.
- Existing furniture, furnishings, and equipment may not be moved or rearranged without specific authorization from the Executive Director of Events Management.

***e) Insurance and Indemnification***

Any outside group using the University's facilities for a program or event must provide proof of at least \$1 million in liability insurance and agree in writing to indemnify the University for any liability associated with the group's program or event. In limited circumstances, the University may accept adequate proof of financial responsibility in lieu of the liability insurance. All injuries, costs, and damages resulting from the use of a facility shall be borne by the organization using the facility regardless of the cause or the person causing the injury, cost, or damage.

***f) Marketing***

When University services or facilities are made available to outside individuals or groups, the University's Marketing Department will be provided with all copy and images of messages that include the name of the University sufficiently in advance of the use so they can be changed if deemed necessary by the University. Unless waived in writing by the President or the President's delegate, all publicity in connection with the event, program or speaker shall contain the following statement in at least 12 point type and in a visible location:

***“An event of [sponsoring organization], held on the campus of, but not sponsored or endorsed by Oklahoma Christian University.”***

***g) Event Limitations and Priorities***

The University reserves the right to place restrictions on the time, place and manner or conduct of events. Further, the University reserves the right to move or terminate a scheduled event when necessary to meet University priorities. The University will avoid doing this other than where judged by the University administration to be necessary, and the University will provide an alternate venue or time, if possible, and will provide as much notice as possible of the change.

**Violation of this Policy**

Despite best intentions and precautions, problems and complaints may occur. It is understood, for example, there may be unanticipated behavior in connection with a public program or event. Issues or concerns regarding compliance with this policy should be resolved at the appropriate level and in the spirit of intellectual discourse and open dialogue. If a University student, employee, alumnus, or other constituent or an attendee at programs or events hosted by the University has any concerns about whether the program or event complies with this Policy, he or she is encouraged to contact those responsible for hosting the program or event. If the discussion with those responsible for hosting the program or event does not result in a peaceful, respectful and gentle conversation leading to a mutually acceptable solution, then the person having the concern shall follow the procedures outlined in the University's Conflict Resolution Procedures. (Forms required to be completed for Event Content, Venue Request, and Needs Request can be found on MyOC under University Services / Events or in the Office of Campus Events.)

**Q. Sportsmanship Policy**

Oklahoma Christian University is recognized nationally for good sportsmanship by our student-athletes, coaches and spectators. We expect all associated with OC athletics to represent Christ in all of our actions. Athletes and Coaches are to set the example to cooperate in displaying good sportsmanship toward the participants, coaching and support staff members, and game officials. Oklahoma Christian fans are to support our teams and treat others in a way to show our love for our Creator. Do your part to make Oklahoma Christian athletic events a safe and wholesome event for all in attendance.

**R. Students with Disabilities**

The purpose of Disability Support Services is to promote and facilitate equal opportunity for students with disabilities. Students with disabilities who wish to access services should contact Disability Support Services, coordinated by Katy Roybal in the Student Success Center.

Provision of services includes an intake process during which the existence of a disability and any functional limitations are verified and appropriate strategies and resources are identified. Disability documentation must be provided from an appropriately qualified professional.



Students may register complaints regarding physical, programmatic, or attitudinal barriers they encounter at Oklahoma Christian University using the “Incident Report Form” available in Disability Support Service. Students who wish to contest a decision of Disability Support Services regarding requested accommodations, curricular modifications or a decision of a faculty member to not provide recommended accommodations can initiate a “Request for Review of Provision of Accommodation” within the Student Success Center or the Student Life Office.

### **Federal Compliance**

- OC does not discriminate on the basis of disability in the recruitment and admission of students, the recruitment and employment of faculty and staff or the operation of any programs and activities as specified by federal, state, or municipal laws and regulations.
- The designated coordinator for compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is Katy Roybal, Disability Coordinator.
- OC is an equal opportunity employer.

### **Service Animals**

Oklahoma Christian University (“OC”) complies with the Americans with Disabilities Act of 1990, as amended (the “ADA”), and the Rehabilitation Act of 1973, Section 504, and intends to provide the broadest possible access to service animals in all of its public areas. The ADA defines a service animal as “any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability.”

A service animal is not a pet, but can perform some of the functions and tasks that an individual with a disability cannot perform himself or herself. Therapy animals, emotional support animals and companion animals are not considered service animals and are separately covered under OC’s Assistance Animal Policy. The following guidelines apply to service animals at OC:

1. A service animal may be excluded from a facility, including a classroom, if that animal poses a direct threat to the health or safety of others.
2. A service animal may be excluded from a facility, including a classroom, if that animal’s behavior, such as barking, is disruptive to the other participants within the facility.
3. If a service animal is excluded from a facility, the individual with a disability will be given the option of continued classroom participation, with assistance, within the facility.
4. The service animal must be clean, in good health, with current rabies vaccination.
5. All service animals must be on a leash at all times, unless a leash would interfere

with the service animal's work, in which case the service animal must be under the control of the owner and/or user at all times.

6. All students, employees and visitors must abide by applicable laws and regulations pertaining to licensing and vaccination requirements for service animals. It is the responsibility of the owner and/or user of the animal to know about such laws and regulations.
7. All owners and/or users of service animals are responsible to clean up after and properly dispose of their animal's feces while on OC's campus.
8. Each owner and/or user of a service animal is responsible for any property damage or injury caused by the service animal.

Students, employees and visitors wishing to utilize a service animal on campus should contact OC's Disability Services Office at 405.425.1876. OC considers service animals to be an accommodation issue and, therefore, requires any individual who intends to have a service animal on campus on a regular basis to have a valid accommodation plan.

#### **ASSISTANCE ANIMAL POLICY**

Oklahoma Christian University ("OC") recognizes the importance of "service animals" as defined by the Americans with Disabilities Act of 1990, as amended (the "ADA"), and the broader category of Assistance Animals as defined below, and in the Fair Housing Act. Assistance Animals provide physical and/or emotional support to individuals with disabilities. OC is committed to allowing individuals with disabilities the use of a service animal on campus to facilitate their full participation and equal access to OC's programs and activities. OC is also committed to allowing Assistance Animals that are necessary to provide individuals with disabilities an equal opportunity to use and enjoy campus housing. This Assistance Animal Policy explains the specific requirements applicable to an individual's use of an Assistance Animal in campus housing. OC reserves the right to amend this policy at any time, as circumstances may require. This policy applies solely to Assistance Animals that may be necessary in campus housing, and does not apply to "service animals" as defined by the ADA.

Although it is the policy of OC that individuals are generally prohibited from having animals of any type in campus housing, OC will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Assistance Animal that is necessary and reasonable because of a disability. However, no Assistance Animal may be kept in campus housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to

this policy. Requests and required documentation for Assistance Animals must be submitted 30 days prior to the start of the semester for consideration. Requests that are received less than 30 days before the semester or during the semester will be considered for approval the following semester.

#### 1. Definitions

“Application” is the Application for Reasonable Accommodation for Assistance Animal, and/or any other applicable documentation or forms required by the Disability Services Office.

“Assistance Animals” are a category of animals that may work, provide assistance or perform physical tasks for an individual with a disability and/or provide necessary emotional support to an individual with a mental or psychiatric disability that alleviates one or more identified symptoms of an individual’s disability, but that are not considered “service animals” under the ADA and governed by OC’s Service Animal Policy. Some Assistance Animals are professionally trained but, in other cases, Assistance Animals provide the necessary support to individuals with disabilities without any formal training or certification. Dogs are commonly used as assistance animals, but any animal may serve a person with a disability as an Assistance Animal. It is important to note that Assistance Animals may be identified by various other names, such as companion animals, therapy animals or emotional support animals.

“Disability Office” is OC’s Disability Services office.

“Owner” is the individual who has requested the accommodation and has received approval to bring an Assistance Animal into campus housing.

“Reliable Third Party” is someone who is familiar with an individual’s disability and the necessity for the requested accommodation for an Assistance Animal. A Reliable Third Party includes, but is not limited to, someone who provides medical care, therapy or counseling to persons with disabilities, including, without limitation, doctors, physician assistants, psychiatrists, psychologists and social workers.

#### 2. Procedures For Requesting Assistance Animals in Campus Housing

Any individual who seeks to have an Assistance Animal in campus housing must submit a completed Application to the Disability Office. The Disability Office may require a statement from a Reliable Third Party indicating that the individual has a disability and that the Assistance Animal would provide emotional support or other assistance that would ameliorate one or more symptoms or effects of the disability. If the Application is submitted fewer than 30 days before the individual intends to move into campus housing, OC cannot

guarantee that it will be able to meet the individual's accommodation needs during the first semester or term of occupancy. After this time, applications will be considered for the following semester. With respect to each Application, the Disability Office will consult with OC's Residence Life office in making a determination on a case-by-case basis as to whether the presence of an Assistance Animal is reasonable.

### 3. Criteria for Determining If Presence of the Assistance Animal is Reasonable

Campus housing is unique in several aspects, including the mandatory assignment of roommates for many individuals and the mandate that individuals must share a room or suite in certain residence halls. To ensure that the presence of Assistance Animals is not an undue administrative burden or fundamental alteration of campus housing, OC reserves the right to assign an Owner with an Assistance Animal to a single room without a roommate.

A request for an Assistance Animal may be denied as unreasonable if the presence of the animal:

- (a) Imposes an undue financial and/or administrative burden;
- (b) Fundamentally alters campus housing policies; or
- (c) Poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including OC property.

OC may consider the following factors, among others, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for Owners with Assistance Animals:

- (a) The size of the animal is too large for available assigned housing space;
- (b) The animal's presence would force another individual from individual housing (e.g., serious allergies);
- (c) The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
- (d) The animal is not housebroken or is unable to live with others in a reasonable manner;
- (e) The animal's vaccinations are not up-to-date;

- (f) The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
- (g) The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

OC will not limit room assignments for individuals with Assistance Animals to any particular building or buildings because the Owner needs an Assistance Animal because of a disability.

#### 4. Access to University Facilities by Assistance Animals

An Assistance Animal must be contained within the Owner's privately assigned individual living accommodation (i.e., room or suite) at all times, except when the Owner is taking the animal out for natural relief or transporting the animal off-campus. When an Assistance Animal is outside the private individual living accommodations for natural relief or transportation, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any OC facilities other than the campus residence hall to which the Owner is assigned (including, without limitation, dining facilities, academic buildings, athletic facilities, classrooms, labs, the student center and the library).

Notwithstanding the restrictions set forth in this policy, the Assistance Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from campus housing.

#### E. Owner's Responsibilities for Assistance Animal

If the University grants an Owner's request to live with an Assistance Animal, the Owner is solely responsible for the custody and care of the Assistance Animal and must meet the following requirements:

- (a) The Owner must abide by applicable state and city laws and regulations pertaining to licensing, vaccination and other requirements for animals. It is the Owner's responsibility to know and understand these laws and regulations. OC has the right to require documentation of compliance with such laws and regulations, which may include a vaccination certificate. OC reserves the right to request documentation showing that the animal has been licensed. Owner is responsible for immediately notifying Residence Life staff if the Assistance Animal

contracts an illness or disease.

- (b) The Owner is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by OC.
- (c) The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the Owner. The Owner is responsible to immediately inform Residence Life staff of aggressive behavior by the Assistance Animal, directed toward other student residents.
- (d) OC will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Assistance Animal.
- (e) An Owner with a disability may be charged for any damage caused by his or her Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as part of OC's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-approved pest control service. The Owner is responsible for immediately notifying Residence Life staff of the presence of fleas, ticks, or other animal borne pests, or other property damage beyond normal wear and tear. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. OC shall have the right to bill the Owner's account for unmet obligations under this provision.
- (f) The Owner must fully cooperate with OC personnel with regard to meeting the terms of this policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area and disposing of feces).
- (g) Assistance Animals may not be left overnight in campus housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his or her residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the Assistance Animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other

activities.

- (h) The Owner agrees to abide by all equally applicable residential policies that are unrelated to the Owner's disability, such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.
- (i) The animal is allowed in campus housing only as long as it is necessary because of the Owner's disability. The Owner must promptly notify the Disability Office in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the Owner's disability and the Owner must follow the procedures in this policy when requesting a different animal.
- (j) OC personnel shall not be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.
- (k) The Owner must provide written consent for the Disability Office and other applicable university officials to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and actual roommate(s) and neighbor(s). Such information shall be limited to information related to the animal and shall not include information related to the Owner's disability.

#### 6. Removal of Assistance Animal

OC may require an Owner to remove an Assistance Animal from campus housing if:

- (a) The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
- (b) The animal's presence results in a fundamental alteration of a OC program;
- (c) The Owner does not comply with the responsibilities set forth in this

policy; or

- (d) The animal or its presence creates an unmanageable disturbance or interference with the OC community.

OC will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal might cause. Any removal of the animal will be done in consultation with the Disability Office. Should the Assistance Animal be removed from the premises for any reason, the Owner is expected to fulfill his or her housing obligations for the remainder of the applicable semester or year.

#### 7. Non-Retaliation Provision

OC will not retaliate against any person because that individual has requested or received a reasonable accommodation in campus housing, including a request for an Assistance Animal.

### **S. Student Government Association**

Student Government Association (SGA) is the highest council for organized, formal student expression on campus. Its executive officers and members are elected by the student body to represent student concerns and to sponsor and coordinate educational, social and recreational programs throughout the school year.

- SGA meets each Wednesday at 9:00 p.m. in Harvey Business Center.
- Meetings are open to all students and employees.
- The SGA office is temporarily located in the building between the Harvey Business Center and Cogswell-Alexander Hall (adjacent to Residence Life).
- Executive officers post their office hours at the office at the beginning of each semester.
- All students are encouraged to bring ideas, concerns, and assistance to SGA's projects.

### **T. Student Organizations**

A wide range of student organizations are in operation on campus, and for many students these are an effective way to engage with new experiences, people, and opportunities. A fairly up-to-date list of the available student organizations can be found at <http://www.oc.edu/student-life>. These include academic/professional organizations, special interest groups, and social service clubs.

Students may visit the Office of Student Life or read the [Student Organization Handbook](#) for a full description of organizations including starting a new organization, administrative



guidelines, eligibility, sponsors, and more.

## **U. Student Workers**

Oklahoma Christian employs many students in a broad variety of campus jobs. Students who would like to work during college are encouraged to seek on-campus positions first. These positions require real work, but they do offer class-friendly schedules and supervisors who understand and defer to the academic priorities of college students. Many campus jobs also offer experiences that complement students' programs of study. A list of limited on-campus jobs is maintained on MyOC under "On-Campus Student Job Listing." Also on MyOC there is a *Student Worker Handbook* that provides more information about on-campus employment.

### **Documents Required**

Prior to beginning work, student employees are required to complete federal forms I-9 and W-4 and to provide banking information for a direct deposit of paychecks. In order to complete this process students **must** present original documents of at least two of the following: Driver's License, Social Security Card, Birth Certificate, Passport. Copies, faxes and expired documents cannot be accepted.

International Students will also need to present a Form I-20, a passport with the I-94 stamp, and a Social Security Card. An order receipt for a Social Security Card will be accepted, but in such cases the student must present the Social Security Card within 90 days.

### **Summer Housing Discount**

Subject to availability, campus housing may be offered to students employed in campus jobs during the summer and, in some circumstances may be offered at discounted rates. To qualify for discounted rates, students must work a minimum of 28 hours per week.

## **V. TOTO Therapy Dogs**

TOTO seeks to improve mental health, lower stress and anxiety, and offer emotional support for OC students by providing regular and frequent access to trained therapy dogs.

A therapy dog is trained in superior obedience skills and certified with a state or national organization for use as an emotional support tool in areas such as hospitals, nursing homes, and schools. Therapy dogs differ from service dogs and emotional support dogs in that a therapy dog is trained not for support of the owner, but for the support of others.

TOTO dogs are trained and certified dogs handled by approved faculty and staff members. Certified TOTO dogs are the **ONLY** animals allowed in buildings on campus (exception for necessary Service Animals). Emotional Support Animals are categorized differently than Service Animals and are not allowed in any building on campus except the room where the owner lives (please refer to the ESA rules at Q. for further information).

TOTO dogs are easily identified by an OC maroon service vest. Feel free to interact with all our dogs, but please ask before petting and respect any requests from the handler. When approaching any dog, go slowly and be aware that dogs can get overwhelmed easily.

See [www.oc.edu/toto](http://www.oc.edu/toto) to find out more about our dogs and where to find them on campus.

## **W. Transportation Policy**

It is the policy of the University to promote safety and to encourage students and employees to engage in safe conduct when traveling to and from University activities or events. Accordingly, in addition to encouraging everyone to use good judgment, the University has adopted this policy to promote the health and safety of all by regulating travel that is taken in conjunction with Oklahoma Christian University.

### **1. Application**

This policy applies to all University students and employees who travel to an activity or event that is organized and sponsored by the University. For purposes of this policy, an activity or event is organized and sponsored by the University when it has been planned, funded, and approved by the appropriate University official(s).

### **2. General**

Anyone traveling to and from University organized and sponsored activities or events may be required to use various modes of travel and travel under different conditions. Each form of travel requires the individual to follow common and mode-specific safety precautions. Everyone traveling to and from University events must follow the safe travel rules of this policy and all federal and state laws.

### **3. University Vehicles**

The University owns several vehicles for employees and students to use for University events and business. A Vehicle Checkout Form must be submitted in advance. The sooner you complete the form, the greater chance you have of getting a vehicle. All vehicle reservations are on a first come first serve basis. Reservations received after 3:00 pm on Friday will not get a response until Monday. This form is found at: myOC/Services/Campus Services/Vehicle Checkout Form.

#### ***a) Required Qualifications and Training***

Everyone who operates vehicles owned or leased by the University must be at least nineteen (19) years of age, have a good motor vehicle driver history, possess a valid driver's license, and have current automobile liability insurance. Before anyone is allowed to operate a University vehicle, they must:

- 1) Complete a vehicle use agreement,
- 2) Provide a copy of their driver's license,

- 3) Provide a copy of their current automobile liability insurance,
- 4) Allow the University to request their Motor Vehicle Record from the state, and
- 5) Successfully complete a driver-training course.

**b) *Vehicle Care and Maintenance***

- 1) Drivers must complete a pre-trip inspection of the vehicle. A reference card of items to be checked is provided in each University owned vehicle.
- 2) Drivers must insure there is appropriate tire pressure in all of the tires especially the rear tires. The condition of the tires and wheels shall be checked at all stops and prior to use.
- 3) Drivers must inspect vehicle lights including headlights, taillights, break lights, signal lights and all marker lights.
- 4) Vehicles should be returned with a full tank of gas and all trash removed.
- 5) At the end of each use, any items requiring maintenance or review must be reported to Support Central.

**c) *Compliance and Enforcement***

Authorization to drive a University vehicle can be denied or revoked for any of the following offenses:

- 1) Driving under the influence of alcohol or drugs
- 2) Committing a felony with a vehicle
- 3) Leaving the scene of an accident
- 4) Two or more speeding violations
- 5) At-fault crashes

**4. Rental Vehicles**

When a rental vehicle is needed for University business, it is not necessary to obtain the insurance offered by the rental company. The University's automobile insurance will cover the collision and liability of an accident.

**5. Privately Owned Vehicles**

Individuals who travel to and from events and activities using privately owned vehicles or any other vehicles, not owned or leased by the University, are required to follow the rules in this policy and all applicable federal and state laws. The driver-owner's insurance will be required to provide first coverage for any accident.

**6. Vehicle Use and Operation Rules**

Any vehicle used for University events or business (University vehicle, rental vehicle or privately owned vehicle) must abide by the following rules and procedures.

**a) *Vehicle Operation***

- 1) Drivers are prohibited from using headphones, cell phones or any other items that can be distracting.
- 2) Texting is prohibited while driving.
- 3) The front passenger will not sleep, but shall keep the driver awake, handle all cell phone communications, adjustment of the radio, etc.
- 4) Passengers are not allowed to distract the driver.
- 5) Passengers are not allowed to ride in a cargo area.
- 6) Only passengers traveling to the University activity or event are allowed to ride in the vehicle.

**b) *Use of Seat Belts and Other Safety Devices***

Seat belts and other safety devices must be used at all times.

**c) *Passenger Capacity***

The number of passengers in any vehicle on University business is not to exceed the number of seats with seat belts. No passenger is allowed to ride in a cargo area.

**d) *Fatigue and Time of Travel***

Individuals traveling to and from activities or events should obtain a minimum of six (6) hours of sleep before driving and drive no more than five hundred (500) miles in a twenty-four (24) hour period. Students may not drive between the hours of 12:00 am, midnight, and 5:00 am unless prior authorization is given.

**e) *Alcohol, Illegal Drugs and Weapons Prohibited***

Possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all University travel.

**7. *Student Travel Authorization***

Registered student organizations that require their members to travel to events and activities covered under this policy must obtain prior written approval for the travel from the employee advisor or the department head responsible for funding or organizing the travel. When the University provides transportation, students traveling to events must return in the University provided vehicles unless authorized to do otherwise by the appropriate University official. Students under eighteen (18) years of age are not authorized to return in a non-University provided vehicle.

**a) *Roster for Overnight Group Trips***

Student groups traveling on overnight trips are required to have a roster of all drivers and riders with cell phone numbers and emergency contact numbers furnished to the Dean of Student Life before the trip takes place.

Departments that encourage or require individuals to travel to and from events and activities covered are responsible for being aware of this policy and the safe travel rules. Departments that permit individuals to drive any vehicle owned or leased by the University are responsible for ensuring those individuals meet the driving requirements established by this policy. Departments are required to report any violations of this policy to Support Central.

University employees who authorize students to drive vehicles rented by the University for events or activities are responsible for ensuring the students meet the driving requirements established by this policy and federal, state and municipal laws. Employees who fail to comply with this policy are subject to disciplinary action in accordance with the applicable provisions of the Employee Policy Manual.

Individual students who violate this policy and the safe travel rules are subject to disciplinary action, including suspension. Student organizations that violate this policy and the safe travel rules are subject to disciplinary action, including suspension and loss of organization funding.

#### **8. Air and Other Modes of Commercial Transportation**

Individuals traveling by air and other modes of commercial transportation must comply with all federal laws regulating the specific mode of travel and the rules of the specific commercial carrier, including laws and rules regarding carry-on baggage and baggage weight restrictions.

#### **9. International Travel**

Individuals traveling to locations outside the United States are responsible for satisfying all international travel requirements, including obtaining a valid passport, obtaining health and other insurance, establishing safe points of contact in the host country and following travel advisories issued by the United States Department of State, the host country or other recognized international organizations. Students can find information about international travel in the International Programs Office.

### **X. University Postal Service**

The University Mail Center provides mail delivery service to Students, Faculty, and Staff.

Oklahoma Christian University Postal Service Mailroom operates in compliance with Federal Laws and Regulations for receipt, delivery of mail, and mailing through the following mail service companies' policies, rules, and regulations prior to acceptance:

- U.S. Postal Service (USPS)
- United Parcel Service (UPS)
- Federal Express (FedEx)
- Dalsey, Hillblom, & Lynn World-Wide Express (DHL)

The Mail Center is located on the East side of campus in the Heritage Village building. This is near Jimmy John's and University Police. Phone number is (405) 425-5270, or dial 5270 from a campus phone. Hours during the school year are Monday – Friday, 8 am – 5:30 pm.

### **Student Mailing Instructions:**

All students use the following address for all types of mail service:

Student's Full Name, SB# \_\_\_\_ (Student's mailbox #)  
 Oklahoma Christian University  
 2501 E. Memorial Rd.  
 EDMOND OK 73013-5599

Your student box number has been assigned to you and will be the same box number your entire time at OC. You can find this number on myOC under myInfo.

Please Note: The Mail Center has limited ability to store any perishables or items requiring refrigeration. If you are expecting such items please notify the Mail Center and special notification arrangements can be made so that you can pick these items up as soon as they arrive.

### **Receiving Mail / Packages:**

Mail and Packages are received at the Mail Center daily Monday - Friday. Once a delivery is made it typically takes the staff about 2 hours to process the mail. Once processed you will receive an email notification if you have received mail or packages. If you do not pick up the mail or packages on the day received a reminder email will be sent the following day.

### **Intra-Campus Mail (Student-to-Student or Student to/from Faculty/Staff)**

Postage is not required when mailing through intra campus delivery from student-to-student or student to/from Faculty or Staff.

Intra-Campus mail should have the following information written on the front:

From: Name, Student Box # and/or Dept.

To: Name, Student Box # or Dept.

### **Postage and Packaging Service Products Available:**

#### **Services:**

The Mail Center can weigh letters and packages and accept proper payment for USPS postage. FedEx, UPS, and DHL large envelopes and packages MUST have 'on-line affixed postage/addressed labels' prior to acceptance for these companies to pick up this type of mail.

Postage stamps or a postage meter label may be purchased at the counter.

#### **Supplies:**

Mailing envelopes, boxes, packaging materials, special mailing service labels, tape, and other supplies are available to purchase for mailing.

If you are using UPS, FEDEX, or DHL mailing services, you will need to search their website for their types of services available. These mailing companies will provide information and mailing labels for you to use. The Mailroom can assist you when your item is ready to mail.

#### **Payment Method:**

Postage and Supplies can be purchased with the following:

Cash or Credit/Debit Card

Check with proper ID. \$2.00 is the minimum amount.

NOTE: Payment cannot be made from your OC account.

### **Why am I not getting my mail? Why is it delayed?**

The most common issue is related to having the correct mailing address. Check to be sure that the sender has the correct mailing address.

### **Mailing Assistance**

The OC Mail Center personnel are here to serve you, so feel free to ask if you have questions or need help or advice related to Mail Services.

## **Y. The Lou Phillips Welcome Center**

OC is fortunate to have an atmosphere on campus that reflects hospitality and kindness to all our campus community and guests. The Lou Phillips Welcome Center further communicates

the desire to serve others and increase the quality experience of everyone on our campus. This office is the premier example at OC for going “The 2<sup>nd</sup> Mile.” The Lou Phillips Welcome Center is located at the entrance of the Garvey Center.

Services provided at the Lou Phillips Welcome Center include: Event planning and management, student event planning and management, university venue reservations, starting point for prospective student tours, initial campus guest point of contact, university box office, campus announcements, university calendar and much more.

## **Z. Whitley Student Senate Loan Program**

- The Whitley Student Senate Loan Program provides short-term loans to students.
- These loans are available in the Office of Student Life in amounts up to \$50.
- Each student is allowed to borrow only 1 time per semester.
- A fee of \$0.50 is added to every loan.
- Loans not paid back within 30 days are given to the Business Office with a \$10 service charge added.
- Any student who has defaulted once will not be eligible for another loan.
- The student must present his/her ID card at the time of the loan.



## **V. Information Technology Services**

### **A. Technology: Acceptable Use Policy**

#### **1. Statement**

This policy is designed to establish acceptable and appropriate use of computer and information systems, networks and other information technology resources at Oklahoma Christian University.

#### **2. Application**

This policy applies to anyone using Oklahoma Christian University's information technology resources. This includes all students, employees and guests to the campus and those accessing these resources from outside the campus.

#### **3. Guiding Principles**

Oklahoma Christian University is a higher learning community that transforms lives for Christian faith, scholarship, and service. The Oklahoma Christian University community is encouraged to make innovative and creative use of information technologies in support of education, research, and service. Oklahoma Christian University's computing and network resources are to be used only for University-related teaching, learning, enrichment, dissemination of scholarly information, and administrative activities. The computing and network facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Computers and network systems offer powerful tools for communications, teaching and learning among members of the University community and communities outside the university. When used appropriately, these tools can enhance dialog and communications. When used unlawfully or inappropriately, however, these tools can infringe on the rights of others.

#### **4. Responsibilities**

The University encourages all members of its community to use electronic communications in a manner that is respectful to others.

#### **5. Functionality and Availability**

You must ensure that your actions and the devices you own or that are assigned for your use do not negatively impact the functionality and availability of the Oklahoma Christian University computer systems, enterprise and application systems, and network services. You must ensure that your computer is properly maintained, including having up-to-date anti-virus protection and operating system patches. Responsible use of computing and network resources requires users to realize that any attempt to modify or extend resources could result in degradation of

systems or performance elsewhere on the network. You must not disrupt routine operations by tampering with any hardware, networks, applications, system files or other users' files without authorization or permission. Circumventing or altering protections or other restrictions placed on computers, networks, software, applications or files is prohibited. Similarly, you may not make resources available to circumvent or alter protections or other restrictions placed on computers, networks, applications or files. University technology resources are intended for academic and university business functions. For-profit use of these resources is prohibited.

#### **6. Computer Accounts**

You must use only your own computer account(s), and may not attempt to impersonate the identities of others. You may not supply false or misleading data nor improperly obtain another's password in order to gain access to computers, network systems, data or information. The negligence of another person in revealing an account name or password is not considered authorization of use.

#### **7. Information Security**

You are responsible and accountable for all use and security of the electronic resources you own or use, including but not limited to computer account(s), passwords, personal computer(s), electronic data, and network access. You should make appropriate use of the software, system and network-provided protection features and take precautions against others obtaining access to your computer resources. You are responsible for the security of all assigned accounts and passwords assigned for your use. Passwords must never be shared. If you are made aware of a data security breach or identify potentially unsafe security measures you should report this immediately to the Office of Information Technology.

#### **8. Intellectual Property**

You are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable university policies. You may not use Oklahoma Christian University networks, equipment and software to violate copyright or the terms of any license agreement. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or software without proper authorization.

#### **9. Copyright Infringement**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading

or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17 United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

#### **10. Publication**

You should remember that information you distribute through the University's web or other computing and networking facilities is a form of publishing and many of the same standards apply. For example, any web publication attributed to Oklahoma Christian University, even with disclaimers, represents you and the University and appropriate language, behavior and style is warranted.

#### **11. Personal Information**

You should be cautious about making information about yourself and others available on the Internet. The University cannot protect you from invasions of privacy, identity theft and other possible dangers that could result from the distribution of personal information.

#### **12. Administration and Implementation**

While respecting confidentiality and privacy, the University reserves the right to examine all University owned and operated computer systems and electronic/digital resources. The University takes this step to enforce its policies regarding harassment and the safety of individuals; to prevent unauthorized reproduction or distribution of proprietary software or digital texts, images, or music; to safeguard the integrity of computers, networks, and data either at the University or elsewhere; and to protect the University against seriously damaging consequences. The University may restrict the use of its computers and network systems for electronic communications when faced with evidence of violation of University policies, or federal or local laws. The University will comply with, and respond to, all validly issued legal processes, including subpoenas. The University reserves the right to limit access to its networks through University-owned or other computers, and to remove or limit access to material posted or distributed on University-owned computers or network.

### **13. Enforcement**

Federal and local laws pursuant to civil rights, harassment, copyright, security and other statutes relating to electronic media bind all members of the University community. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America or the state of Oklahoma.

All users are expected to conduct themselves in a manner consistent with these responsibilities and all other applicable University policies. Abuse of computing and/or network privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of networks or computers at other sites through the use of Oklahoma Christian University resources will be treated as though it occurred at the University. When appropriate, restrictive actions will be taken by system or network administrators pending further disciplinary or legal action.

### **14. Policy Updates**

This policy may be updated to reflect changes in University policy and technologies. You can find the most current version of this policy online at:

<http://www.oc.edu/services/it/acceptableusepolicy.html>

## **B. Technology: Services Guidebook**

### **1. Technology Services Overview**

#### ***a) Services***

IT Services provides voice, data, and video services and support to the University campus.

#### ***b) Contact Information***

The Office of Information Technology and Support Central is located in Cogswell-Alexander Hall.

Support Central

Phone: 405-425-5555

Email: [support@oc.edu](mailto:support@oc.edu)

Web: <http://www.oc.edu/itservices>

North Institute Office: 405-425-1850

### **2. Support Central**

#### ***a) Technology Support***

Technology support requests can be submitted by calling Support Central at ext. 5555, by email sent to Support Central at [supportcentral@oc.edu](mailto:supportcentral@oc.edu), or by stopping by Support Central located on the North side of Cogswell-Alexander Hall (CAH). All reporting methods will generate a support incident that can be tracked through the Support Central software system. The 1st level support technician will attempt to solve your reported problem immediately. If they cannot solve the problem, they will contact a 2nd level technician to work with you.

A list of available software and services is available on the Support Central forums at <http://support.oc.edu/forums>.

***b) Campus Computer Labs***

Computer labs are provided on campus for student use. These labs are maintained by the individual academic departments and access may be limited to those students in that program.

- A general use computer lab is located in the Mabey Learning Center (MLC) on the 1st floor.
- Specialized labs are located in Kresge Fine Arts (MAC Lab), the Prince Engineering Center (PEC) and Vose Hall.

***c) Public Printing***

Public printing is available in several areas on campus including most academic buildings and some residential areas.

When connected to the campus network, you may print to any public location on campus. More information on network printing can be found at <http://support.oc.edu/forums>.

Each student is allotted a print debit account at the beginning of each semester. This account can be used for printing and copying. For information about print/copy costs and policies please see the Support Central Answer Central. You will be required to use your ID card to release print jobs at the printer.

***d) Student / Employee ID Card Policy***

The Oklahoma Christian University identification card identifies you as a current member of the OC community. This ID card can be used as an electronic door key and provides access to a variety of functions and facilities on campus-including chapel, dining facilities, athletic events, fitness centers, laundry, the library and more.

The ID card is the property of the University, should be carried at all times while on campus, and is non-transferable. It may be used for such purposes as the University designates and may be revoked at any time. This card must be presented and/or surrendered upon request by any University official; failure to do so, or lending this card to anyone, is considered misuse. The card is void upon termination or interruption of enrollment and/or employment and must be surrendered at that time.

This ID card serves as a key to many facilities and therefore the card and the associated Personal Identification Number (PIN) should be kept secure and not shared with others for any reason.

Lost and stolen cards must be reported promptly to the Office of Information Technology. This will help prevent unauthorized access to facilities and other cardholder services. There is no charge for replacement ID cards that become defective or fail to work. Lost cards can be replaced at a cost of \$10.00.

No person shall possess more than one Oklahoma Christian University ID card. For security reasons, once a replacement card has been issued an older version card cannot be used or re-activated for any reason. Once replaced, if the old card is found it should be destroyed.

Card access questions can be referred to Support Central.

**e)      *Emergency Notification System (OC Notify)***

OC Notify is an Emergency Notification System used by Oklahoma Christian University officials to communicate emergency information to students, faculty, and staff. This is a free service that can send messages via email, text messages, Twitter and Facebook to the campus community.

All University students and employees will be automatically enrolled in the Emergency Notification System. Students and employees are encouraged to maintain their personal information including accurate mobile number information to ensure that emergency messages can be received. Visit <http://www.oc.edu/notify> for more information.

**3.      *Network Services***

**a)      *Network and Email Accounts***

The University provides a network access account to all employees and students. University network account holders should never allow others to use their login name and/or password.

Email addresses are based on this login name. The complete email address will be [username@eagles.oc.edu](mailto:username@eagles.oc.edu) for students and [username@oc.edu](mailto:username@oc.edu) for employees. Email is an important form of communication for academic and University business purposes and guidelines related to this service are strictly enforced.

**b)      *Global Email Policy***

Students and employees of OC are *not* to send out unsolicited electronic mail messages to large numbers of recipients (over 25) except for official University business. Any messages to be broadcast to faculty, staff, and/or students must be approved by a member of the Senior Management team. The guideline is that messages must be of high importance and/or interest to all on the list.

These mass mailings may be used for:

- An emergency
- Announcements of major University events & deadlines
- Changes in campus policies, procedures, organizations, or departments
- Notification of the availability of services and/or facilities

Global email lists are NOT intended for messages of a personal nature. Examples of inappropriate uses include, but are not limited to:

- Soliciting support (financial or otherwise) for charity or special causes not connected with a University effort
- Personal opinion, public debate, or campaigning
- Give-aways (personal property such as furniture, tickets, equipment, books, etc.)
- Unverified public service announcements (such as virus alerts, unsafe products, etc.)
- Chain mail
- Services offered or services sought (except for University related services)
- Lost and found (except when it is University property)
- Items for sale or items desired (including houses, tickets, books, services, etc.)

**c) *Alternate Mailing options:***

- Google Groups (Preferred)
- Lists.oc.edu

These services are designed to provide an easy way to create and maintain large e-mail mailing lists. These lists can be used for the one-way distribution of information, for e-mail based discussion, questions and answers, etc. Lists are created and "owned" by a user who manages the list's behavior.

Any faculty, staff, or student member of the campus community may become a list owner upon request and approval. Campus-based organizations and departments may become list owners, but an individual within the group must be designated as the list owner. Student owners must have approval of the Office of Student Life.

It is the list owner's responsibility to learn the commands necessary to manage the list's subscribers.

Under no circumstances can a list be used to participate in or promote activities that are illegal, violate the Oklahoma Christian code of conduct, or the Oklahoma Christian Acceptable Computer Use Policy. The use of these lists must also comply with email policy standards and FCC regulations. Members

of the list must have opted in to the list and each message to the list members must provide an opt-out method.

**d)      *Membership update information:***

Student membership will be updated with current students at the beginning of each semester (fall and spring only). Faculty and Staff memberships will be updated at the beginning of every fall semester. Anyone who has signed up for a list and does not have an “@oc.edu” or “@eagles.oc.edu” address generally will not be removed from the list when memberships are updated unless the address is no longer valid.

**e)      *Peer-to-Peer, Spyware, Malware***

The University reserves the right to remove or make inoperable any application or system that might compromise the integrity and/or security of the campus network. Systems identified to be running peer-to-peer application (LimeWire, FrostWire, BitTorrent, Kazaa, Morpheus, Gnutella, etc.) or other forms of Spyware and/or Malware may be removed from the network.

**f)      *Data Storage***

▪            **User Directories**

Students and employees are encouraged to use Google Drive for storage of files. Google Apps for Education provides each campus user with unlimited data storage.

▪            **Web Space**

Google Apps for Education provides Google Sites for creating web pages for academic needs.

**g)      *Network Connectivity***

Network connectivity is provided to members of the campus through a “wired” network and a “wireless” network. It is not acceptable to use these connections to interfere with or to disrupt other network users, services, or equipment. Disruptions, intentional and/or accidental, including but not limited to, distribution of unsolicited advertising, propagation of viruses or worms, and use of the network to make unauthorized entry to any other system accessible via the network (including the use of packet sniffers or other related technology), may result in loss of network privileges.

**h)      *Wireless Network (Airspace Policy)***

Oklahoma Christian University maintains a wireless data network throughout the campus providing network services to the students, staff, faculty and guests. This network uses the FCC unlicensed spectrums located at 2.4GHz and 5GHz. Wireless data network equipment and many devices such as cordless telephones, microwaves, and wireless speakers/microphones also operate in this frequency range. The unmanaged use of these devices may potentially cause interference, disrupting access to Oklahoma Christian’s wireless data network. Wireless networks not



managed by the office of Information Technology Services can also compromise the University's network security.

***In order to ensure the availability, reliability, integrity, and security of the Oklahoma Christian network, the airspace on the University campus and managed property will be solely administered by Information Technology Services.***

In order to protect the data network, the following policies have been established:

- No wireless networks or access points can be attached to the campus wired network without written permission from the Office of Information Technology.
- Wireless access points, Apple AirPort Base Stations, computers configured as ad hoc devices, or other wireless network equipment operating in the 2.4GHz and 5GHz spectrums must not be used on campus unless configured and installed by Network Services.
- If it is determined that other wireless equipment, such as cordless phones and wireless speakers, are interfering with the operation of the campus wireless network, the owner/user of the equipment may be asked to disable these devices.
- The University assumes no responsibility to compensate the user/owner for any direct or incidental costs related to requiring that the use of the interfering equipment be terminated.

***i) Access from Off Campus***

Students and employees can obtain access to University network resources through the Internet by using a Virtual Private Network (VPN) connection. Instructions and requirements for connecting via VPN can be obtained online at <http://support.oc.edu/forums>.

**4. Network Addressing**

***a) IP Addressing***

All systems, unless otherwise specified by Network Services, must obtain IP addresses via the primary DOMAIN DHCP server. Configuration information can be obtained by contacting Support Central.

***b) Naming Convention***

Systems must meet the standard naming conventions determined by Network Services.

<b>Personal Systems</b>	Employee/Student ID Number + A,B,C... for multiple systems (ex. 1234567A)
<b>University Systems</b>	Serial Number
<b>Tenant Owned Systems*</b>	Serial Number

For security reasons machines not matching these naming conventions may be disconnected from the network.

\*An inventory of systems owned by tenants and/or vendors that connect to the campus network should be provided to the Office of Information Technology Services. This inventory should include system serial number, the type of system (laptop, desktop, or other), operating system, the MAC addresses of all network cards within a system, and the primary user of the system. If the tenant/vendor has been granted permission to connect a firewall/router between the campus network and their systems, only the firewall/router must be recorded.

*c) Internet Service*

The Oklahoma State Board of Regents/OneNet provide Internet Services to the University. Use of this connectivity must comply with the acceptable use policies of these providers.

*d) Network Bandwidth*

OC reserves the right to monitor and regulate network bandwidth. Application bandwidth usage is monitored and priority is given to network traffic that is related to academic content and/or relates to the business functions of the University.

*e) Availability of Computer/Network Resources*

All computer, telecommunication, and network resources supported by IT Services are available 24 hours per day 7 days per week. Every possible effort is made to ensure that service interruptions are limited.

▪ **Computer/Network Service Monitoring**

Network Services uses automated methods to monitor critical and non-critical resources. If any system is down, the appropriate support staff is notified by text or email depending on the severity of the problem.

▪ **Maintenance/Scheduled Outages**

There are no regularly scheduled maintenance windows. Maintenance requiring a system outage is scheduled as far in advance as possible. Users are notified of these outages by broadcast email.

▪ **Recovery from Outage Issues**

If services become unavailable, members of IT Services respond immediately and management is made aware of the issues surrounding the outage. If the recovery from the outage is not estimated to happen within 1 hour or affects more than 10% of users, Support Central will take steps to contact all users and update them on the problem status. These updates may be provided to users through one or more communication methods

including broadcast email, and/or updates provided on the campus portal.

## **5. Data Security**

### ***Network / System Security***

#### **Passwords**

A valid log-in is required for all access to campus resources. No user or system administrator should configure a system that does not require a valid log in on a network authentication server approved by Network Services. It is the responsibility of the user and all system administrators to keep their passwords confidential. Passwords should not be shared with anyone including technology support staff. Passwords must be a minimum of 8 characters and must contain 3 of 4 possible complexity requirements:

- Uppercase letter
- Lowercase letter
- Number
- Symbol (such as \* or ^)

Employee passwords must be changed every 90 days. Student passwords must be changed once per year.

#### **Firewall**

Network Services maintains a firewall to help secure the University's network resources. Traffic to and from the Internet is monitored for potential attacks to University systems. This does not prevent all unauthorized access to the network. It is the responsibility of the system owner/administrator to do their part by applying all recommended security patches and turning on only TCP ports that are required or in use by the system they use. Systems that are identified as having security holes will be removed from the network and the owner/administrator will be contacted.

#### **Data Security**

Any file containing student information and/or employee information that is not stored on a campus server must be protected by a file level password. This includes any files stored on a laptop, thumb drive or other such file storage media.

#### **Web Content Filtering**

Network Services maintains a web content filtering service. This service blocks URLs that are deemed inappropriate and in opposition to the mission of the University. Sites blocked inadvertently or that contain legitimate academic research material may be opened by submitting a request to the administrator through the blocked web page form.

## **6. Voice Services**

### ***Basic Phone Service***

Basic local telephone service is available in each residence hall lobby. Long distance phone service is not provided to students through the OC phone system.

## **7. Video Services**

### ***Basic Cable Service***

Basic cable TV service is available in the common areas of many residence halls and campus apartment community areas. Information about the service, including available channels, can be found online at <http://support.oc.edu/forums>. The University reserves the right to change the channel lineup at any time and makes no guarantees as to the availability of programming offered.

## **VI. Residence Life**

### **A. Residence Life Staff**

#### **Director of Residence Life**

The Director of Residence Life oversees all areas of campus housing and ensures that our residential students have a quality academic environment in which to live and study. The Director's office is located in the portable building east of Support Central and Registrar's Office.

#### **Assistant Director of Residence Life**

The Assistant Director of Residence Life assists in overseeing facilities, Residence Life staff and students. The Assistant Director's office is located in the portable building east of Support Central and Registrar's Office.

#### **Housing Coordinator**

The Housing Coordinator is responsible for the placement of students in campus housing and maintains housing information on all students enrolled at OC. The Housing Coordinator's office is located in the portable building east of Support Central and Registrar's Office.

#### **Resident Directors (RD)**

Resident Directors are staff members who live and work within a select residential area. They supervise student staff and receptionist desk personnel. RDs work to maintain a safe living environment that supports academic growth. In addition, RDs aim to build close communities through community programming, service projects, monthly activities and devotionals. They help nurture, advise, support, mentor, and advocate for their students.

#### **Assistant Directors (AD)**

Assistant Directors (AD) are students who are selected and trained to lead, live, and work within a select housing area. Their major responsibilities and training lay in providing support to RA/CMA staff, assisting the RD, serving students in various capacities, providing leadership within their housing area, and building positive relationships with students.

#### **Resident Assistants (RA)**

Resident Assistants (RA) are students who are selected and trained to lead, live, and work within the residence hall areas. Their major responsibilities and training lay in facilitating community development, responding to student needs, assisting the Resident Director, and building positive relationships with students.

### **Community & Ministry Advocates (CMA)**

Community & Ministry Advocates (CMA) are students who are selected and trained to lead, live, and work within the apartment areas. Their major responsibilities and training lay in leading opportunities for spiritual growth, providing customer service, facilitating community development, responding to student needs, assisting the Resident Director, and building positive relationships with students.

## **B. Residential Areas**

### **1. Receptionist Desks**

Receptionists help ensure building security and serve students, greeting visitors, answering phones, and providing directory information in addition to other responsibilities pertaining to the position.

The receptionist can assist students if they become locked out. Receptionists may ask to see students' IDs at any time for security purposes. Students must cooperate with these requests. For security reasons, no unauthorized students should be in the receptionist desk area at any time.

### **2. Public Lobbies**

Public lobbies are provided in Tinius, Gunn-Henderson, Fails, University House, and Davisson Hall. The Nowlin Center and Phase 6 Community Center also serve as public lobby spaces. All students are welcome in these spaces during open hours. Furnishings and equipment in public lobby areas are for the use of all residents. Removal of any item from a public space is considered theft, resulting in replacement charges and potential disciplinary action.

### **3. Non-Public Areas**

To ensure safe space and reasonable privacy for students, some areas are off-limits to those of the opposite sex and all non-residents, with the exception of open house hours. These spaces include residence hall hallways, designated private lobbies, residence hall rooms, apartments, bathrooms, and suites. Non-public areas are designated for residents only. A building resident should accompany same-sex guests in non-public areas at all times.

## **C. On-Campus Residential Requirements**

OC maintains a residential campus in which students are expected to live on campus to benefit

fully from the experience of a Christian community. OC's residential campus is one of our core strengths, and we believe our on-campus community is an integral part of your OC experience.

**1. Housing Agreement Terms**

Students who live in campus housing are billed and granted occupancy by term.  
Ex: Fall, Spring, Summer.

With the exception of Christmas break, holiday break housing is included for students at no additional charge. If a student remains in the same room/apartment for both the fall and spring semesters, they are not required to remove his or her possessions during the Christmas break.

Christmas break and Summer Housing is available, though additional charges may apply. Contact the Residence Life Office for details on Christmas break and Summer Housing. During these sessions, all regular OC and Residence Life policies apply.

Use of a campus room or apartment should not be construed as the granting of a property interest to any student. The University reserves the right to move students from room to room as deemed necessary.

**2. Residence Halls**

Students in their first and second years of college will live in our residence hall communities, conveniently located on the west side of campus. For more details on our 10 residence hall communities, please visit the Residence Life website.

**3. Campus Apartments**

In addition to the residence hall areas, OC maintains 5 apartment complexes conveniently located east of the campus. The single student apartments are fully furnished. For more details on our apartment areas, please visit the Residence Life website. To qualify for single student apartments, students must:

- Be a third-year student, calculated by number of years since high-school graduation. (Exceptions to this qualification may apply when space allows and others are met.)
- Have 60 Completed hours
- Have a disciplinary record without any Code of Conduct violation that resulted in disciplinary probation or suspension during the last semester that the student attended (including summer and intersession).
- Have approval from the Office of Residence Life. The Office of Residence Life reserves the right to review any request and to make all housing assignments.
- Students who are 21 years old or older at the beginning of an academic year (starting at the first day of the fall semester) will generally be required to select from apartment style housing.

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**4. Married/Family Housing**

Married/Family Housing is offered in the University Apartments if space is available.

### **5. Off-Campus Living Requirements**

A student may be granted permission to live off-campus if they meet one or more of the criteria listed below. To gain permission, students should submit an Off Campus Housing Petition, available on our website, [www.oc.edu/reslife](http://www.oc.edu/reslife). If requesting to live off campus due to ADA reasons, students must contact Katy Roybal, Disability Coordinator, at [katy.roybal@oc.edu](mailto:katy.roybal@oc.edu).

Criteria for living off-campus are as follows:

- Student is of part-time student status (enrolled in 11 hours or fewer)
- Student is married and/or has dependent children.
- Student has completed 124+ credit hours
- Student is 23 years old prior to the beginning of the semester for which the off-campus exception is being requested.
- Student will be living with their parent(s) or legal guardian(s) in their primary full-time residence. The primary residence must be within a 50 mile radius of the University's campus. If the primary residence is further than the 50 mile radius, the student will be required to live in on-campus housing. Off-campus exceptions are not granted to students living with aunts/uncles, siblings, or other family members.
- No single student, while living in OC housing, can occupy a 2<sup>nd</sup> residence off campus. Students are advised against renting an off-campus residence until verifying their approval to live off campus. Paying a deposit or rent for an off-campus residence does not exempt a student from OC's residential requirement. An unqualified student living off campus without advance approval is given the choice of moving on campus, becoming part-time, or withdrawing. It is the student's responsibility to notify the Housing Coordinator of any changes to his or her mailing address, residential address and telephone numbers. The University does not authorize any student organization to provide off-campus housing.

## **D. Residence Life General Policies & Procedures**

### **1. Abandoned Property**

Any student property left in a residence hall or apartment after the termination of the term of occupancy may be disposed or donated by the University at the expense of the student. The University is not responsible for any property left by a student, and is under no obligation to store such property.

### **2. Appliances**

The electrical systems in campus housing are not designed to carry heavy loads of electrical equipment. Students should use only 1 plug per receptacle. Hot plates or any open coil appliances are not permitted.

1 refrigerator and 1 microwave are allowed in each room. Refrigerators may not exceed 4 cubic



feet. Roommates should coordinate to ensure that only 1 of each of these appliances is moved into the room.

University House suites have a refrigerator and microwave already furnished. Students living in those suites are responsible for the cleanliness and defrosting of appliances. Students should not remove any of the refrigerator's parts.

### **3. Authorized Entry and Searches**

OC reserves the right to enter any residential space at any time in order to inspect facility condition, make necessary repairs, address health/safety concerns, check for student well-being, enforce university policies, or clear space for a new resident.

In addition, OC reserves the right to allow designated University officials to enter and search a student's room/apartment or vehicle if OC reasonably believes a federal, state, or municipal law or University policy has been violated. Refusal by a student to grant an authorized search is grounds for suspension. University officials reserve the right to confiscate any items they deem to be in violation of University policy or are deemed harmful.

### **4. Bicycles**

Due to limited space and damage caused by muddy tires, grease, etc., bikes are not allowed in any room or apartment. Bikes should only be kept only in the bike racks / bike storage rooms provided in each housing area. Bikes should not be chained to handrails, signposts, or gazebo areas.

Some housing areas have inside bike storage. Students may use them to store their bikes by contacting the Resident Director of that area to obtain guidelines.

The University strongly suggests that all bike owners register their bikes on the National Bike Registry ([nationalbikeregistry.com](http://nationalbikeregistry.com)). Registering your bike aids in the recovery process should the bike be lost or stolen.

### **5. Bunking and Lofting Beds**

Bunking and Lofting Beds

Fails Hall: All beds are lofted.

Davisson Hall & University House: Students may bunk beds, or may request a loft kit from their Resident Director. Loft kits will be distributed on a first come, first serve basis.

Warlick: One set of beds in each room will be bunked.

Wilsons, Tinius East, Phase 5 & 6 Apartments: Students may bunk beds.

Gunn-Henderson, Tinius West, Phase 3 & 4 Apartments: Bed furniture is unable to be modified.

Students must coordinate all bed modifications with their Resident Director, and will use the required hardware for safety. Any change made to the beds will be completed

by the students. Students will be responsible for putting beds back to their original position at check-out or will be charged a \$25 fine. If a student is physically unable to modify their bed, arrangements must be made with their Resident Director.

Students agree to modify and use bunked or lofted beds responsibly as per the Bunking & Lofting Waiver on the Housing Agreement.

## **6. Check In and Check Out**

The processes described below are generally applicable for checking into and out of a room or apartment. However, each residential community may have slightly varying requirements or processes. It is each student's responsibility to be familiar with and follow the processes for their specific residential community. Residence Life staff will notify students of the specific procedures to their particular area. The specific procedures for the applicable residential community should be observed at the beginning and ends of each term, and anytime a student moves into or out of a room or apartment.

### ***Check In***

Students are required to check in at the front desk of their assigned hall and complete all necessary paperwork before gaining access to their room/apartment. Most all paperwork can be completed online before arriving and doing so will save you time in the check in process. Paperwork includes a completed Housing Agreement, Emergency Contact Information Form, and an online Room Condition Form. The Room Condition Form allows students to assess the condition of their room and its furnishings at the time of check-in. At the end of each housing occupancy term, a room's condition is assessed by a Residence Life team member.

### ***Check Out***

In preparation for a check out, students will sign up with their Residence Life team members for a check out time. The room/apartment must be thoroughly cleaned at the time of check out. Once cleanliness standards are met, applicable forms will be completed, and keys returned. Failure to check out will result in a "failure to check out properly" and key replacement charges. At the end of each semester, students should sign up for a check out time within 24-hours of their last final exam. All students will adhere strictly to the housing closure date, posted on the OC calendar. This is typically at 10:00 am on the Saturday after finals week.

### ***Room Condition Forms & Responsibilities***

Residence Life staff members assess the condition of each room/apartment at the outset of each fall semester to ensure the best experience for students and to

ensure all furnishings are in place. Upon check out, students will complete a Room Condition Form to verify the condition of their assignments' space and furnishings. At the end of the occupying term, students will be held responsible for any damages not specified on the move-in Room Condition Form. Residents should take care to complete these forms completely and thoroughly. If a student finds a damage that was missed in the initial room assessment, they should notify their Resident Director immediately and see the Room Condition Form status updated.

If individual student responsibility for a damage cannot be determined at the time of move-out, all residents of that room/apartment/suite will share equal responsibility for the condition of the space and its furnishings. A Resident Director will make a final inspection of each room after all move-outs are completed. Additional charges may be assessed during that final inspection for damages.

## **7. Cleanliness**

### ***Public Spaces***

Oklahoma Christian employs a third party custodial firm to clean the public areas of the residence halls each weekday. Students are responsible for picking up after themselves and for keeping their own rooms, suites with bathrooms, and apartments clean and in good order. While some cleaning supplies or vacuums may be available for check out, students are generally responsible for providing their own cleaning supplies for their room, suite, or apartment. In the event that the contractor must clean an excessively dirty public or private area, an appropriate charge may be assessed to all residents of that immediate area.

### ***Room Check for Cleanliness***

Residence Life staff will conduct bi-monthly checks for cleanliness in all residential areas. A notice of evaluation will either be left in the room or emailed to students occupying the room. A failure will result in a fine of \$50 per room/apartment inhabitant. If the room or apartment is not satisfactory in 24 hours, another fine of \$25 per person is added daily until the apartment is considered satisfactory. General cleanliness requirements are:

- Floors vacuumed/swept
- Floors clear
- Counters clean & clear
- Trash taken to appropriate location
- Suite/apartment bathrooms clean
- Suite/apartment kitchen clean

## **8. Curfew**

Curfew at Oklahoma Christian is designed to enrich the first-year living and learning experience by allocating time for first-year students to engage in their living community. Specifically, first-year college students, calculated by years since high-school graduation, will observe a residential curfew. During these times, students are

encouraged to invest in their residential community and academic pursuits. Curfew complements our campus' deep sense of community and provides a positive structure that promotes academic success. Curfew for campus housing is midnight on Sunday – Thursday; 1:00 am on Friday and 12:30 am on Saturday.

### ***Curfew Violations***

A curfew violation is recorded when a student is out of his/her assigned room at curfew check. Students who find themselves late for curfew should contact their Resident Assistant or Resident Director immediately to notify them. It is better to call and return to campus rather than to spend the entire night elsewhere. Students are not permitted to leave their assigned residence hall after curfew unless their Resident Director gives permission or in the case of emergency. Repeated curfew violations will result in disciplinary action. Residence Life staff will attempt to locate students who are not present for curfew check.

- Curfew Violation #1: Written Warning, Meeting with RA.
- Curfew Violation #2: Written Warning, Meeting with RD.
- Curfew Violation #3: Discipline referral, likely to include required community service.
- Curfew Violation #4+: \$50 Fine & discipline referral, additional sanctions as University officials deem appropriate.

## **9. Decorations**

While there is the opportunity for students to express individuality in decorating their living space, the following guidelines must be followed:

- Street signs, cones, flags, etc. that have been illegally acquired are not permitted. Such items will be confiscated and may result in disciplinary action and/or cooperation with on and off-campus law enforcement agencies.
- Candles, incense, halogen lights and flammable lamps (such as oil lamps or lava lamps) are prohibited. These are extremely dangerous due to high heat, open flame or dripping wax.
- Highly flammable materials such as hay, straw, cloth ceiling coverings or anything determined dangerous by the Residence Life staff are prohibited.
- Tape and/or permanent contact paper must not be used on any surface area in OC's housing, including walls, inside drawers, desks, etc. Only the use of "Plastic-Tak" or mounting putty for wall hangings is acceptable.
- No screws or large nails of any kind are to be used on the walls of rooms. Tacks and small nails are acceptable.
- Darts and dart boards of any kind or size are not allowed in OC housing.
- Suggestive, demeaning, revealing or pornographic posters, pictures or reading material are not permitted.
- Anything displaying profanity or vulgarity will not be allowed in residential areas.
- Students do not have permission to use paint to repair damages or to redecorate.

## **10. Extermination Services**

The University maintains control of insects in campus housing by spraying throughout the areas approximately 4 times per year. Students may occasionally need to prepare their individual areas by following guidelines presented by University officials.

### ***Bed Bugs in Residential Areas***

Bed bugs are small, flat, wingless and nocturnal insects that live by feeding on the blood of warm-blooded hosts. Bed bugs do not fly or leap; they hide in dark crevices and generally hide nearest the bed or other furniture used for sleeping.

Bed bugs must be carried into an environment. They are often carried in on personal belongings such as luggage, backpacks and secondhand furniture from a location already infested.

Evidence of bed bugs include small blood spots on linens and mattresses, small black dirt specks on seams, cracks or crevices of beds and furniture, actual bugs present- dead or alive, and unexplained rashes of the skin.

Report immediately to the Resident Director or contact the Office of Residence Life at (405) 425-5930 if bed bugs are suspected in a room or apartment. Once a report of suspected bed bugs is made, a pest control expert is contacted and the university implements a comprehensive bed bug procedure.

Whether bed bugs are suspected or have been confirmed, it is important that residents not remove any clothing, bedding or furniture from the room and follow all instructions presented by the pest control expert.

Residents can help reduce the risk of bed bugs by taking precautionary measures like inspecting any clothing, bedding and furniture that are purchased second-hand before bringing to campus.

When traveling, inspect the bedding and furniture where you are staying and inspect before returning to campus. Use hangers or hooks to keep all clothing off of the floor and bed. Clean and reduce clutter in the living area and wash clothing and linens regularly.

The University takes bed bug reports seriously and will inspect and invest in the health of the student body. The university will take action for eradicating the bed bugs from the living area, but individuals who knowingly bring bed bugs to campus, are neglectful or do not assist in the process may be held responsible for the reimbursement of services, treatment and items that may need to be replaced.

## **11. Damage Assessment**

The damage list below is not exhaustive and represents minimum charges.

Residence Life reserves the right to administer additional charges as is deemed appropriate. Charges for damage to OC property and/or vandalism will vary and

are determined by OC University Services and or Residence Life. All damage charges will be placed directly onto the student's account.

- Lost key/key replacement \$35
- Failure of bi-monthly room check \$50
- Failure to clean apt. within 24 hours of check (daily) \$25
- Failure to attend mandatory housing (all-hall) meetings \$25
- Excessive or misplaced trash  
(trash placed in bathrooms, lobbies, halls, patios, etc.) \$50
- Failure to properly check in/out of room or apartment with Resident Director \$125
- Failure to prepare for extermination of room or apartment with a rating of "Fail" (per person) \$50
- Propping window or exterior door \$100
- Failure to turn in key if not staying on campus during Christmas
- Break \$35
- Disabling or tampering with smoke alarm/detector per person \$50
- (Theft or disabling of a fire extinguisher carries disciplinary action and a fee for re-charging the extinguisher.)
- Keeping pet in room for any length of time (per incident) \$200
- Driving/Parking on grass or sidewalks anywhere on campus \$100
- Stains or damage of any kind to carpet that necessitates carpet replacement \$650

## 12. Guests

Friends and family are welcome as guests on campus. Non-minor guests of the same sex as a student are permitted to stay in the residence halls and single student apartments without charge for a maximum of 3 days; linens, however, are not furnished. Since guests are not given keys, the student alone is responsible for giving guests access to his or her room. OC personnel will not grant guests access to rooms. The student is liable for any damages caused by guests. Students must notify their Resident Director of any overnight guests with at least 48 hours advance notice. Housing a person without permission may result in loss housing privileges and/or disciplinary action. Guests may also utilize the Suites@OC when visiting campus. For more information, see the Suites@OC website:

### **13. Housing Meetings**

Students living in campus housing are required to attend all mandatory meetings as announced by the Resident Director. Mandatory meetings, in most cases, are held during the 1st week of each semester and cover critical information to facilitating safe and healthy communities. If a student has a conflict with the time(s) of the meeting, he or she should notify the Resident Director in advance so that other arrangements may be made. Failing to attend mandatory meetings without making reasonable arrangements will result a charge and a meeting with Residence Life staff to cover the meeting's contents.

### **14. Insurance for Personal Property**

OC is not responsible for damage or theft of any student's personal property, regardless of the cause of the damage. Students are responsible for providing their own renters insurance to cover losses to their personal property. While personal property insurance is not a requirement, we strongly encourage every student to insure the contents of their residence hall room or apartment.

### **15. Key Loss and Duplication**

As a security measure, locks on student rooms and apartments are always changed if a key is lost. If the student loses a key, he or she should notify the Resident Director as soon as possible. Lost keys will result in a replacement charge.

### **16. Open House**

Open House provides visitation to resident rooms by members of the opposite sex and is available during specific times and days during each semester. Guests of the opposite sex are not permitted in private areas of Residence Halls or Apartments outside of designated Open House hours. Failure to honor Open House hours may result in disciplinary action. Students should cooperate at all times with Residence Life staff. To maintain the security of our housing areas the privacy of all students, the following are guidelines for open house participation:

#### ***Residence Hall Open House***

All guests must sign in and out at the appropriate reception desk.

In rooms that open into an interior hallway, the door needs to remain open.

#### ***Apartment Open House***

Visitation hours are Monday through Friday from 5:00 pm to 12:00 am, and Saturday and Sunday from 12:00 pm to 12:00 am. Guests are not allowed in the bedroom of the apartments.

## **17. Overnight Sign-outs**

Overnight sign-outs are necessary to maintain the integrity and accountability of a curfew system and maintain safety standards. Students with curfew must sign out in advance every time they stay overnight off campus. Here are some basic guidelines:

Sign-outs cannot be made after midnight. A student may sign out by completing the “Student Online Sign-out Form” found on MyOC. Each individual student sign-out through myOC and complete form in its entirety. On the form, the student must provide a verifiable phone number of the residence where he or she is staying. The falsification of a sign-out or any other attempt to circumvent curfew is a breach of the University’s Code of Conduct. Any changes to a student’s sign-out submission should be sent to their Resident Director immediately. Changes may or may not be approved. If a change of plans requires returning to campus after curfew, the student should notify the Resident Director immediately before returning to the room. Sign-out violations may result in disciplinary action. In addition, Sign-out privileges may be restricted if a student is signing out excessively. Excessive sign-outs are determined on a case-by-case basis.

### ***Sign-out Destinations***

Students may not be permitted to sign-out to various locations at the discretion of Residence Life staff. It is impossible to list all scenarios, so students should consult their Resident Director for questions. Parental permission does not supersede University policy or the OC Covenant.



### **18. Pets**

No pet of any kind is permitted in campus housing. If a student is found keeping a pet on campus for any length of time will result in a \$200 fine, immediate removal by the student, and possible disciplinary action.

### **19. Prohibited Substances & Behaviors**

#### ***Alcohol, Tobacco, and Illicit Substances***

Consistent with OCs greater alcohol and tobacco policies, no alcohol, tobacco, or other illicit substances or paraphernalia are permitted on campus. Prohibited items include electronic cigarettes of all kinds and related containers or decorative items.

#### ***Disruptive Behavior***

Behavior that may be destructive, distracting, or detrimental to the greater community is not permitted in any residential facility. Such behaviors may include but are not limited to: pranking, roughhousing, water fights, water balloon use, dropping objects from stairwells or windows, or the use of a ball or Frisbee indoors.

### **20. Quiet Hours**

To maintain an academically conducive environment, quiet hours have been set from 10:00 pm - 10:00 am. Students should seek to be respectful of others in their community at all times. During quiet hours, the noise level of any activity should not be audible outside the room. Any activity that may disturb the rest or studies of another community member should be avoided. Residence Life staff reserves the right to monitor and adjust noise that affects the greater community at any time.

### **21. Room Changes**

Should a student desire to change rooms, they should contact their Resident Director. Typically, room changes are not be approved within the first 2 weeks of the semester. As much as is possible, Residence Life staff will encourage students to work through roommate differences before resorting to student relocation. In such situations, Residence Life staff will work to help facilitate healthy conflict management between roommates. As always, exceptions to this practice are made in potentially dangerous or extreme situations. Students who move from their assigned room or apartment without permission from the proper Residence Life staff will be assessed a charge and may be required to return to their original assigned location.

The University reserves the right to rearrange students in order to completely fill a room or a suite. All room changes must occur within 48 hours of the approval of a room change request. The University will assign roommates at the beginning of each year. The Office of Residence Life will assess any situation where 2 or more rooms/apartments need to consolidate. In these situations, Residence Life reserves the right to determine which students, if any, need to relocate.

## **22. Room Furnishings/Damages**

Furniture should not be removed from its assigned room/apartment for any reason. If furniture is missing or damaged upon check-out, charges will be assessed for replacement or repair.

## **23. Emergency Procedures & Safety**

### ***Entrances/Exits & Exterior Door/Window Propping***

Only designated entrances and exits may be used to access residential areas. Questions about proper entrances and exits can be directed to the office of Residence Life.

Windows are not to be used as an exit or entrance, and should be locked at all times. Likewise, propping open exterior doors or windows is prohibited, as it compromises the safety of all residents. Students should keep doors locked at all times. Residence Life staff that encounter unlocked doors will lock them.

### ***Fire/Tornado Procedures***

All residential communities have varying procedures in case of fire or tornado. Information specific to your community will be posted in hallway and/or community spaces. While Residence Life staff will do everything they can to keep residents safe, it is the responsibility of each student to make himself or herself aware of and follow the emergency procedures pertaining to his or her residence hall or apartment. Tampering with smoke detectors or other fire safety equipment will result in disciplinary action.

## **24. Sales and Solicitation**

Solicitation is not permitted in any form in the residence halls or apartments. Students should report solicitation immediately to Campus Police and the Office of Student Life. Oklahoma Christian University prohibits meetings, advertising or solicitation of any kind by secular or religious groups or churches without prior approval from the Office of Student Life. Babysitting is not permitted in housing areas.

## **25. Suspicious Behavior and/or Persons**

Students who see suspicious behavior or persons in one's residential community or around campus should report them immediately to the Campus Police department: (405) 425-5500.

## **26. Trash**

Students are responsible for bagging trash and taking it to the appropriate locations. Trash should never be left in hallways, lobbies, or apartment courtyards.

## **E. Residential Services**

### **1. Laundry Services**

Laundry machines are located in each residence hall and are serviced by OC's maintenance team. The laundry machines are free of charge and are to be used only by OC students. Should a student encounter a problem with a washer or dryer, they should notify a Residence Life staff member and report the issue immediately to [support@oc.edu](mailto:support@oc.edu). A receptionist can provide an "Out-of-Order" sign to post on the machine until it is repaired. Trash receptacles in the laundry rooms should be used for laundry room trash only.

### **2. Maintenance & Housekeeping**

Any facility problem(s) occurring in the student's room, hallway or bathroom or in student apartments should be reported immediately to **support@oc.edu** or **(405) 425-5555**. Please be as specific as possible when describing the nature of the problem. If there is a situation that needs immediate attention, the student should contact a Residence Life staff member or Campus Police at 405-425-5500.

Oklahoma Christian University reserves the right to find other housing arrangements on campus if a maintenance issue cannot be resolved in a timely fashion. The residents in the room/apartment may be required to move to another location, preferably in the same residence hall or phase, if available.

### **3. Vending/Laundry Machines**

The food and drink vending machines and the laundry machines located in each residence hall are maintained and serviced by outside contractors. In the event of a vending machine malfunction, the student should report the problem to the receptionist and provide his or her name, phone number and the amount lost. Legitimate refunds are honored within a few days. The receptionist can provide an "Out-of-Order" sign to post on the machine until it is repaired.

### **4. Storage**

OC does not provide storage space.

## **VII. Campus Police & Safety**

### **OC Campus Police and Safety {Revised July 17th, 2017}**

The Oklahoma Christian Campus Police Department provides protection and safety of life and property on the University campus. The OC Campus Police Department is here to serve Students, Faculty, and Staff.

The OC Campus Police Department, under OC VP and Dean of Students, consists of state-certified police officers authorized by Oklahoma Statutes to enforce the laws of the State of Oklahoma and Oklahoma Christian University's policies. OC Campus Police have the legal authority to make arrests, issue traffic and parking citations, and conduct criminal investigations.

OC Campus Police Officers are located at the Heritage Village building (SE corner of the campus), 2801 E. Memorial Road, Suite #105. Business hours are 8:00a.m. – 4:00p.m., Monday – Friday. To contact the OC Campus Police Department office during normal business hours, students may call (405) 425-5502.

For safety and courtesy, during the late evening OC Campus Police will provide escort service for students to and from residence halls, apartments, academic buildings, and the library. Students may call 5500 from a campus phone or (405) 425-5500 to request this service.

**In case of an emergency**, an OC Campus Police Officer is available 24 hours a day by calling 5500 from any campus phone or (405) 425-5500. Off-Campus Police and Fire Departments can be reached by dialing 911 (dial 9 first if using a campus phone). Please follow the Emergency Procedures as listed below developed by the Oklahoma Christian University Campus Police Department.

#### **A. Authorized Searches**

1. Oklahoma Christian reserves the right to search a student's room/apartment or vehicle if there is reason to suspect any federal, state or municipal law, or Oklahoma Christian University policy(s) has been violated.
2. A search must have the prior approval of the Vice President and Dean of Students. Refusal to grant an authorized search is grounds for suspension.
3. Generally, OC Campus Police may assist Resident Directors (RD) and/or Resident Assistant (RA) by being present to maintain order.

#### **B. Automobile and Motorized Vehicle Registration for all Parking/Travel on Campus**

1. At the beginning of fall 2017 school semester, easy online vehicle registration is available year round.
2. For student vehicle registration, go to student's OC website, log in to the following link to register or click on it:  
[https://apps.oc.edu/authenticate/index.php?uri=http://apps.oc.edu/vehicle\\_registration](https://apps.oc.edu/authenticate/index.php?uri=http://apps.oc.edu/vehicle_registration)
3. **Early online vehicle registration is available until midnight, Saturday, August 19, 2017.** After this date, OC vehicle decals may not be available for pick up until after school begins.
4. The OC vehicle decal will no longer be delivered to student mail boxes. Permit's can be picked up in person between 8am and 4pm, Monday through Friday.
5. It is strongly recommended the vehicle decal be picked up by the scheduled time frame to avoid long lines.
6. There is no charge for registering or receiving an OC vehicle sticker. You must register to park/travel on OC Campus.
7. All students must register their motorized vehicle(s) **within one (1) week of having it on campus.**
8. Commuter and residential students must ANNUALLY register their motorized vehicle(s); note the following list:
  - New students to OC.
  - Returning students now enrolled as Juniors (60+ hours), for additional parking privileges.
  - New and returning graduate students.
  - Students whose parents are Faculty or Staff must register for a student permit.
  - All returning students must register their vehicle again each year for authorization of parking and travel on OC campus (i.e., returning Seniors, Sophomores, and Graduates who may have an OC vehicle decal).
9. If a student uses another vehicle after school starts, purchases a new vehicle, or replaces the windshield, the student will need to register online again to obtain a new decal.
10. The OC vehicle decal must be placed in the lower left corner of vehicle windshield. For motorcycles, decals must be affixed to the left fork of the motorcycle.
11. **OC vehicle decal stickers are NOT transferable or reusable.**
12. The following listed information/items are required for all vehicle registrations. **Students must bring their OC Student ID, Driver's License, and Insurance Verification card with them to pick up their decal.**
  - OC Student ID Card. (Please call Support Central (405) 425-5555, for student ID questions.)
  - Current Driver's License and Issuing State.
  - Vehicle License Plate Number and Issuing State.

- Current Liability Insurance Verification, Name of Insurance Company, Name of Agent.
13. **Registration for students receiving an OC vehicle decal is not complete until it is properly affixed on the vehicle. For returning students with OC vehicle decals, registration is not complete until vehicle is registered (within one (1) week of having it on campus).**
  14. Registration of motorized vehicles is for authorization of parking and travel on OC's campus and does not hold Oklahoma Christian University liable for any loss or damage for any reason.
  15. Parking privileges and color of the OC vehicle decal are determined by student's academic classification. (See: Parking Rules and Regulations for parking locations.)
  16. **Temporary Permits** are required for the following and must be upgraded with a new registration for a regular OC vehicle decal upon the expiration of the temporary permit.
    - Required for all vehicles driven on campus for more than 48 hours and fewer than 30 days.
    - Required for all vehicles with a temporary license plate.
  17. **Handicap permits** are provided by the State of Oklahoma and forms can be found online at <http://www.dps.state.ok.us/dls/pub/PDPPA.pdf>.

### **C. Cooperation with Police Agencies**

The Campus Police Department cooperates with the Oklahoma City Police Department when city or state statutes are violated.

### **D. Crime Prevention Procedures**

1. **Safety and Security is everyone's responsibility.** Students should be vigilant to make every effort not to become easily susceptible to becoming a victim. The following precautions should be followed:
  - a) ***In the Dorm, Apartment, or Building***
    - Avoid working or studying alone in a campus building.
    - Never prop open inside or outside doors.
    - Never let unauthorized persons come into your room; enter residence halls, or apartment security doors. Always ask to see proper identification.
    - Any suspicious activity should be reported to the OC Campus Police immediately.
    - Keep dorm room or apartment door locked while napping or sleeping, and in between trips to restroom.
    - Do NOT hide keys outside dorm room or apartment.
    - Do NOT put student name/address on keys.

- If awakened by an intruder inside dorm or apartment, do NOT attempt to apprehend intruder. Try to get an accurate description of intruder; once in a safe area, call OC Campus Police.
- Never dress/undress in front of a window. Always draw blinds or curtains after dark.

**b) *While Driving or Parking on Campus.***

- Have car keys in hand when approaching vehicle to enter quickly.
- Keep doors locked and windows rolled up between trips while loading and unloading vehicle.
- Keep doors locked and windows rolled up while traveling. Always check underneath vehicle and in rear seat for intruders before entering vehicle.
- Never ride with or pick up someone unknown.
- Drive or park in well-lit areas.
- If someone attempts to enter your vehicle, sound the horn, and drive to a safe area and call OC Campus Police. Provide officer with as much information about the person(s) and vehicle they are driving.
- If student's vehicle breaks down, call OC Campus Police immediately to eliminate unsafe campus traffic problems and/or for assistance.
- If returning late at night call ahead to inform roommate your estimated time of arrival.

**c) *While Walking, Jogging, or Riding Bicycle on Campus***

- Avoid walking, jogging, or riding a bicycle alone. Travel in groups of two or more, especially at night.
- Stay on the Trails and sidewalks and avoid dark areas.
- Be alert to surroundings. Carry a flashlight and/or whistle at night. If being followed, run in opposite direction to a lighted area or a group of people, if possible, yell for help, and call OC Campus Police.
- Have keys in hand when returning to dorm or apartment. Keep personal or valuable items concealed and close to you.

2. If you are a victim or witness to a crime, you should contact OC Campus Police at (405) 425-5500, or on a campus phone at 5500, or call the local law enforcement at 911 and dial 9 first when using a campus phone.
3. An OC Campus Police Officer will meet the student to gather all pertinent information to complete an official report, or if student wishes to remain anonymous, the student can fill out a 'Crime Incident Report' form on OC's public website and search 'Campus Police' for the form.

## **E. Emergency/Crisis Procedures\***

Emergency and Non-Emergency numbers are listed below. NOTE: If calling 911 from an

on-campus phone, dial 9 first.

### **Emergency Phone Numbers**

<u><b>Any Emergency Numbers</b></u>	<u><b>Non-Emergency Off-Campus</b></u>
Ambulance or Fire Department.....911	Oklahoma City
Police.....297-1000	
Police.....911	Edmond
Police.....359-4494	
OC Campus Police.....425-5500	Edmond Emergency
Management.....359-4370	
General OC Campus Police Information....425-5500	Oklahoma Highway Patrol
.....425-2043	
Physical Plant.....425-5555	Oklahoma City Fire
Department.....478-1187	
President's Office.....425-5100	Mercy After Hours Clinic
.....749-7099	
Inclement Weather.....425-5100	Inclement
Weather.....359-4410	
Dorm/Apartment Emergency....(Contact RD or RA)	
Building Emergency Maintenance after hours....(Campus Police).425-5500	

**PLEASE MAKE NOTE:** The following emergency procedures may not be all inclusive; incidences and situations may dictate the best procedure to follow for safety and for evacuation of an area or building.

**‘OC Notify’ is Oklahoma Christian University’s quick alert system for on-campus emergencies to notify the student what emergency(s) exists and the process and procedures they need to follow.**

Students can go to their OC webpage for instructions to receive University alerts via ‘OC Notify’ at the following website:

<https://www.getrave.com/login/oc>

### **Accident Procedures, Vehicle**

- a. All motorized vehicle accidents on campus must be reported to OC Campus Police immediately at 425-5500 or 5500 from a campus phone.
- b. If involved in any type of accident, students should not move any vehicle(s) or items until a full investigation has been made by OC Campus Police.
- c. The following procedures should be followed when involved in or coming up on an accident:



- Do not move any vehicle(s) until a full investigation has been made by Police authorities, unless it is safe, and leaving vehicles stationary would pose no further unsafe conditions.
- If injured, do not move (normally it is safest to stay stationary until help arrives), unless it is unsafe to wait for help.
- If possible, yell for help, or if access to cell phone, dial 911.
- Seek assistance from other witnesses, if available.
- If safe to do so, and you are safe, check if anyone may be injured. Do not move an injured person unless their life may be threatened by not doing so.
- If the scene appears to be unsafe (fire, etc.), move far away from the accident immediately.

### **Criminal Activity Reporting Procedures**

Immediately report a crime in progress or suspected criminal activity to OC Campus Police at 425-5500, or dial 5500 from a campus phone. If OC Campus Police is not available, contact Oklahoma City Police Department at 297-1000, or call 911 for an emergency, and dial 9 first from a campus phone. Provide as much information as possible:

- If it appears a crime is in progress, find a safe place immediately; once safe, report the following.
- The nature of the crime.
- The building location and area.
- Physical description of the perpetrator.
- Type of weapon(s), if used.
- Vehicle description and license number.
- Direction of travel of person(s) or vehicle when last seen.

**Warning:** Do NOT attempt to subdue armed assailant(s); such actions could result in increased danger or injury to the student(s) or other personnel. Do NOT assume a person(s) may be a visitor(s) or University staff you have not seen before.

### **Fire Reporting and Evacuation Procedures**

- a. Emergency reporting should be made to the Fire Department by dialing 911 (dial 9 first from a campus phone) and then OC Campus Police (425-5500). Proceed with the following:
  - Students should ensure their safety by following the OC designated plan for evacuating the building, then contact emergency services.
  - Provide building name and location area of fire.
  - Give your name to emergency personnel and provide any known dangerous situations.
- b. Evacuate from the building using the nearest exit.
  - Know two (2) ways out, go to the nearest exit.

- Stay low to the ground, check closed doors for heat. Do NOT open door if hot.
  - Open door slowly if door is not hot. If there is excess smoke, close door immediately and look for other possible means of escape.
  - Use a wet cloth, if available, to cover mouth and nostril.
  - Use enclosed stairwells, if possible.
  - Continue evacuating, even if alarm stops before complete evacuation of the building.
  - Completely leave the building. Do NOT gather in the halls, lobbies, or entrances.
  - Go to designated meeting point outside the building and report to OC delegated personnel.
- c. Do NOT return to the building until the 'All Clear' is given by the Fire Department, OC Campus Police, OC Notify, or Emergency Management.

### **Medical Emergency Procedures**

- a. Do NOT move a seriously injured person unless the person's life would be threatened by not doing so.
- b. Render First Aid or CPR if trained.
- c. Use gloves, if necessary/available, especially if injured has open wounds.
- c. Do NOT leave the injured person unattended except to call for help.
- d. When reporting a medical emergency, provide the following information:
  - Type of emergency.
  - Building location and area of injured person.
  - Condition of injured person.
  - Any dangerous conditions or situations.
- e. If available, have someone stand outside the building to signal EMS (Emergency Management Service) as they reach the building.
- f. If you are exposed to an injured person's body fluids; wash exposed area and isolate yourself from everyone.
- g. Call OC Campus Police at 425-5500 or 5500 from a campus phone, or 911 (dial 9 first using campus phone) for all medical emergencies.
- h. Do NOT leave or evacuate unless instructed by OC personnel or OC Campus Police.

### **Tornado Procedures for Safe Relocation**

All Students, Staff, and Faculty have a responsibility for safety during a tornado emergency. Students may receive University alert announcements through 'OC Notify'.

- a. Tornado Procedures during Classroom Hours
  - Students will follow Faculty instructions and move to the designated safe location. Faculty will take roll call.
  - At the 'Safe Location' students will sit on the floor, huddle in a tucked position, pull knees to head, and cover eyes and face.

- Do NOT return to classes or leave the campus area unless instructed to do so and the 'All Clear' has been provided by the designated OC University personnel, OC Campus Police, or Emergency Management.
  - Students will be notified by Faculty, Staff, or OC Notify for the process to return to classes.
- b. Tornado Campus Procedures outside Classroom Hours
- Students will follow OC's procedures to move to a safe location and/or to evacuate the dorms, apartments, or buildings.
  - Do NOT return to dorm, apartment, or building, until the 'All Clear' is given by the OC Campus Police or Emergency Management.
- c. Tornado Procedures If Campus Has Been Hit by a Tornado
- Students will stay in their designated safe location (if staying will not further endanger student and it is safe to evacuate) until OC Campus Police, OC University personnel, or Emergency Management personnel can safely aid in the evacuation from any dangerous situations.
  - If student is injured and conscious, and/or is unable to move due to debris: Yell for help or make tapping sounds to attract help. Student should not move, unless further danger is eminent, to prevent further injury or more debris from falling.
  - Do NOT leave OC campus unless instructed to do so, and it can be done safely.
  - Students will be notified by Faculty, Staff, by email, or OC Notify for the process to return to the University and classes.
  - For safety, do NOT attempt to enter any dorm, apartment, or building to retrieve personal items unless the 'All Clear' is given by the OC Campus Police, OC Notify, or Emergency Management for that building or area.

### **Utility Failure Procedures to Follow**

- a. In case of utility failure (electricity, water, gas or campus telephone) in the dorms or apartments, contact your Resident Director (RD) or Resident Assistant (RA) immediately. If no answer, call OC Campus Police at 425-5500 or 5500 from a campus phone.
- b. In case of utility failure in a campus building, immediately call OC Campus Police.
- c. If phone service has been affected, attempt to use the computer network if available.
- d. If a person is trapped in an elevator, call OC Campus Police at 425-5500.
- e. In every case be prepared to provide the following:
  - Building name.
  - Affected area location, Floor and Room Number

- Nature of problem.
- Contact number or your name, phone number and/or extension.
- If deemed necessary, follow the evacuation procedures if eminent danger to any person exists.
- If evacuation is required, do NOT return to the building until the ‘All Clear’ is given. Return procedures will be given by the OC Campus Police, Faculty or Staff, or OC Notify.

### **Violence by Use of Weapons, and University Procedures to Follow**

Violence at school may take many forms and may include the use of deadly weapons. Use the following procedures for gunfire or a hostage situation:

- a. Gunfire Weapon
  - Be aware of your surroundings as you are exiting or seeking refuge.
  - If gunfire is heard, seek refuge immediately in an area, and as feasible, one that can be locked from within and has a room without windows. Once inside the room, hide quietly in a closet, bathroom or under a desk, if possible.
  - If a phone is immediately available, and it is safe to do so, call OC Campus Police at 425-5500 or dial 911 (dial 9 first from a campus phone).
  - Listen for sounds of gunfire and the number of shots fired.
  - Take NO action to intervene.
  - Do NOT attempt to leave your safe hiding place until OC Campus Police or Emergency Management has come to you with an ‘All Clear’.\*
- b. Hostage Situation
  - If capable and safe, immediately evacuate the building.
  - Carefully avoid any perpetrators taking hostages and seek refuge in an area that can be locked from within. Hide quietly in a closet, bathroom or under a desk, if possible.
  - If it is safe and a phone is immediately available, call OC Campus Police at 425-5500 or dial 911 (dial 9 first using a campus phone).
  - Take NO action to intervene.
  - Do NOT attempt to leave your safe hiding place until OC Campus Police or Emergency Management has come to you with an ‘All Clear’.\*

**\*All students will be notified through Staff, Faculty, OC Campus Police, or ‘OC Notify’ for the process to return to classes.**

## **F. Facility Security**

It is the University's policy to lock the doors of buildings which are not in use. Students may be authorized to work or study in buildings after normal working hours, however, individual offices will be locked for safety and security to avoid other access to the building(s).

**NOTE: Students are not to prop doors open because this subjects all occupants to unwanted intrusion.**

## **G. Fire Safety**

Oklahoma Christian University will not tolerate any action(s) which may compromise the fire safety of its students, staff, and faculty.

### **1. Fire Safety Equipment**

- a. Any student(s) found responsible for accidental or intentional deactivation, misuse or abuse of any fire safety equipment (smoke detectors, fire extinguishers, fire alarms, etc.) will be suspended and charged for any damage and repair.
- b. In addition, any student(s) found responsible for being involved in planning, encouraging anyone or cooperating with anyone in the accidental or intentional deactivation, misuse or abuse of fire safety equipment will be suspended and may also be held liable for any damage and repair.
- c. Students who have information about other students deactivating, misusing or abusing fire safety equipment are expected to immediately notify university personnel. Willful obstruction of an investigation or withholding such information may result in tragedy, and student may also be held liable.

### **2. Unauthorized Equipment and Use**

- a. Due to the risk of fire danger **unauthorized equipment** or use of includes the following (but is not limited to):
  - NO hot plates or cooktops are authorized.
  - NO open coil appliances (i.e. toaster ovens, space heaters, etc.) are authorized.
  - Only one (1) plugged-in appliance per receptacle outlet is authorized for use due to OC's electrical housing systems power capacity.
  - Only one (1) extension cord is authorized to be used for one (1) appliance.
  - Gas powered appliances (i.e. gas heaters, gas grills, gas cooktops, etc.) are NOT authorized.
- b. An appliance may refer to the following electrical or gas powered device, but is not all inclusive: Iron, coffee pot, hair curling or straightening type

devices, hair dryer, clock, TV, stereo, charging device, phone, toaster oven, mixer, blender, food processor, toaster, microwave, refrigerator, hot plate, warmer, crock pot, sandwich toaster, grill, space heater, humidifier, fan, waffle iron, pancake griddle, coffee maker, lamp, ice maker, can opener, sewing machine, vacuum, etc.

### 3. **Open Flames and Smoking**

- a. Open flames are **NOT** permissible on the OC campus. The following list (is not limited to) is unauthorized on the OC campus.
  - Smoking
  - Candles
  - Camp fires
  - Cooking grills
  - Lighters
  - Incense burning
  - Halogen lights and flammable lamps
  - Open flame or dripping wax

## **H. Missing Persons Policy**

The purpose of this policy is to establish procedures for the University's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to residential students (living in OC campus housing), including off-campus housing leased by OC.

1. ***“Missing person”*** is a student whose absence is contrary to his/her usual pattern of behavior, and unusual and/or unknown circumstances may have caused the absence.
  - a. Information or a suspicion a missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, had been with persons who may endanger the student's welfare, or fails to appear where expected for an extended period of time; are circumstances to report to officials.
2. **Procedures for Designation of Emergency Contact Information**
  - a. Students will be given the opportunity during each semester registration process to designate an individual or individuals to be contacted by the University no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below.
  - b. A designation will remain in effect until changed or revoked by the student.
  - c. Students under the age of 18: In the event a student who is not emancipated and is determined to be missing, pursuant to the procedures set forth below, the University is required to notify a custodial parent or

guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

**3. Official Notification Procedure for Missing Persons**

- a. Any individual on campus with information a residential student may be a missing person must notify the Oklahoma Christian Campus Police office at (405) 425-5500 or dial 5500 using a campus phone.
- b. To avoid jurisdiction conflicts, when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities by dialing 911, and dial 9 first using a campus phone. The OC Campus Police office will assist external authorities with these investigations as requested.
- c. The OC Campus Police Department will gather all essential information about the residential student from the reporting person and from the student's acquaintances (description, clothes last worn, where student might be, who the student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.).
- d. OC Campus Police Department (with appropriate assistance from local law enforcement personnel and others) will pursue leads deemed to be plausible and helpful.
- e. Appropriate OC campus staff may assist in the search for the student.
- f. If the above actions are unsuccessful in locating the student or it is immediately apparent the student is a missing person (e.g., witnessed abduction), the OC Campus Police Department will contact the appropriate local law enforcement agency to report the student as a missing person and the local law enforcement agency will take charge of the investigation.
- g. No later than 24 hours after determining a residential student is missing, the Dean of Students will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.
- h. OC University's Office of Public Relations will be notified timely to be prepared to respond to inquiries from social media, etc.

**4. Campus Communications' Procedures for Missing Students**

- a. In cases involving missing persons, law enforcement personnel are best situated to provide information to the media designated to elicit public assistance in the search for a missing person.
- b. All communications regarding missing students will be handled by outside law enforcement authorities, who may consult with OC University's Office of Public Relations.
- c. All inquiries to the University regarding missing students, or information provided to any individual at the University about a missing student,

shall be referred to the OC Campus Police Department. OC Campus Police shall refer such inquiries and information to law enforcement authorities.

## **I. Parking on Campus (Rules and Regulations)**

### **1. Vehicle(s) Required to be Registered for Parking Privileges and Student Requirements**

- a. All students, both residential and commuter must annually register their motorized vehicles within one (1) week of having it on campus.
- b. **Motorized vehicles** required to be registered by students is any vehicle used and authorized for travel or parking on campus whether it is gas, electrical or solar powered, or battery operated. These motorized vehicles are defined (but not limited to) as follows:
  - 1) Street-legal automobiles authorized are cars, pickup trucks, vans, buses, motorcycles. See section 'N.' for types of vehicles authorized/unauthorized on OC campus.
  - 2) All motorized bicycles, which are only authorized on campus streets and parking areas, must be registered, but are NOT authorized on any sidewalks.
  - 3) Non-motorized bicycles are allowed on sidewalks, but NOT on steps, and will NOT be registered.
  - 3) All motorized wheel chair type scooters, must be registered. These are the ONLY type of motorized vehicles authorized on sidewalks, but are NOT allowed on steps for safety precautions.
  - 4) All other motorized street-legal scooters must be registered, but are NOT authorized on sidewalks.

### **2. Parking and Safety Regulations**

- a. Any person operating a vehicle is responsible for the control and safe operation of that vehicle and observance of traffic control signs, barriers, and devices.
- b. All vehicles parked on the OC campus should be secured against theft or burglary. Oklahoma Christian University assumes no responsibility for the protection of vehicles or the property left within vehicles.

### **3. Parking on the OC Campus from 7:00a.m. – 5:00p.m.:**

- a. **Freshman & Sophomores living in dorms (0-59 hours, Blue Decal):** Park vehicles in the dorm parking lots.
- b. **Freshman & Sophomore commuters:** Park in parking lots W. of Enterprise Square, W. of Gaylord University Center, or by the north gate in the triangle lot on N. side of campus by soccer fields.
- c. **Sophomores living in apartments:** Park at the apartments or parking



lot W. of Gaylord University Center.

- d. **Juniors, Seniors (60+ hours, Maroon Decal), & Graduate Students (Gray Decal):** Park in student parking areas marked with yellow lines listed below:

- Parking lot N. of Mabee Learning Center (far N. half).
- Parking lot W. of Hardeman Auditorium.
- Parking spaces on W. side of Thelma Gaylord Forum next to Gaylord University Center.
- Parking lot E. of Harvey Business Center.
- Parking lot W. of Enterprise Square.
- Parking lot N. of Prince Engineering Center and Herold Science Hall.
- Parking lot S. of William-Branch Biblical Studies Center.

- e. **Faculty/Staff parking (white lines)** is located in the following parking lots:

- The designated parking lanes in the lot N. of Mabee Learning Center.
- Parking lot N. of Prince Engineering Center and Herold Science Hall.
- Parking lot E. of Judd Theater and the lot W. of the Garvey Center and Hardeman Auditorium
- Parking lot S. of the Williams-Branch Biblical Studies Center.

4. **Students must NOT park in Visitor Parking or Faculty/Staff parking (between 7:00 a.m. – 5:00 p.m.)**

Visitor parking is located on the N. side of Thelma Gaylord Forum and the W. side of Hardeman Auditorium.

5. **Student parking is NOT authorized at any time in the following areas.**

OC Campus Police will issue tickets to students parking in these areas, unless student has a special permit to park in that area:

- a. NO Handicap parking without a Handicap permit, blue curbs.
- b. NO parking in “Reserved” areas (Hall Directors and Assistants-RDs and RAs), yellow curbs.
- c. NO parking in Fire zones, red curbs.
- d. NO parking in Faculty/Staff areas (7:00a.m. – 5:00p.m.), white lines.
- e. NO parking on the curb in the Forum.
- f. NO parking in the circle drive at Hardeman (Garvey Center).
- g. NO parking in the circle drive at the Student Center (Gaylord University Center).
- h. NO parking on grass or sidewalks.
- i. NO parking on OC campus roads.
- j. NO parking in loading zones.

6. **Camping out/living in a vehicle in the parking areas or on the OC campus grounds is NOT authorized.**

## **J. Reporting Crimes & Campus Emergencies**

1. All students must report campus emergencies and crimes or incidences that could lead to a crime, or if a student is unsure if a situation is a crime, to OC Campus Police at 425-5500 or 5500 from a campus phone. OC Campus Police will make the determination if an incident is a crime.
2. If the student is a victim or witness to a crime, student should contact OC Campus Police at (405) 425-5500 or on a campus phone at 5500, or call the local law enforcement at 911 and dial 9 first if using a campus phone.
3. An OC Campus Police Officer will meet the student to gather all pertinent information to complete an official report.
4. Hate crimes are required to be reported for each of the following crimes (but not limited to): criminal homicide, sex offense, robbery, aggravated assault, burglary, motor vehicle theft, arson, etc., and for any other crime involving bodily injury; additionally, sex offenses, weapons violations, vandalism or destruction of OC property, arson, vehicle violations, alcohol use, and possession, sale and use of drugs and drug paraphernalia, are reportable crimes.
  - a. To make the University more secure, students may fill out a ‘Crime Incident Report’ form on OC’s public website and search Campus Police for the form or <https://www.oc.edu/services/campus-police/crime-incident-report-form.html>; then email the information with a name, or anonymously. This program allows the reporting of known or suspected activity with complete confidentiality.
  - b. OC Campus Police Department and the Oklahoma City Police Department have established a mutual aid agreement for crime reporting.
5. The OC Campus Police Department will send timely alerts through ‘OC Notify’ by way of an email, text message, or other available means to Students, Staff, and Faculty. The Department reports safety alerts of violent crimes, significant crimes against property, serious threats, any dangerous situations, and procedures to follow to eliminate unsafe incidences.

## **K. Reports, OC Campus Police Crime and Fire Safety Report**

### **1. Annual Fire Safety Report**

OC Campus Police will provide an Annual Fire Safety Report for students to view. Select ‘Campus Crime and Fire Safety’ in the following link for Oklahoma Christian University’s annual Security and Fire Safety Report, as required under the Clery Act in the Higher Education Act of 1972:

(<https://www.oc.edu/services/campus-police/annual-security-and-fire-safety-report.html>)

## **2. Daily Fire Log**

OC Campus Police will provide a Daily Fire Log viewable to students upon request. The request will be granted within 48 hours.

## **L. Substance Abuse of Alcohol, Illegal Drugs and Paraphernalia**

1. The possession, use, sale or distribution of alcohol, illegal drugs and drug paraphernalia, and misuse of prescription drugs, is NOT tolerated by OC.
2. If it is reasonably determined a student has been or is using alcohol or illegal drugs, the student may be required to take a breath or drug test. The student will be required to pay for the test(s) if the results are positive, and student will be subject to fines and further punitive action.

## **M. Vehicles: Abandoned, Inventory and Storage, Stolen, or Unattended**

### **1. Abandoned Vehicles**

- a. Upon satisfactory determination any vehicle found unattended upon the property of Oklahoma Christian University is abandoned, OC Campus Police officers shall, by certified mail, notify the last registered owner that if said vehicle is not removed within 10 days of receipt of notification, the removal of such vehicle by a duly licensed wrecker or towing service for safe storage will occur.
- b. Oklahoma Christian University Campus Police shall follow the procedures for inventory and storage or impoundment of vehicle set out in Part 4 of this order.
- c. To assure compliance with the requirements of State Statutes, it shall be the responsibility of Oklahoma Christian University Campus Police upon receipt of any stored vehicle report of any abandoned vehicle to:
  - 1) Check to determine if the vehicle has been reported stolen and, if so, to notify the reporting agency. Also, check to determine the last known registered owner and any lien holder of the vehicle.
  - 2) As soon as feasible, proper written notification is provided to the known owner or the last known registered owner and any lien holder, with the name of the wrecker and service location of said vehicle stored for safe keeping.

### **2. Inventory and Storing or Impoundment of Vehicle**

- a. Officers have authority to remove and store or impound a vehicle when:
  - 1) When notification has been made to the last known registered owner by certified mail and said vehicle has not been removed within 10 days of receipt of written notification.
  - 2) It is abandoned (on a street) in such a place as to be a traffic hazard or highly susceptible to vandalism.

- 3) It has been reported stolen or taken without the consent of its owner or is to be held as evidence of a crime committed.
  - 4) At the scene of an accident, the owner or driver is not physically or mentally able to take charge of the vehicle.
  - 5) The driver of the vehicle is arrested and taken into custody. The officer is not required to impound such vehicle, in some instances, when the person requests another licensed driver to take charge of the vehicle.
- b. When a vehicle is stored or impounded, regardless of the reason, the OC Campus Police officer shall:
- 1) Assure a detailed inventory of the contents is made before the vehicle is released to a wrecker or towing service. Such inventory will include any compartment or area to which the OC Campus Police officer may have access.
  - 2) Complete and submit a Stored Vehicle Report on all vehicles stored or impounded by OC Campus Police Department by the end of reporting officer's shift.
  - 3) Make a written inventory of the contents of the impounded vehicle. The inventory shall be attached to the OC Campus Police Officer's report.

### **3. Stolen Vehicle**

- a. When it is determined any vehicle is stolen, the OC Campus Police shall order it impounded by a duly licensed wrecker or towing service and shall follow the procedures for inventory and storing or impoundment of vehicle set out in part D of this order.
- b. The impounding officer shall exercise special care to see ensure evidence such as fingerprints, personal items, etc., pertaining to the theft, or any other suspected criminal offense, is preserved.

### **4. Unattended Vehicles**

- a. OC Campus Police will investigate all unattended vehicles found upon the property of Oklahoma Christian University.
- b. When it is determined an unattended vehicle is not abandoned (as provided in Oklahoma Statutes) or stolen, and immediate action is not otherwise required, OC Campus Police will attach an 'Unattended Vehicle Courtesy' tag in a visible location on the vehicle.

## **N. Vehicles, Authorized/Unauthorized for Travel/Parking on Campus**

Vehicles restricted or not authorized for travel or registration on campus, campus streets, and/or parking areas are:

1. NO ATVs (All Terrain Vehicles) are authorized on campus, with the exception to OC Campus Police using ATVs for police operations and Staff

and/or Faculty using ATVs for University operations with the approval from the OC Executive Director of University Services.

2. Motorized vehicles that are NOT street legal (Segways, scooters, pocket/miniature motorcycles, etc.) are NOT authorized on the OC campus, with the exception of OC Campus Police, who utilize a Mini-Pro 9BOT Segway.
3. Off-road type vehicles are NOT authorized on the OC campus (dune buggies, go carts, motorcycles not street legal, four wheelers, tractors, etc.)
4. Street legal motorized vehicles that are NOT authorized on the OC campus are: motorhomes and 2 Tons up to semi-trucks.
5. For safety, motorized wheelchairs and motorized wheel chair type scooters are NOT authorized for travel on campus streets, NOT authorized to park in parking lots, and NOT authorized on sidewalk steps. However, they are allowed on sidewalks.
6. Non-motorized bicycles are not required to be registered by the OC Campus Police; however, they are allowed on streets as provided by municipal and state laws. NOTE: Non-motorized bicycles are allowed on sidewalks, but are NOT allowed on any steps.
7. Motorized bicycles are NOT authorized on sidewalks.
8. Skateboarding and longboarding is restricted to sidewalks for conveyance of travel to attend classes on the OC campus.
  - Skateboards and longboards are NOT authorized on sidewalk steps, handrails, streets, curbs, benches, rocks, etc.
  - Skateboarding and longboarding tricks and acrobats, for practice or play, are NOT allowed on the OC campus.

#### **O. Vehicles: Campus Speed Limit**

1. The posted speed limit for travel on the OC Campus streets is 25 MPH.
2. The speed limit in parking lots on the OC Campus is 10 MPH.

#### **P. Violations, Appeals, Fees, Fines: (to be Posted to Student's Account)**

1. APPEALS: Appeals should first be made in person with the Chief of Police and/or his designee at OC within five (5) days after the date of the cited violation. Campus Police is located at the Heritage Village building (SE corner of campus), 2801 E. Memorial Rd., Suite #105. Call (405) 425-5502 to schedule a meeting time for an appeal. Normal business hours are 8:00a.m. – 4:00p.m., Monday – Friday. After seven (7) days the ticket is charged to the student's account.
2. FINE(S) ENFORCEMENTS: All fines are to be paid only within seven (7) days of the date of the citation in the Heritage Plaza Business Office (SE area of campus), 13800 Benson Road, 1<sup>st</sup> floor, from 9:00a.m. – 4:00p.m., Monday – Friday, closed for lunch 12:00p.m. – 12:30p.m.

Oklahoma Christian University reserves the right to revoke driving privileges in cases of repeated violations, reckless driving, or unwarranted disregard of vehicle rules and regulations, damaging property, or any act detrimental to the safety or best interests of the University community.

**Schedule of Fees:**

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1. <input type="checkbox"/> Blocking or Obstructing.....	50.00
2. <input type="checkbox"/> Disregarding Stop Sign / Yield Sign.....	50.00
3. <input type="checkbox"/> Eluding / Attempting to Elude .....	100.00
4. <input type="checkbox"/> Operation of vehicle without Valid License .....	50.00
5. <input type="checkbox"/> Other Violations (Refusing to Present Identification) ...	50.00
6. <input type="checkbox"/> Parking: Fire Lane/Zone, Blocking Fire Hydrant.....	200.00
7. <input type="checkbox"/> Parking: Grass – Parking, Driving on .....	100.00
8. <input type="checkbox"/> Parking: Handicap and Zone Area.....	250.00
9. <input type="checkbox"/> Parking: Loading, No Parking & Reserved Zone .....	50.00
10. <input type="checkbox"/> Parking: Unauthorized Zone (Faculty/Staff, Visitor) .....	50.00
11. <input type="checkbox"/> Permit not affixed / Vehicle Not Registered.....	50.00
12. <input type="checkbox"/> Possession of Alcohol: Student/Minor .....	150.00
13. <input type="checkbox"/> Possession of Drugs or Drug Paraphernalia .....	150.00
14. <input type="checkbox"/> Reckless Driving / Racing .....	100.00
15. <input type="checkbox"/> Speeding: Excessive Speed Over Posted Limit .....	100.00
16. <input type="checkbox"/> Texting while Driving, Distraction, Endangerment .....	75.00

**\*\* It shall be a violation of Oklahoma Christian University policy for any student regardless of age, to be in possession of any intoxicating beverage, drugs, and drug paraphernalia on University property.**

**Q. Weapons Policy for OC Campus (Adopted July 1, 2013)**

The Oklahoma Christian University Weapons on Campus Policy complies with the Oklahoma Self Defense Act (21 Okla. Stat. § 1290.1 *et. Seq.* and 21 Okla. Stat. § 1277).

**1. Purpose**

This policy is to set the permissible limits of the presence of weapons on University property.

**2. Scope**

This policy applies to all University students, faculty, staff, and visitors. The only exception is for all licensed federal, state and local law enforcement officers.

### **3. Policy**

Except as provided for by statute or other University policy or procedure, no person may possess any weapon while on University property, or while participating in any University event. University property includes all campus grounds, facilities, buildings, classrooms, offices, University owned vehicles, or other premises owned, lease, or controlled by the University. University activity includes, but is not limited to, normal daily business and educational activity and any University-sponsored function or activity.

Any University employee violating this policy is subject to immediate termination. Any student violating this policy is subject to disciplinary action, up to and including expulsion. A campus visitor found in violation of this policy shall either have such weapon confiscated by OC Campus Police or shall be subject to immediate removal from University property or activities.

No person in possession of any licensed handgun, pursuant to the Oklahoma Self Defense Act (21 Okla. Stat. § 1290.1 *et. Seq.*), shall be authorized to carry such licensed handgun into or upon University property. Pursuant to 21 Okla. Stat. § 1277 (2012), the following property shall not be construed as prohibited for persons having a valid handgun license:

Any property set aside for the use of any vehicle, whether attended or unattended, provided the handgun is carried or stored as required by law and the handgun is not removed from the vehicle without the prior written consent of the University President, while the vehicle is on University property;

Any property authorized for possession or use of handguns by University policy; and

Any property authorized by the written consent of the University President, provided the written consent is carried with the handgun and the valid handgun license while on University property.

### **4. Storage**

University students shall store their recreational guns and archery equipment with OC Campus Police. Students requesting to store firearms, may contact the OC Campus Police Department at (405) 425-5500, or email OC Campus Police at [campuspolice@oc.edu](mailto:campuspolice@oc.edu).

All students requesting to store or safeguard guns/ammunition and archery equipment must fill out a simple one page application form (FIREARMS CHECK IN/OUT FORM). The purpose of the form is to maintain a written log for contacting the owner, description of the weapon and sign in/out.

Students must make arrangements prior to picking up their gun(s) and archery equipment. Call (405) 425-5500 and request date/time student will pick them up. Once gun owners pick up their weapon(s) they must leave campus immediately.

Students returning to campus with weapons are required to contact OC Campus Police by calling (405) 425-5500, and turn in their gun(s) and archery equipment. All guns shall be unloaded and kept separate from all ammunition. All guns will be identified with the owner's name, address, and phone number on the gun case.

Student shall not be in possession of more than two (2) guns. No more than 100 rounds of ammunition (per gun) are authorized to be stored.

#### **5. Electronic Weapons: Lasers, Stun Guns, and Tasers**

Electronic Weapons, such as Lasers, Stun Guns, or Tasers are NOT allowed on campus. The OC Campus Police Department will store these weapons by request. Electronic weapons shall be removed from campus as soon as possible.